



SRI SATHYA SAI EDUCATION TRUST OF SOUTH AFRICA

AFRICAN INSTITUTE OF SRI SATHYA SAI EDUCATION

A Sathya Sai School is a full-time independent, private school that integrates secular education with Sri Sathya Sai Educare which uses the Sri Sathya Sai pedagogy of Integral Education, fostering character development through the unfolding of human values that are inherent in individuals, both educator and learners.

APPLICATION FOR A PRINCIPAL POST AT THE SATHYA SAI SCHOOL OF CHATSWORTH

CLOSING DATE: 15th APRIL 2026

The following post is available at the above -mentioned school:

- Principal, with vast experience of managing schools .
- The minimum qualification for Principal, should be in possession of a B. ED degree or any professional teaching qualification.
- The Educator must have at least 7 years of experience in the post or equivalent.
- An SSSEHV Qualification is mandatory, but should the candidate not comply with this requirement, the candidate must be prepared to go through training by the Institute on Sri Sathya Sai Education.
- Suitably qualified persons who comply with the requirements for the advertised post/s are invited to apply.
- A separate application form must be completed for the post.
- Curriculum Vitae on the prescribed CV Form must be submitted with the application

NB: Both forms must be completed in full, duly signed with an original signature and date. Certified copies of all Qualifications, Police Clearance Certificate and SACE Certificate and ID document must be attached to the application form. Should you fail to submit completed documentation your application will be considered unsuccessful.

INTERESTED CANDIDATES ARE REQUESTED TO COMPLETE THE CV FORM AND APPLICATION AND EMPLOYMENT FORM THAT IS ATTACHED HERE IN.

APPLICATION FORMS MUST BE EMAILED TO DR. J.PILLAY (psychdocjay@gmail.com)

PRINCIPAL

1. JOB TITLE: PRINCIPAL– SATHYA SAI SCHOOL

2. RANK: PRINCIPAL

3. POST LEVEL: 4

4. THE AIM OF THE JOB:

To manage the following requirements set below for the post of Principal with efficacy and efficiency so that the Sathya Sai School Chatsworth is one of Sai excellence. Performing the requirements with good leadership and excellence may warrant you to apply for the principal post .

1.CORE DUTIES AND RESPONSIBILITIES OF THE JOB:

The ability to create and achieve a Sri Sathya Sai Model School for developing human excellence in and outside the classroom ,the principal must through the following:

- Possess professional excellence, leadership qualities, and have a thorough understanding of and commitment to the philosophy and pedagogy of Sathya Sai Education so, as to inspire teachers to become exemplars and provide educational leadership.
- Provide encouragement and responsible leadership to the staff, students and parents.
- Be a good communicator, possess tact and be fair in judgement.
- Guide each Educator in enabling them to reach their goals with excellence.
- Be responsible for the proper management of School records, educator's curriculum and assessment portfolios, "performance management standards and feedback on school monitoring to SAISSE and Education Trust.
- Handle official correspondence relating to the school and furnish the returns and information required by the State Government/Board.
- Ensure that the tuition fees are paid by parents and appropriate measures need to be taken.
- Supervise, guide and control the work of the teaching and non-teaching staff, and scrutiny of pupils' written work.
- Help and guide the teachers to promote their professional growth, encourage their participation in in-service education, promote initiative of teachers for self-improvement and to undertake experiments which are educationally
- Arrange for special remedial teaching of the children.
Organise and coordinate various co-curricular activities.
- Regularly send the progress reports of the students to their parents or guardians.
- Promote the physical well- being of the pupil, ensure high standard of cleanliness and health habits.

AIM OF THE POSITION:

- Meeting the requirements of the Sri Sathya SAI World Foundation, the National Department of Education and Amalusi.

- The Employee shall always act in a manner so as to promote a School that is in keeping with the values and the tenets of Sri Sathya Sai Baba, based on the 5 (five) human values of truth, right conduct, peace, love and non-violence.
- The Employee shall ensure that he/she provides effective school leadership and management that promotes a school ethos conducive to the delivery of quality education and positive learning experiences for all learners.
- The Employee shall ensure that he/she provides the quality of education that supersedes the expectation of mainstream schooling in South Africa and that is satisfactory to the teachings of Sri Sathya Sai Baba and is in keeping with the guidelines of the Education Trust.
- The Employee shall engage in class teachings, including academic, administrative, educational, spiritual and disciplinary duties and to organize extra and co-curricular activities, so as, to ensure that the education of the learners at the school is promoted in a manner that is in keeping with the ethos of a Sathya Sai School.
- Nurturing a school climate of love in which the five human values are actively unfolding.
- To implement a school curriculum which effectively integrates the philosophy of Sathya Sai Educare and the pedagogy of Integral Education.
- To ensure Educators prepare lessons, taking, into account the purpose for which the school has been established, and in so doing to design lesson plans to include the 5 human values, if possible; orientation; regional courses; new approaches; techniques. evaluations, aids, etc.
- to establish a classroom and general School environment that stimulates positive learning and actively engages learners in the learning process.
- To oversee learner counselling and guidance, discipline, compulsory attendance .
- To ensure that the school is a safe and secure environment allowing conditions for planning and implementation.
- To champion the School's School Development and Improvement Plans and ensure that they are implemented as planned.
- To bring to the attention of the SSET what the school's needs , regarding resources and physical infrastructure to deliver on the school's plans and allow for effective learning and teaching.
- To make regular physical infrastructure inspections of the school to ensure that the school premises and equipment are being used properly and that a register of assets is maintained and they are safe.
- To support the Trust in developing the annual budget and provide data to inform the planning, including enrolment fee exemption and collection levels.
- To liaise with the SSET concerning administration, accounting, purchase of equipment, research and updating of statistics in respect of educators and learners.
- Set up community-school partnerships to support teaching and learning programmes.

- To maintain contact with sporting, social, cultural and community organizations.

INTERACTION WITH STAKE-HOLDERS

- To participate in agreed school/educator appraisal processes to regularly review their professional practice with the aim of improving teaching, learning and management.
- To remain informed of current developments in educational thinking and curriculum development.
- To contribute to the professional development of colleagues by collaboration, sharing knowledge, ideas, resources.
- To assist educators with the integration of human values in the indirect method.
- To participate in the school's governing body.
- To attend workshops on SSSEHV held by SAISSE and workshops on the curriculum held by the National Department of Education.
- To network with other Sathya Sai schools, partnership schools and secular schools in the country and in other countries.

Thank you

Wish you well.