



**REDDAM**  
— HOUSE —  
WATERFALL

## Job Advert: College School Counsellor to join us from 11 April 2023.

### South Africa

Gauteng / Waterfall

Reddam House Waterfall College

<b>Start Date:</b>	11 April 2023
<b>Contract:</b>	Permanent
<b>Salary:</b>	Market-related
<b>Closing Date for Applications:</b>	<b>15 February 2023</b>

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operate across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

### OUR SCHOOL

Reddam House Waterfall is a co-educational and non-denominational environment designed to recognise, nurture and develop the individuality of each student placed in our care and to extend students to their maximum potential in all aspects of education. Our teachers understand the need not only for the importance of teaching the required curriculum, but also for forming a relationship with your child, a relationship that is built on trust and mutual respect.

The school's architecture is perfectly suited to the rustic environment it finds itself in, with wood and stone-clad walls. The tranquil setting provides an atmosphere that is conducive to discovery and learning. Phase 1 of the Preparatory and Secondary School was opened in 2012 with 600 students and, with community confidence, the student body grew to more than 1000 students in 2013 and has continued to grow each subsequent year. The school is designed ultimately to accommodate 2000 students. A caring, close-knit Reddam House community welcomes children from 1 year old to Grade 12. We nurture individuality, talent and self-assurance in a secure, relaxed and self-disciplined

environment. Catering for Stage 1 to Grade 12 students, affiliated to the Independent Examinations Board (IEB) – and offering a diverse, stimulating subject choice – highly qualified, dynamic, experienced teachers are the custodians of your child’s future.

All students in our Preparatory School are required to participate in at least two extra-curricular activities per week. One sporting and one cultural. We encourage as much participation and involvement as possible. The extra-curricular timetable caters for beginners, as well as those students who are at a provincial level in their particular activity. The Music @ Reddam programme is a wonderful curriculum offering for all students in Grades 4 – 6. This programme involves an individual instrumental music lesson, as well as participation in an ensemble. All students are involved in the Reddam Gives Back Programme, whereby each class chooses a project in the wider community and facilitates the needs of their chosen programme during the year.

#### HOW TO APPLY

- Please send (i) a supporting statement clearly outlining why you are interested in the position and school (ii) a CV with your details and history of employment and achievements (iii) at least two referees from a recent/current appointment to [waterfall.spcareers@reddam.house](mailto:waterfall.spcareers@reddam.house)
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.
- Kindly indicate **English Senior Phase** in your email subject line when applying.

#### ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Have thorough knowledge of relevant legislation, especially of The Children’s Act 58 of 2005
- Experience working with young students and adolescents and their families
- Experience in individual, group and family therapy, and in crisis intervention
- Ability to communicate confidently and competently in English, both spoken and written
- Exceptional interpersonal skills with an ability to build relationships and interact with individuals of different backgrounds
- Ability to provide confidential assessment, mediation and counselling services to students, and to offer support to staff and parents
- Ability to work effectively in a multi-disciplinary team, one which focuses on the development and care of all students and staff
- Willingness and ability to network with relevant organisations and professionals in the community
- Ability to address large groups e.g. students/staff/parents
- Ability to contribute to professional development programmes for teachers, when required
- A broad, comprehensive awareness of the challenges facing young people in the world today
- Excellent administration skills; fully computer literate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the post.

## WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<b>Inspired Required Skills and Standards</b>	<ul style="list-style-type: none"> <li>Assists all students, individually or in groups, with developing academic and personal/social skills, goals, and plans.</li> <li>Ensures school's Wellbeing Programme is fully immersed in school culture</li> <li>Provides individual and group counselling to students with identified concerns and needs.</li> <li>Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.</li> <li>Implements an effective referral and follow-up process. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counselling services.</li> <li>Monitors student academic performance, behaviour and attendance and assists with appropriate interventions.</li> <li>Small groups planned e.g. Grade workshop on bullying for girls/boys</li> <li>Host parent connect – 1 per term</li> <li>Available for Meetings: Staff Development</li> </ul>	
<b>Qualifications and Accreditations</b>	<ul style="list-style-type: none"> <li>University qualification</li> <li>Certified SACE and Health Professional Qualification / Status</li> </ul>	<ul style="list-style-type: none"> <li>Work closely with SENCO in the running of pastoral meetings, minutes and follow ups</li> <li>Attend grade and phase meetings when students' social and emotional needs are being discussed</li> <li>Keep accurate records and provide feedback from assessments</li> <li>Ability to coordinate screening assessments with multidisciplinary team</li> </ul>
<b>Personal Competencies and Attributes</b>	<ul style="list-style-type: none"> <li>An unwavering commitment to the development of students</li> <li>A demonstrable passion for the profession</li> <li>Excellent organisational skills</li> <li>A positive attitude to change</li> </ul>	

## WHY APPLY

### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate

professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

#### **HOW TO APPLY**

- Please send (i) a supporting statement clearly outlining why you are interested in the position and school (ii) a CV with your details and history of employment and achievements (iii) at least two referees from a recent/current appointment to [waterfall.spcareers@reddam.house](mailto:waterfall.spcareers@reddam.house)
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.
- Kindly indicate **Counsellor** in your email subject line when applying.

#### **WHAT WE OFFER**

The most collaborative environment, at every level, that you will find anywhere.

Excellent resources

Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside A culture of excellence: Network of opportunities & Competitive package.

#### **SAFEGUARDING STATEMENT**

Inspired Reddam House Waterfall is committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and completing our Inspired safeguarding assessments.

#### **VACCINATIONS**

Following Inspired's duty to provide and maintain a safe working environment, it is preferred that all staff is vaccinated to safeguard the health interests of our students, staff members, their families, and the community at large from COVID-19.

#### **EQUAL OPPORTUNITIES STATEMENT**

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely on the skills, experiences, and attributes needed to continue to deliver excellence.

#### **POPIA STATEMENT**

*Inspired Reddam House Waterfall Preparatory*, in line with POPIA (Protection of Personal Information Act), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

# APPLICATION FORM – SCHOOL STAFF

## Introduction

Inspired is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired’s guidance on safer recruiting.

<b>POSITION APPLIED FOR:</b>	
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1. PERSONAL DETAILS			
<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>			
<b>First Name and Surname:</b>			
<b>ID Number:</b>			
<b>Current Address:</b>			
<b>Postcode:</b>			
<b>Previous Address, covering the last five years if different from above</b>			
<b>Home Telephone No:</b>		<b>Work Telephone</b>	
<b>Mobile Telephone No:</b>		<b>Email:</b>	
<b>Do you have Qualified Teacher Status?</b>			
<b>SACE Number:</b>			

2. OTHER INFORMATION	
<b>Are you related to any employee of the School?</b>	
<b>If yes, who?</b>	
<b>Please state where you saw this post advertised</b>	

### 3. EMPLOYMENT

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving


Please state the reason for leaving each position in full.

**5. GAPS IN EMPLOYMENT**  
If there are any gaps in your employment history, please give details and dates

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**7. REFERENCES**

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

<b>1. Name</b>		<b>2. Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel No.</b>		<b>Tel No.</b>	
<b>Email.</b>		<b>Email.</b>	
<b>In what capacity do you know the above?</b>		<b>In what capacity do you know the above?</b>	
<b>May we contact prior to interview?</b>		<b>May we contact prior to interview?</b>	
<b>3. Name</b>			
<b>Position</b>		<b>If you were known to either of your referees by another name, please give details:</b>	
<b>Address</b>			
<b>Tel No.</b>			



<b>Email</b>		
<b>In what capacity do you know the above?</b>		

<b>10. DECLARATION</b>
<p>As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.</p> <p>Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.</p> <p>Please disclose any unspent convictions, cautions, reprimands, or warnings.</p> <p>You should be aware that the School will institute its own checks on successful applicants for short listing.</p> <p>Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.</p> <p>Please delete as appropriate:</p> <p style="text-align: center;"><b>I have nothing to declare                      OR                      I enclose a confidential statement</b></p> <p>I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.</p> <p>SIGNATURE <span style="float: right;">DATE</span></p> <p>Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration.</p>

**INFORMATION ON DATA PROTECTION**

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization’s — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorising the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be

interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognises to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.