Position Announcement
(Deputy Principal Pastoral)

Department: Pastoral
Start Date: 1st April 2024
What’s the most valuable thing about an education? It’s not a certificate or a degree. It’s knowing that we can. Knowing that dreams can be achieved, no matter where you start or come from. Knowing that peace can be forged, no matter how far apart you are. Knowing that solutions can be found, no matter how daunting the problem may be.

Our shared world faces real challenges. Inequality. Climate change. Movements that divide us. Intolerance. And in Africa, we have the youngest population in the world, with almost 60% below age 25. To address these problems, we need to be united, committed, focused—and prepared.

That’s why Waterford Kamhlaba UWCSA and the United World College movement exist. Not to give students all the answers, but to give them the skills and confidence to seek solutions and to be positive change makers, in both Africa and the World.

We warmly welcome your interest in joining us.

The Community of Waterford Kamhlaba UWCSA
WHO WE ARE

Waterford was founded in 1963 in order to provide nonracial education in opposition to the bigotry and injustice of apartheid. Starting with just 16 boys, the school grew rapidly and attracted the children of some of South Africa’s best-known activists, including Nelson and Winnie Mandela, Walter and Albertina Sisulu, and Leah and Archbishop Desmond Tutu.

In 1981, Waterford became the 4th UWC when we joined the United World College movement, which now comprises 18 Colleges around the globe. As a United World College, we believe strongly in the power of “education as a force to unite people, nations and cultures for peace and a sustainable future”. We place a high value on deliberate diversity, including economic diversity. Currently, 26% of our students receive financial assistance and we are committed to raising this number to 40%.

Waterford Kamhlaba UWCSA has an incredible history, from its beginnings in 1963 during the apartheid era, to the present challenges of this unique decade marked by a global pandemic and the continued quest to transform the world through education and service.

Waterford Kamhlaba offers both the Cambridge IGCSE qualification and the International Baccalaureate Diploma Programme. More than 95% of our IB diploma graduates go on to tertiary education, with most receiving scholarships to attend universities in Africa, Europe and North America. We have approximately 7,000 alumni.

Engaging with, serving and learning from our broader community is a critical part of our students’ educational development and our staff’s working experience. We believe strongly in holistic education and embrace learning both in and outside the classroom. Waterford Kamhlaba’s legacy is firmly rooted in Southern Africa, in this ancient continent, and in the world. Our name reminds us of our place and purpose and the urgency to create the conditions for equity, sustainability, justice and peace to thrive.
“We are all of the earth, which does not see differences of colour, religion or race. We are Kamhlaba – all of one world.”

His Majesty King Sobhuza II, Ingwenyama of Eswatini.
Student demographics

Female 60%
Male 40%

Forms 1 - 3 33%
Forms 4 - 5 27%
IB 40%

Eswatini 30%
South Africa 10%
Beyond Africa 22%
Rest of Africa 38%

Day students 39%
Boarders 61%
At the heart of the transformational educational experience is student wellbeing. The Deputy Principal Pastoral is overall responsible for the health, safety, and wellbeing of all aspects of student life and staff wellbeing.

The ideal candidate will be a suitably qualified and experienced educator who is passionate about building systems for student wellbeing. You should be committed to the values and mission of the United World College movement and the facilitation of a transformative UWC experience for students and staff.

We require a creative and experienced educator who has substantial knowledge of international education, with a proven leadership track record and highly developed interpersonal skills. Experience of managing wellbeing systems and structures to facilitate the growth of young people and an ability to remain flexible are equally important.

Candidates with a deep interest in wellbeing systems, with innovative ideas of how to embed these into the learning and teaching fabric of the college are desirable. You will be leading the integration of the development of our Strategic Plan with specific focus on tutor and co-curricular programmes; safeguarding; and staff and student wellbeing. The right candidate will be solutions focused, positive, motivated and committed to the UWC mission “to make education a force to unite people, nations and cultures for peace and a sustainable future”.

POSITIONS DESCRIPTION

**Job Title:** Deputy Principal Pastoral

**Location:** Mbabane, Eswatini (formerly Swaziland)

**Reporting to:** Principal

**Direct Reports:** Wellbeing Coordinator, Residential Coordinator and Pastoral Programmes Coordinator.

**Summary:**

The school is looking to appoint a Deputy Principal Pastoral. The Deputy Principal Pastoral is overall responsible for the health, safety and wellbeing of all aspects of student life and staff wellbeing.
KEY RESPONSIBILITIES

Governance (Strategic direction)
- Manage the implementation of Pastoral objectives and discipline initiatives within the college.
- Act as a champion for the College's Strategic plan by actively following the action plan and reviewing its progress.
- Support with the development and implementation of Pastoral and Discipline policies, procedures, processes and monitor compliance of the direct reports.
- Keep up to date with legislation, guidance and up to date best practice within the college aligned to UWC, IB, and local legislative guidelines.
- Take part in school wide policy developments, reviews and implementation of the same to help embed the WK and UWC Values, to create a unique culture within the college.
- Act as a champion of community well-being at the college.
- Support the Principal in ensuring the efficient and effective running of the school in line with the objectives of the school.
- Act as the Designated Safeguarding Lead for Waterford Kamhlaba UWCSA

Operational (Co-curricular and Tutor programmes)
- Collaborate with the Tutor and programmes coordinator to monitor the implementation of Co-curricular student programmes and events at the college.
- Along with the pastoral team, the Advancement Office and the Deputy Principal Academics, coordinate special events of the college where student participation is needed e.g., Anniversaries, orientations, school assemblies, annual events, talent shows, Africa Week etc.
- Lead the pastoral department groups in developing and preparing the Pastoral budget to provide tutors and residential teams with resources for healthy living.
- Develop and implement initiatives that build relationships with and between staff, parents, and students.
- With the Head of Sports and Clubs Coordinator, design, develop, communicate, monitor and manage the Co-curricular programme.
- Develop and implement ongoing initiatives that support staff and students to achieve balanced living.
- Be a leadership role model in the school community.

Operational (Well-being)
- Prioritise safeguarding, welfare, health and safety of learners and be familiar with statutory safeguarding and child protection needs and requirements as per the college’s policies.
- Monitor and deliver the Pastoral Charter of Care and related curriculum for tutor periods.
- Lead the Discipline Committee and manage student discipline at the college and, in consultation with key staff, advise on appropriate sanctions and interventions.
- Liaise with Principal and CMG to regularly review the Student Code of Conduct and to familiarise the residential team and Faculty staff with the GiB to ensure its exercise in the college
- Manage student attendance and absences, and the communication involving financial matters, between the Finance department and tutors/residential staff
- Under the supervision of the Principal, administer college-wide co-curricular events, including the forecasting, planning, developing, promoting, and evaluation of programs and services that are focused on providing a diverse student body with opportunities for the development of transversal skills
- Collaborate with Principal and Deputy Principal Academics to support the SRC council
- Oversee the school clinic operations including staffing and attendant decisions
- Oversee the counseling operations including decisions on referrals, case management and technical support

**Operational (Boarding Life)**

- In collaboration with the residential coordinator, lead the effective and efficient working of the HORs to ensure that the boarding students are comfortable.
- Effectively manage a strong Pastoral program, developing a co-curricular program to ensure living/learning community within and outside the Residences
- Assist in emergencies or crisis situations appropriately as they arise under the guidance of the Principal
- Oversee the drafting of Pastoral and residential budgets, and monitor expenditure
- Oversee the Link parent programme.
- In collaboration with residential coordinator, oversee the exeats, town runs, and take out programmes

**Leadership and People Management (Soft Skills)**

- Act as a role model for staff and students by demonstrating high levels of professionalism
- Lead and line manage a team of staff, maintaining regular formal and informal contact with them
- Under the guidance of the Principal, provide mentorship for the pastoral team
- Provide professional development support and perform periodic performance appraisals for direct subordinates based on the College's Performance Management System.
- Take an active role in the College's performance management system as an appraiser.
- Chair the staff housing committee.
- Manage the volunteer programme.
- Provide support and guidance to tutor & programmes coordinator, the pastoral coordinator, and the Residential Coordinator.
- Any other added task in line with their role by the Principal
QUALIFICATIONS

- Masters degree in Education, Psychology or equivalent is an added advantage
- Bachelor’s degree in Education or a teaching qualification
- At least 5 years in a similar role at a reputable institution
- Knowledge of Child Safeguarding and related concepts
- Should have an understanding of the UWC values
HOW TO APPLY?

Our procedure
You can express your interest by sending an email with a motivation letter and CV to: vacancies@waterford.sz

The deadline for application is 30 December 2023.

Only shortlisted applicants who meet the above-mentioned requirements will be considered and contacted.

If we do not contact you 3 weeks after closing date, please consider your application to be unsuccessful.

Waterford Kamhlaba is an equal opportunity employer.