

The Glen High School Pretoria East

Counsellor Substitute Post

Duration: 4 Months (Contract) From February to June 2026



The School Governing Body (SGB) of The Glen High School invites applications for the following vacant Counsellor post.

Job Description:

As a **Counsellor**, you will work closely with learners, parents, educators, and other professionals to support learner' social, emotional, and academic well-being. Your role will focus on providing counselling, guidance, and preventative interventions to help learners overcome personal challenges and reach their full potential.

Responsibilities include:

- Providing emotional and academic support to learners.
- Offering counselling and guidance services to promote learner well-being.
- Assisting with personal, social, and behavioural issues affecting learners.
- Supporting school initiatives that enhance the mental health and resilience of learners.
- Working collaboratively with teachers, parents, and the school management team.

Requirements:

- A relevant qualification in Psychology, Counselling.
- Registration with the HPCSA or relevant professional body.
- Prior experience working in a school environment will be an added advantage.
- Excellent communication, Interpersonal, and organisational skills.

Salary: R26 000.00 per month

Application Instruction:

1. Complete the attached application form and cover letter
2. Submit your CV, qualifications, matric certificate, and any relevant diplomas/certificates (certified within the last six months)
3. Submit your application to the receptionist at The Glen High School or email it to:
hr@theglenhighschool.co.za

Closing date for applications: 31 October 2025 at 08h00. No late applications will be considered.

Failure to give evidence of all required qualifications may disqualify applicants.

Should an applicant not receive any feedback from the school by 12 December 2025, please accept that the application was unsuccessful.

The board of Governors of The Glen High School reserves the right not to make an appointment. An application itself will not entitle the applicant to an interview or appointment.

For enquiries, please contact Ms P Kgoelenya at hr@theglenhighschool.co.za or 012 348 8625



The Glen High School

APPLICATION FOR SGB 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:	
Cell phone Number:	E-mail Address:	
Name and Contact details for next of Kin:	Relationship:	

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.		

7. SKILLS: (e.g. MANAGEMENT OR LEADERSHIP)

1.
2.

3.
4.

8. EXPERIENCE

a) CURRENT POSITION OF EMPLOYMENT)

Institution	Position held at current institution			Exact Dates in Current Post	TOTAL	
				FROM (M/Y)	YEARS	MONTHS

b) PREVIOUS EMPLOYMENT

Institution	Position held at Previous Institution			Exact Dates		TOTAL	
				FROM (M/Y)	TO (M/Y)	YEARS	MONTHS

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
