

The Glen High School Pretoria East	
Educator Vacant Posts	



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

- **LO / EMS / Business Studies**

Requirements:

- 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.

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 your application to the receptionist at The Glen High School or email it to: hr@theglenhighschool.co.za.
4. Clearly indicate the position you are applying for on the envelope.

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 Mva at hr@theglenhighschool.co.za or 012 348 8625



GAUTENG DEPARTMENT OF EDUCATION

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:	
Cellphone 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