

Reimagine Education with Us



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## Job Advertisement Open Learning Academy Manager

**Role Title:** OLA Manager

**Location:** Hazyview Cluster

**Closing Date:** 30 June 2021

### Main Purpose of Role

Responsible for the successful implementation of the OLA programme across all campuses within the Hazyview cluster.

### Position in Organisation

1. Reports to: Open Learning Academy Programme Manager
2. Responsible for: OLA Coordinators and OLA Facilitators
3. Level: Member of GWF Management team

### Key responsibilities of Role

1. Responsible for the successful implementation of the OLA programme. This includes:
  - Daily coordination of OLA on each campus to ensure successful implementation of the programme.
  - Supporting OLA coordinators to implement OLA on each campus, collaborating and communicating with OLA coordinators and Campus Managers.
  - Working closely with the School Liaison Manager and OLA coordinators to develop and manage good relationships with schools, parents and learners.
  - Co-ordinating progression of OLA programme and developing modules/curriculum.
  - Developing and updating the OLA programme to ensure continuous relevance and excitement.
  - Procurement and management of OLA resources on each campus.
  - Regular training and skills development of OLA coordinators, champions and facilitator teams on each campus.
  - Managing and coordinating events and competitions that fall under the scope of OLA.
2. Work with OLA Programme Manager to develop and manage the budget for OLA programme.
3. Responsible for closely monitoring student performance in OLA and contributing to database/MEL reviews to track engagement and performance.
4. Regularly review and provide feedback on OLA programme.
5. Participate on MANCO, sharing in various discussions related to OLA programme and contributing towards relevant GWF strategic focus areas.
6. Represent the OLA programme and communicate to relevant stakeholders and partners, when required.
7. Participate in continuous professional development, staying abreast of current developments in education, in order to develop a culture of learning within OLA on each campus and promote creativity and innovation within the delivery of the OLA programme.

### Applications

To apply please send your full CV together with a letter of motivation to [hr@goodworkfoundation.org](mailto:hr@goodworkfoundation.org). In the subject line of the email please reference: OLA Manager.