

## VACANCY NOTICE

| INTERNAL AND EXTERNAL ADVERT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                            |                                       |
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| <b>Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | HOD Pre-School Education           | <b>Reports to</b>          | Management                            |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 22 Witbooi Street, Walmer Location | <b>Department</b>          | Education Programmes and Partnerships |
| <b>Type of Contract</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Fixed Term                         | <b>Number of positions</b> | One                                   |
| <b>Date of Vacancy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 14 October 2026                    | <b>Closing Date</b>        | 15 November 2026                      |
| <b>PURPOSE OF THE JOB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |                            |                                       |
| <p>The Pre-school Principal is responsible for the effective management and day-to-day operations of the pre-school, ensuring a safe, nurturing, and high-quality learning environment for children aged 3–5 years. The role provides leadership and support to teaching and support staff, oversees programme implementation, and ensures that the pre-school operates in line with relevant Early Childhood Development (ECD) standards, organisational policies, and Department of Social Development (DSD) requirements. The incumbent will be responsible for managing administrative processes, supporting staff development and capacity building, maintaining accurate records, and ensuring timely and accurate reporting to DSD and other relevant stakeholders. In addition, the role also oversees masifunde's ECDC network and coordinates the implementation, monitoring and quality assurance of the literacy programme in partner pre-schools. The role requires strong leadership, communication, organisational, and people-management skills, as well as a commitment to the holistic development and wellbeing of young children.</p> |                                    |                            |                                       |
| <b>MINIMUM QUALIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                            |                                       |
| <ul style="list-style-type: none"> <li>Degree in Education or a related education field.</li> <li>Additional ECD qualifications or training will be advantageous.</li> <li>Montessori training or qualification will be advantageous.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |                            |                                       |
| <b>EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |                            |                                       |
| <ul style="list-style-type: none"> <li>Minimum of 3–5 years' experience working in Early Childhood Development (ECD).</li> <li>Experience managing or leading a pre-school, ECD centre, or similar educational environment.</li> <li>Experience in administrative and record-keeping processes.</li> <li>Experience in staff development, capacity building, and supporting teaching staff.</li> <li>Experience with Department of Social Development (DSD) reporting and compliance requirements.</li> <li>Montessori experience will be advantageous.</li> <li>Experience working within an NGO, nonprofit, or community-based organisation will be advantageous.</li> <li>Xhosa-speaking candidates will be advantageous.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |                            |                                       |
| <b>RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |                            |                                       |
| <b>Pre-school Management &amp; Leadership</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                            |                                       |
| <ul style="list-style-type: none"> <li>Oversee the day-to-day operations and effective functioning of the pre-school.</li> <li>Provide leadership, guidance, and support to teaching and support staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |                            |                                       |

- Ensure that the pre-school provides a safe, nurturing, inclusive, and stimulating environment for children.
- Monitor the implementation of the pre-school programme and ensure that activities support children's holistic development.
- Ensure compliance with organisational policies, procedures, and relevant ECD requirements.
- Address operational challenges and implement appropriate solutions.

#### **ECD Programme & Learning**

- Support the planning and implementation of age-appropriate learning and development activities for children aged 3–5 years.
- Monitor the quality of teaching and learning within the pre-school.
- Support teachers in developing lesson plans, activities, and learning materials.
- Ensure that children's developmental needs are appropriately identified and supported.
- Monitor children's participation, development, and progress.
- Promote play-based and child-centred learning approaches.
- Montessori knowledge and experience will be advantageous.

#### **ECDC Network & Literacy Programme Coordination**

- Manage and coordinate the literacy programme across partner pre-schools, ensuring consistent implementation and quality.
- Liaise with partner pre-school principals to support programme implementation and address operational challenges.
- Oversee the placement and ongoing support of literacy facilitators across partner pre-schools.
- Coordinate training, capacity-building initiatives, and the provision of relevant learning resources.
- Conduct regular monitoring visits to assess programme implementation, quality, and progress.
- Track programme delivery, learner participation, and progress across partner pre-schools.
- Maintain accurate programme records and ensure timely reporting to management and relevant stakeholders.

#### **Staff Capacity Building**

- Identify staff development and training needs.
- Support ongoing capacity building and professional development of teaching staff.
- Provide guidance, mentoring, and support to teachers and other pre-school staff.
- Conduct regular staff meetings and facilitate communication within the team.
- Monitor staff performance and provide constructive feedback.
- Encourage a culture of continuous learning and improvement.

#### **Administration & Record Keeping**

- Maintain accurate and up-to-date pre-school administrative records.
- Ensure that attendance registers, learner records, staff records, and other required documentation are properly maintained.
- Monitor and maintain records relating to children's enrolment, attendance, development, and participation.
- Ensure that required documentation is completed accurately and submitted within stipulated deadlines.
- Maintain organised files and supporting documentation for internal and external reporting.

**DSD Reporting & Compliance**

- Prepare and submit required reports and documentation to the Department of Social Development (DSD).
- Ensure that DSD reporting requirements and deadlines are met.
- Maintain accurate records and supporting documentation required for DSD compliance.
- Monitor compliance with relevant DSD requirements, regulations, and organisational policies.
- Liaise with relevant stakeholders regarding DSD-related matters and reporting.
- Identify and address areas of non-compliance and implement corrective actions where necessary.

**Parent & Stakeholder Engagement**

- Maintain positive and professional relationships with parents and caregivers.
- Communicate effectively with parents regarding children's development, attendance, and wellbeing.
- Address parent or caregiver concerns in a professional and appropriate manner.
- Work collaboratively with internal teams, community stakeholders, and relevant service providers.
- Represent the pre-school professionally when engaging with external stakeholders.

**Child Safeguarding & Wellbeing**

- Promote and maintain a safe environment for all children.
- Ensure adherence to child safeguarding and protection policies and procedures.
- Monitor children's health, safety, wellbeing, and general care.
- Report and escalate safeguarding concerns in accordance with organisational procedures.
- Promote positive behaviour, inclusion, and respectful relationships among children and staff.

**OTHER / BEHAVIOURAL COMPETENCIES**

- Strong knowledge of Early Childhood Development (ECD) principles and practices.
- Strong leadership and people-management skills.
- Knowledge of child-centred and play-based learning approaches.
- Montessori experience or knowledge will be advantageous.
- Strong administrative and organisational skills.
- Experience with DSD reporting and compliance requirements.
- Strong communication and interpersonal skills.
- Ability to mentor, support, and build the capacity of staff.
- Ability to work independently and manage multiple responsibilities.
- Strong planning and time-management skills.
- Ability to maintain accurate records and meet reporting deadlines.
- Professional, patient, and compassionate approach when working with young children.
- Commitment to child safeguarding, inclusion, and the wellbeing of children.
- Xhosa-speaking will be advantageous.

Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 30 days, we regret to inform you that your application has not been successful.

**APPLICATIONS TO** <https://forms.gle/kqFoN5X3QdpKK6dm7>

**CONTACT NUMBER** 041 581 2543

