



ESTABLISHED SINCE 1815

# Simon's Town School

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## JOB OPPORTUNITY: HEAD OF STUDENT WELFARE (HOSTEL PARENT)

### Simon's Town School – Lawhill Maritime Centre

**Location:** Simon's Town, Cape Town

**Start Date:** Immediate

**Contract:** Fixed-Term with trial period

### ABOUT THE POSITION

The Lawhill Maritime Centre seeks a dedicated and resilient Head: Student Welfare to join a specialized Maritime Programme. This critical, live-in role involves overseeing student wellness, coordinating academic support, and maintaining a safe, structured residential environment for approximately 67 boarding students (ages 15–18).

This position is ideal for a mature professional with medical or healthcare experience, particularly in nursing, who possesses sound judgment and the ability to maintain professional boundaries.

### KEY RESPONSIBILITIES

- **Pastoral Care & Welfare:** Serving as the primary "hostel parent," managing daily student interactions, health matters, medical appointments, and emergencies.
- **Academic Coordination:** Overseeing tutoring programmes for Mathematics and Physical Science, tracking learner performance, and compiling donor reports.
- **Operations & Administration:** Managing daily hostel routines (supervision, meals, attendance, and safety protocols), student travel logistics, and basic IT support.
- **Stakeholder Engagement:** Liaising with parents, school staff, and sponsors while supporting funding proposals and social media content.

## ROLE REQUIREMENTS

- **Qualifications:** Matric with strong English proficiency and a valid Police Clearance Certificate. A nursing, medical, or Social Work qualification is a significant advantage.
- **Experience:** Background in administration, youth development, or residential/hostel environments.
- **Skills:** Proficiency in Outlook and Google Suite, strong organizational skills, and a proactive approach.
- **Essentials:** Valid driver's license and own vehicle.
- **Residency:** Must be willing to reside permanently at the Lawhill Maritime Centre (on-site accommodation is included).

## WORKING CONDITIONS

The role requires a consistent physical presence and adherence to structured routines. Core hours are Monday to Friday (07h30/08h00 – 17h00), with mandatory after-school supervision and additional duties on evenings and weekends as required.

## APPLICATION PROCESS

Submit a CV and motivation letter to [careers@lawhill.org](mailto:careers@lawhill.org) by **30 April 2026**.

*Applications must include availability (start date) and monthly salary expectations (pre-tax).*

As two thirds of our student complement is female, a female will be preferred for the role.

If no contact is made by the end of May, the application should be considered unsuccessful.

Further information regarding the programme and this position is available at [www.lawhill.org](http://www.lawhill.org).

