

# WE ARE LOOKING FOR A DIRECTOR



Combretum Trust School is a small progressive private secondary school which was established in 2004 to address a gap in the education offering in Namibia. Since then, Combretum has been providing progressive, quality secondary education, dynamic teaching, and world standard qualifications.

We prepare learners for both Namibian Senior Secondary examinations and Cambridge International examinations. We take an individual interest in each learner and make every effort to develop their skills, confidence, competence, and sense of community and responsibility.

The Director is responsible for overseeing the operation of the school according to the mission, vision and objectives of the school and the policies established by the Board of Directors. The incumbent will be responsible for overseeing the day to day management of the school as well as longer-term sustainability and strategic direction, together with the school Board of Directors. The ideal candidate would be innovative but conscious of the need to effectively manage change and able to work with a diverse faculty in a multi-cultural school.

## REQUIREMENTS:

- Master's Degree or equivalent Advanced Degree in Educational Leadership or another relevant field.
- Bachelor's Degree in Education is an added advantage.
- 10 years of experience in teaching and management within education space.
- Experience working within the private school sector in Namibia.
- Experience in financial management, people management, and conflict resolution.
- Experience in partnership building and fundraising.
- Namibian national or legally able to work in Namibia.
- Strong sense of shared values with the school's ethos.
- Ethical, honest, open and transparent.

In return, Combretum Trust School offers a market related cost to company package, commensurate with the requirements of the role, relevant qualifications and experience.

The successful candidate is expected to assume duty on the 1st January 2023.

The full job description is available on [combretumtrustschool.com](http://combretumtrustschool.com) under [Downloads](#).

Interested applicants may email a CV, cover letter, copies of identity documents and qualifications to [combretumschool@gmail.com](mailto:combretumschool@gmail.com) by the 7th November 2022.

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Combretum Trust School is a small progressive private secondary school which was established in 2004 to address a gap in the education offering in Namibia. Since then, Combretum has been providing progressive, quality secondary education, dynamic teaching, and world standard qualifications.

Combretum Trust School is owned and run by Combretum Education Trust, a non-profit organization. It is an individual-focused school with an emphasis on dynamic education which develops the full potential of all learners, fostering a passion for life-long, and life-appropriate learning.

The school provides a unique culture of care where individuality is championed, while still fostering a sense of community and responsibility for others. Combretum teaches learners to think broadly, and to critically engage with the world they live in.

We prepare learners for both Namibian Senior Secondary examinations and Cambridge International examinations. Our classes are small, and our teachers are world-standard. We take individual interest in each learner and make every effort to develop their skills, confidence, competence, and awareness of responsibilities.

## General Objective of the Position

The Director is responsible for overseeing the operation of the school according to the mission, vision and objectives of the school and the policies established by the Board of Directors.

## General Responsibilities of the Director

The Director will be responsible for overseeing the day to day management of the school as well as longer-term sustainability and strategic direction, together with the school board.

The Director's responsibilities include, but are not limited to:

### Strategic

Work with the Board to establish strategic objectives and related improvement plans. Monitor and report upon progress towards identified goals.

### Educational

Lead the effective implementation of the school's curriculum and instructional program and implement strategies to guarantee an optimal learning environment.

### Administrative

Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with established Board policies. Ensure compliance with all laws and civil regulations.



### Personnel

Select, recruit and retain capable and talented instructional and support staff. Ensure that ongoing professional development is provided for all staff members to improve effectiveness and promote successful performance.

### Financial

Collaborate to develop a budget aligned with the school's strategic objectives. Administer funds in accordance with the approved budget and with a view to promoting efficiency.

### **Requirements: Education, training and experience:**

- Master's Degree or equivalent Advanced Degree in Educational Leadership or another relevant field.
- Bachelor's Degree in Education added advantage.
- Must have 10 years of experience in teaching and management within education space.
- Experience working within the private school sector in Namibia.
- Experience with the Namibian Cambridge exam systems.
- Positions previously held such as HOD or principal will be an added advantage.
- Excellent command of English essential and other national languages is an advantage.
- Experience in financial management, people management, and conflict resolution.
- Experience in partnership building and fundraising.
- Namibian national or legally able to work in Namibia.

### **Personal Characteristics:**

- Ethical, honest, open and transparent.
- Strong and effective communicator with good listening skills.
- Excellent interpersonal relationships with the ability to engage and involve stakeholders in meaningful and productive ways.
- Proven instructional leadership with a focus on global citizenship and the development of 21st Century skills.
- A strategic thinker with the ability to set objectives and monitor progress with a view to improving student performance.
- Ability to inspire confidence and motivate others by recognizing and drawing upon their strengths.
- Innovative but conscious of the need to effectively manage change.
- Sensitive to cultural relations and conscious of the school's responsibility to the wider community.
- Ability to work with a diverse faculty in a multi-cultural school.

In return, Combretum Trust School offers a market related cost to company package, commensurate with the requirements of the role, relevant qualifications and experience. The successful candidate is expected to assume duty on the 1st January 2023.

All applicants must include the following: an application letter, full resumes, certified qualifications & identification documents. Kindly note that only shortlisted candidates will be notified. Email them to [combretumschool@gmail.com](mailto:combretumschool@gmail.com).