

## ACADEMIC QUALITY ASSURANCE COORDINATOR

Core Education Group seeks to appoint a suitably qualified, CAPS-teaching, experienced, SACE registered, competent and enthusiastic candidate into the following full-time post:

### Academic Quality Assurance Coordinator Foundation Phase

#### Job description

Academic quality assurance and support in Foundation Phase subjects

#### Job Overview

- Responsible for the grade R-3 HODs
- Responsible for grade R-3 subject specialists and subject advisors
- Manage the grade R – grade 3 common assessments
- Manage the grade R – grade 3 systemic tests
- Responsible for grade R – grade 3 teacher training and development
- Manage the grade R – grade 3 subject policies
- Manage the grade R – grade 3 teacher IQMSs
- Responsible for the collection, organization and management of data for the Primary Schools and the analysis thereof
- Manage Quality of E-Learning and EdTech (grade R – grade 3)
- Manage SATs (grade R – grade 3)
- Manage SBSTs (grade R – grade 3)
- Manage academic data and information collection and analysis thereof

#### Required Knowledge

**Qualification required:** Minimum 4 year teaching qualification

**Education level:** University or recognised teaching institution

**Registrations:** Permanent SACE certificate and valid Police Clearance Certificate

#### Required Experience and Skills

- At least 2 years' experience as an HOD in the Foundation Phase
- Broad knowledge of the CAPS curriculum, National Protocol of Assessment (NPA) and National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12 (NPPPPR)

- Broad knowledge of all Gr R-3 subjects
- Good computer literacy skills and sound knowledge of Excel, Outlook and Word
- Knowledge of school administrative programmes, D6 Principal Plus and SASAMS
- Fluent in English with the ability to speak and write fluently
- Ability to plan
- Good organisational and administrative skills
- Good analytical skills
- Ability to work under pressure
- Strong focus on meeting all deadlines
- Strong time management skills
- Ability to work independently and as part of a team
- Good interpersonal skills
- Detail orientated
- Problem solving skills
- Innovative
- Excellent leadership skills
- Strong communication skills

#### **How to apply**

A comprehensive CV, with three contactable references, must be emailed to Mrs L Moyo at [lmoyo@coreeducation.co.za](mailto:lmoyo@coreeducation.co.za)

#### **Closing date: 10 April 2025**

All applicants meeting the criteria will be contacted for interviews on/before **12 April 2025** .

Core Education, in line with the POPI Act, will as far as reasonably possible protect the personal information of all applicants for this position.

By applying for this position, the applicant accepts this disclaimer.

Please note that only short-listed candidates will be contacted.

If you were not contacted by this date, please assume that your application was not successful.