

Reimagine Education with Us



Vacancy: Bridging Academy Coordinator- Huntington, Mpumalanga, South Africa

Report to: Campus Manager: Huntington Digital learning Campus

Closing Date: 06 March 2020

Good Work Foundation (GWF) seeks a committed Bridging Academy Coordinator to ensure the successful operation of the Bridging Academy programme at our satellite digital learning campus in Huntington.

Key responsibilities of Role

1. Responsible for managing the Bridging Academy facilitators
2. Responsible for the successful implementation of the Bridging Academy, including:
 - Student attendance, interaction, engagement and discipline
 - Coordination and integration of Bridging Academy facilitators and modules
 - Communication to and coordination of all Bridging Academy students
 - Continual monitoring of progress of Bridging Academy students
 - Support on recruitment of Bridging Academy students
 - To work with the Head of Programmes and Head of Campus in the development of the Bridging year programme
3. Responsible for ensuring a shift in culture away from an ICDL-dominating learning year, to a “Languages of Access” learning year
4. Responsible for closely monitoring student performance as we implement the Bridging Academy programme
5. Responsible for liaising regularly with the Development Team, supporting fundraising and storytelling
6. Research and organise supplementary motivational speakers and Programmes
7. Liaise with other Bridging Academy Coordinator to ensure standardization of the GWF Bridging Academy programme
8. Liaise with the GWF ICDL Coordinator on all ICDL related matters

Requirements

- 1-2 years’ experience working as a Bridging Academy facilitator or equivalent learning programme
- Excellent English proficiency and solid communication skills (both spoken and written)
- Experience in implementing organisational and statutory policies and procedures
- Experience working as part of a team of facilitators/ educators
- Should be able to demonstrate evidence of strong leadership and teamwork abilities
- A desire to be part of a new and growing team

Compensation

GWF offers a competitive compensation package commensurate with qualifications and experience.

Location

Huntington, Mpumalanga Province, South Africa

Training & Support

Customised training/support will be given to successful candidates based on skills and experience.

Applications

To apply please send your detailed CV together with a letter of motivation to hr@goodworkfoundation.org

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06 March 2020 | Only shortlisted candidates will be contacted | Should you not hear from us within 2 weeks, please consider your application unsuccessful.

