

## Head of Primary

An exciting opportunity exists for an innovative and experienced leader to take on the role as Head of the Primary School (Grade R to Grade 6).

**Level:** Senior Management  
**Reports to:** Head of College  
**Position available from:** 1 October 2025

### Required qualifications and experience:

- Minimum requirement of a four-year teaching qualification.
- Ten (10) years' or more teaching experience, of which at least five (5) years must have been at a senior managerial level.
- Experience working with the Cambridge Primary curriculum.

### Our ideal candidate will have:

- A thorough understanding of educational best practices in the Namibian context.
- Knowledge of ICT capabilities to enhance teaching and administrative tasks.
- Excellent communication, leadership and inter-personal skills with staff, students and parents.
- A demonstrated ability to engage with students and their families on an individual and personal level.
- A proven willingness to participate in all aspects of school life and be actively involved in the College's programmes.
- A commitment to uphold the Christian ethos and values of the College.

### Duties include:

- Supervise student admissions and enrolment.
- Coordination of the Primary School academic programme, in liaison with the Deputy Principal (Academics).
- Manage the co-curricular and extra-curricular activities.
- Oversee the pastoral care and discipline of students.
- Manage the Primary School operational and capital budgets and infrastructure.
- Organise and approve staff development courses and activities, as part of the whole school professional development programme.
- Provide effective leadership and oversight as part of the Management team of the College.

Applications close on 30 April 2025.

Only short-listed candidates will be contacted.

Please submit a concise Curriculum Vitae with three contactable references and a one-page statement of your educational philosophy to [hrapapplications@spcnam.org](mailto:hrapapplications@spcnam.org).