ORION COLLEGE : JOB DESCRIPTIONS

MANAGING DIRECTOR

Overall control of whole school

BURSAR

CREDIT CONTROLLER

Mike De Swardt

THERAPY SUPPORT SERVICES

Mrs Barbra Robinson
(Head of Dept)

Department administration
Individual & Group Therapies
Psychometric Testing
Parent / Teacher workshops
Career Expos
Assessments: new enrolment & existing pupils
Meetings: staff; management; profile; panel discussions & parent
Diagnosis of disability tax certificate
Liaison: specialists; school therapists; educators
Reports: assessment; neurologists; HPCSA conduct & consent code of ethics
Amanuensis / special concessions

- **Ed. Psychs**: Storm van der Walt, Linda Hage, Rizwana Paruk
- **OT**: Brittany Spicer, Lizelle Schutte
- **ST**: Poonam Jina, Sneha Somla

PRIMARY SCHOOL PRINCIPAL

Mrs Barbra Robinson

Management: academics; staff & assistants; discipline
Meetings: staff; management; new intake; ISASA/SAHISA; GDE
Panel discussions
Department administration
GDE Surveys / Umalusi / SAT
Timetables: academic & extra murals
Liaison: Therapy Dept; HOD Sport; Estate Manager; Aftercare
Extra murals
Marketing

HOD SPORT / IP DEPUTY PRINCIPAL

Sandy-Lee Wouda

Teaching: IPPV
Intermediate Sport
Department admin
Co-ordinate PS sport
Management coaches
Block leader
IP Excursions
Meetings: Management; staff; GDE surveys/Umalusi/SAT

HOD FOUNDATION PHASE

Tricia Sanssoucie

Teaching: Jnr Skills
Department administration
Discipline - FP
Meetings: management; staff; dept
Block leader
Media Centre
Panel discussions
GDE Surveys / Umalusi
FP Excursions
Extra-murals

INTERMEDIATE PHASE

- Grade 4: Toinette Edwards
- Grade 5: Joan Oswald
- Grade 6: Nemize Jeftha

FOUNDATION PHASE

- Grade 1: Liza-Marie Harris
- Grade 0: Carlie Grobler
- Grade 2: Lesley Wilson
- Grade 3: Sylvia Murray, Priscille Blake

COMPUTERS

PRIMARY SCHOOL

Mrs N. Dodd

PS Sport

Quentin Lynch

IP SKILLS

Quentin Lynch

REMEDIAL THERAPIST

Rozanne Van Niekerk

TEACHER ASSISTANTS

Foundation Phase

Cynthia Mbala
Mosebudi Makganyoga
Courtney Roberts

Intermediate Phase

Leslie Steyn
Courtney Roberts
Sibhekile Ngwenya

IPPV

Priscille Blake

FP REMEDIAL THERAPIST

Sue Hill

AFTERCARE
(External)

HIGH SCHOOL PRINCIPAL

Mr Louis Buitendag

Management: Academic; staff; assistants, Sport coaches, discipline
SACE registration
Meetings: staff; management; new intake; ISASA/SAHISA; GDE
Panel Discussions
Department administration: Exam registration & concessions
Sport: Co-ordinate HS sport.
Maintenance, purchase & control sports equipment
Staff sport kit
Extra-murals & timetables
High School Camp
Marketing
Liaison: Estate Manager; Therapy Dept

HS SPORT

Mr Van Staden

HOD FET & ITB HOD VOCATIONAL

Lionel Sutherland

Teaching
Department administration
Timetables / Pencilbox
GDE surveys / Umalusi
Panel discussions
Extra-murals
SAT Co Ordinator
Monitors & Prefects
SETA : Skills Pro
Exam Centre

- ITB - Mr Sutherland
  Snr Skills -
  SETA Eng – Mrs Hough
  SETA ICB – Mrs Pillay
  SETA Bus / Skills – Mrs Nel
  SETA Bus / Skills – Mr Nerf
  Teacher Assistant: Miss Jacobs
- Gr 10, 11 & 12
  Mr Gunde
  Mrs Hough
  Mrs Pillay

HOD HOSPITALITY, PRE-VOC & SENIOR PHASE DEPUTY PRINCIPAL

Meggan Tunley

Teaching
Department administration
City & Guilds Exam Centre
Meetings: management; staff
Panel discussions
L4 Farewell
In-house catering for functions
Extra-murals
D6 Communicator

- Gr 7 - Mr van Staden
  Gr 8 – Mrs Hammond
  Gr 9A – Mrs Brink
  9B – Mr Mtetwa
  Snr Skills – Mrs Mostert
  Teacher Assistant: Miss Mans

ADMINISTRATION

Shelley Lubbe

Janette Kimmince

GROUNDS & MAINTENANCE

ESTATE MANAGER: Eric Theunissen

Victoria Malatswana
Mapula Malerma
Mpho Malema
Vincent Mudau
Gerson Mukwevho
Alfred Ramovha
John Thapedi