



2017 Newsletter 2

HEADMASTER'S DESK:

When we think about leadership, our career and community roles are often the first things that come to mind. Yet few of us would say that leaders in these settings have been the most influential in our lives. Typically, our lives are shaped by those with whom we have close, personal relationships - parents, family members, intimate friends. Are we investing as much in our life-role leadership opportunities as we do in our formal leadership roles? Let us show love and value & serve those closest to us first.

"Spread love everywhere you go; first of all in your own house. Let no one ever come to you without leaving better and happier. Be the living expression of God's kindness: kindness on your face, kindness in your eyes, kindness in your smile, kindness in your warm greeting."



PARKING AREA:

- Parents, please **note** that our outside parking area in front of our school is a pick up and go zone. The traffic volume does not allow for every parent to park and stay. Please be considerate of other parents.

DONATIONS:

- Thank you to the parents who hand in donations for the needy. A small token is often a blessing.
- Please record any donation / sponsorship with the Admin and Finance Manager and the Principal.

STAFF NEWS:

We are pleased to announce that Mrs Amanda Mkhonza from reception has been appointed as the new HR Liaison officer. Congratulations.

INTERHOUSE ATHLETICS:

- The field events will take place on Thursday, 26 January. (Weather permitting). The athletes must bring their sport's clothes to school.
- The track events will take place on Friday, 27 January. (Weather permitting). The learners must wear their house colours.
- Should it rain, school will be as usual - bring books for day 9 and 10.



EXTRA MURAL ACTIVITIES:

- These activities commence this week.

ADVERTISEMENTS:

ACTS CHRISTIAN CHURCH



Call Anusha at 082 603 0919

Halfway House Primary has the following Vacancies:

**SCHOOL COUNSELLOR
POST DESCRIPTION**

The applicant should be a mental health professional registered with a relevant council.

Serve as a member of the school based support team.

Provide individual or group sessions in response to parent or teacher referrals.

Manage crisis situations and implement appropriate interventions.

Maintain ongoing liaison with community agencies and other resources in order to support needs of learners where needed.

Conduct interviews with parents or other family members in response to referrals.

Ensure completion of consent of parents and both parents in case of a divorce prior to any formal sessions with learners.

Trauma debriefing or support to staff where needed.

Attend meetings with parents and teachers to ensure appropriate intervention.

Feedback to teachers to facilitate understanding and support for learners.

Implementation of class based support and observations as well as teacher support where needed.

Keeping of records and ensuring safe keeping of all documents.

Annual grade 1 parent presentation.

SIAS related annual parent questionnaires and analysis.

Intervention and feedback in disciplinary hearing processes.

Referral of learners or families to specific health care professionals and follow up of feedback.

Managing of MGI student practical experience sessions and meetings with student supervisors.

Regular feedback to parents about sessions and processes regarding their children.

Keeping of a register of daily tasks and sessions for the sake of accountability.

Writing of reports and process notes on all sessions, meetings, class observations.

Attendance of annual conferences or training workshops to ensure accumulation of CPD points as prescribed by council.

CV to be hand delivered to the school at 291 Van Heerden Road (Cnr 7th Street), Halfway Gardens, Midrand on or before 15 February 2017.

Interview and selection will be based on the full job description available at the school.

TEACHING POSITIONS

Position	Requirements
1. Grade 4 Life Skills Teacher and running the media centre. (Four months SGB substitute)	As stated in the revised PAM document, Teaching qualification with specialisation in Life Skills in the intermediate phase, Registration with SACE, Must be able to teach Life Skills and understand systems in the School library.
2. Intermediate Phase Social Sciences and Life Skills teacher.	As stated in the revised PAM document; Teaching qualification with specialisation in Social Sciences and Life Skills. Ability to play the piano will be appreciated.

Closing date for submission of CV's is Tuesday the 30th January 2017 at 10:00.

CV's must be hand delivered to the school and signed for at reception. There will be a drop in box.

SCHOOL DEBTORS LIAISON OFFICER

Halfway House Primary School in Midrand seeks a Debtors Liaison Officer to join their finance and admin team. The successful incumbent will be co-responsible for the complete debtors liaison, -management and -collection functions for the school, as well as other administrative tasks applicable thereto, and will report directly to the Financial Manager of the school.

As a School Debtors Liaison Officer your duties will include: Introduce new structures to improve the relationship with all debtors (Good and bad debtors).

Enhance the income collection of the school.

Daily communication with debtors.

Reconciliation of debtors accounts.

Administrative duties regarding the requirements of the Gauteng Department of Education.

Maintain and apply strict control on debtors in arrears and reporting there off.

Preparing a proper schedule of daily, weekly and monthly performance regarding debtor collections.

The ideal candidate must have relevant qualifications and experience.

CVs to be hand delivered to the School at 291 Van Heerden Road (Cnr 7th Street), Halfway Gardens, Midrand on or before Wednesday 15 February 2015 at 15:00.

Interview and selection will be based on the full job description available at the school.