



ORION COLLEGE : JOB DESCRIPTIONS

Mr Pieter Venter
Mr Cobus Venter
Mr J C Vorster

BURSAR
Ms Ronel Haasbroek

CREDIT CONTROLLER
Mike De Swardt

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: HOD Sport; Estate Manager; Aftercare
Extra murals
Marketing

ESTATE MANAGER: Eric Theunissen

Victoria Malatswana
Mapula Malerma
Mpho Malema
Gerson Mukwevho
Alfred Ramovha
John Thapedi
Constance Sadiki

ADMINISTRATION

Shelley Lubbe
Jeanette Kimmince

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
Marketing, Fundraising Committee, PDP's
Liaison: Estate Manager; Therapy Dept

SCHOOL SUPPORT SERVICES

THERAPY SUPPORT SERVICES

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 & consent

**DEPUTY PRINCIPAL
HOD SPORT**

Sandy-Lee Wouda

Teaching: IPPV
Department admin
Mathelitics
Co-ordinate PS sport
Block leader
Discipline
Pre / Post moderation
Meetings: Management; staff; Umalusi; SAT; Ted
GDE surveys

Enrichment days
Library
SAT Co-Ordinator
Management coaches
IP Excursions
IP Meeting
SAT

COMPUTERS
Cindy Steyn

HOD INTERMEDIATE PHASE
Toinette Edwards

Teaching
Department administration
Discipline - IP
Meetings: staff; dept
Panel discussions
IP Excursions
Extra-murals
GDE Surveys / Umalusi

FOUNDATION PHASE
Tricia Sanssoucie

Teaching: Jnr Skills
Department administration
Discipline - FP
Meetings: Skills & Pre-Voc; staff; Dept, SAT
Block leader
Library
Panel discussions
GDE Surveys / Umalusi
FP Excursions

Pre-Voc stream

IPPV
S Wouda

IP Skills
J Hallam

Skills stream

FPPV
P Blake

FP Skills
T Sanssoucie

Skills
Mrs Boomgaard

Pre-Voc
Mrs Mostert
Miss Mans

Vocational
Mrs Nel
Mr Nerf

Senior Phase
G7 Mrs Nel
G8 Mr Mtetwa
G9 Mrs Johnson

FET
G10 Mrs C Hough
G11 Mrs P Pillay
Gr 12 Mr P Gunde

Ed. Psychs
Storm van der Walt
Linda Hage
Sneha Somla

OT
Rizwana Paruk
Amy Anderson

ST
Amanda Swart
Fatima Sadien

REMEDIAL THERAPIST
Sue Hill
Rozanne van Niekerk

Culture
Mrs Hough
Mrs Johnson

Sport
Mr Nerf

IP REMEDIAL STREAM

FP REMEDIAL STREAM

TEACHER ASSISTANTS

Grade 4
T Edwards

Grade 5
J Oswald

Grade 6
S Hove

REMEDIAL THERAPIST
R Van Niekerk

REMEDIAL THERAPIST
S Hill

Grade 3
S Murray

Grade 2
L Wilson

Grade 1
L Harris

Grade R
C Grobler

Intermediate Phase
L Steyn (Library)
C Roberts
S Ngwenya

Foundation Phase
C Mbala
M Makganyoga