

VACANCY - 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 High School Mathematics and Mathematical Literacy

Job description

Academic quality assurance and support in high school Mathematics and Mathematical Literacy

Job Overview

- Responsible for the grade 8 – grade 12 Mathematics HODs
- Responsible for the grade 8 – grade 12 Mathematics ADQA subject specialists and subject advisors
- Manage the grade 8 – grade 12 ADQA common assessments in Mathematics and Mathematical Literacy
- Manage the grade 8 – grade 12 Mathematics systemic tests
- Responsible for grade 8 – grade 12 teacher training and development
- Manage the grade 8 – grade 12 Mathematics and Mathematical Literacy subject policies
- Manage the grade 8 – grade 12 teacher IQMSs
- Responsible for the collection, organization and management of data for the High Schools and the analysis thereof
- Manage Quality of E-Learning (grade 8 – grade 12)
- Manage SATs (grade 8 – grade 12)
- Manage SBSTs (grade 8 – grade 12)
- Manage academic data and information collection and analysis thereof (grade 8 – grade 12)

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 high school STEM subjects
- At least 5 years high school teaching experience
- Broad knowledge of the CAPS curriculum, National Protocol of Assessment (NPA) and

Curriculum Statement Grades R-12 (NPPPPR)

- Broad knowledge of Mathematics and Mathematical Literacy in Grades 8-12
- 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 K Panayotakis at katy@coreeducation.co.za

Closing date: 15 July 2025

All applicants meeting the criteria will be contacted for interviews on/before **18 July 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.