

The Glen High School - Pretoria East

Vacant Educator Post (SGB Post)



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

- **Business Studies (Senior Phase & FET: Grades 10–12)**

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).
- Experience in teaching Business Studies in the FET Phase (Grade 10 – 12) will be a strong advantage.
- A minimum of 3 years of teaching experience is preferred, however newly qualified educators are encouraged to apply.
- Registration with the South African Council for Educators (SACE) is compulsory.
- Strong ICT skills and the ability to integrate technology into teaching and learning (E-learning) are essential.

REMUNERATION:

R292,000 - R350,000 per annum (depending on qualifications and experience)

Applicants must submit the following:

1. A Completed application form.
2. A Certified copies of qualifications and academic transcripts.
3. A Certified copy of Matric certificate.
4. A certified copy of a valid SACE certificate.
5. Certified copies of all supporting documents, not older than **6 months**
6. Applications must be submitted to the Reception Office at The Glen High School or email it to: hr@theglenhighschool.co.za

CLOSING DATE:

18 June 2026 at 08:00

No late applications will be considered.

IMPORTANT NOTES:

- Failure to submit required documentation may result in disqualification.
- If applicants do not receive feedback by **31 July 2026**, please consider the application unsuccessful.
- The SGB reserves the right not to make an appointment.
- Submission of an application does not guarantee an interview or appointment.

For enquiries, please contact Ms P Kgoelenya 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:	
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

DATE