

## The Glen High School Pretoria East

### Educator Vacant Posts



The School Governing Body (SGB) of The Glen High School invites applications for the following vacant teaching posts:

- **Afrikaans FAL and Life Orientation: Ref Number: Afr-LO/01/25**
- **Creative Arts: Ref Number: CA/01/25**
- **Natural Science and Technology: Ref Number: NST/01/25**

**Qualifications and Requirements:** Applications may be submitted via hand delivery **OR** emailed directly to Ms. P. Kgoelenya at [hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za).

- A relevant subject-related tertiary qualification, including a minimum of a 4-year professional educational degree, or a subject-specific academic degree combined with a Postgraduate Certificate in Education (PGCE).
- A minimum of 3 years of teaching experience is preferred.
- New entrants to the profession are encouraged to apply.
- Registration with the South African Council for Educators (SACE) is a prerequisite.
- Strong ICT skills for E-learning and teaching are essential.

**Salary:** R292,000 - R350,000 per annum, based on experience.

**Application Instructions:** Applications may be submitted via hand delivery **OR** emailed directly to Ms. P. Kgoelenya at [hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za).

1. Complete the attached application form.
2. Submit your completed application form, qualifications, matric certificate, SACE certificate, transcripts of all qualifications, and a certified copy of your ID. All documents must be certified within the last six months.
3. Submit application to the receptionist at The Glen High School or email to above email address.
4. Clearly indicate the position you are applying for on the envelope

**Closing Date: 24 January 2025, at 08:00.** Late applications will not be considered.

#### Please Note:

- Should you not receive any correspondence from the school by **28 February 2025**, please accept that your application was unsuccessful.
- The Board of Governors of The Glen High School reserves the right not to make an appointment. Submission of an application does not guarantee an interview or appointment.

**For any inquiries**, please contact Ms. P. Kgoelenya at [hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za) or **012 348 862**



# The Glen High School

## APPLICATION FOR EDUCATOR POSITIONS

### 1. PARTICULARS OF ADVERTISED POST

Position applied for:	
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### 2. PERSONAL PARTICULARS

SURNAME:					
NAME(S):					
ID NO.:					
GENDER: (Male/Female/Other)	Male		Female		
RACIAL GROUP (For Employment Equity and Statistical Purpose)	African	Coloured	Indian	White	
Do you have a disability?	Yes		No		
Are you a South African citizen?	Yes		No		
Do you have a WORK permit/PERMANENT residence permit?	Yes	No	If yes, Permit Number/ID		
Have you been convicted of a criminal offence? (x) (If yes, attach clearance letter)	Yes		No		
Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)	Yes		No		
Have you been convicted in line with the Sexual Offences and Related Act case?	Yes		No		

### 3. CONTACT DETAILS

Contact number: ( )	Alternative contact number: ( )	
Postal Address:	Postal code:	
Physical Address:	Fax number:	
Cellphone Number:	E-mail Address:	

Name and Contact details for next of Kin:	Relationship:	
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#### 4. LANGUAGES

LANGUAGES (specify)	(example) English					
Speak	X					
Write	X					
Read	X					
Teach	X					

#### 5. QUALIFICATIONS

School/University/College	Qualification(s)	Subjects/Majors/Specialisation

#### 6. ADDITIONAL CERTIFICATES OF OTHER COURSES ATTENDED

Name of course	Service provider/Institution	Duration of course
1.		
2.		
3.		
4.		
5.		
6.		
7.		

#### 7. SKILLS: (e.g. MANAGEMENT OR LEADERSHIP AS AN EDUCATOR)

1.
2.
3.
4.
5.

#### 8. EXPERIENCE

##### a) CURRENT POSITION OF EMPLOYMENT (IF EMPLOYED BY SGB OR INDEPENDENT SCHOOL OR TVET COLLEGE, PLEASE ATTACH EVIDENCE)

Department/	Institution	Learning Areas/Subjects	Post Level	Exact Dates in	TOTAL

Employer		& Grades		Current Post		
				FROM (M/Y)	YEARS	MONTHS

**b) PREVIOUS EMPLOYMENT IN EDUCATION (IF EMPLOYED BY SGB, HIGHER EDUCATION INDEPENDENT SCHOOL OR TVET COLLEGE, PLEASE ATTACH EVIDENCE)**

Department/ Employer	Institution	Post Level	Learning Areas and Grades	Exact Dates		TOTAL	
				FROM (M/Y)	TO (M/Y)	YEARS	MONTHS

**9. EXTRA AND CO-CURRICULAR ACTIVITIES (e.g Leadership, Administrative and Management)**

TYPE OF ACTIVITY	ORGANISATION	DURATION
1.		
2.		
3.		
4.		
5.		

**10. REFERENCES**

NAME	CONTACT DETAILS	RELATIONSHIP
1		
2.		
3.		

**DECLARATION:** I declare that the above information provided (including any attachments) is true and correct. I understand that any false or incorrect information could lead to my application being eliminated and me being discharged on account of misconduct if appointed.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE