



Job description

RESCUE RAISE REBUILD

Job title	Team Leader – Watoto Schools	Department	Education
Job holder		Station	Kampala with occasional travel to other stations
Job type	Full Time	Line Team Leader	Team Leader – Community Care
Job aim	To give strategic direction to the continuous development of education in the existing Watoto schools that prepares learners in a holistic manner to enable them to be relevant and succeed in the market place		

Duty and standards

Duty (1) 20%	<p>Strategic Planning :Provide leadership for the development, review and documentation of a multi-year education strategic plan for Watoto schools, in accordance with the goals of Christian Ethos in education.</p> <ul style="list-style-type: none"> Provides overall responsibility and accountability for the performance of the Education in Watoto schools Works with the Watoto schools’ community to delineate a clear vision and mission for the schools and to align the operation of the schools to serve the vision and mission of Watoto Church; Leads team members and head teachers and other stakeholders in the strategy development process Leads in the preparation of the annual work plans and budgets Oversees the implementation of activities in the strategic, and work plans Carries out periodic evaluation of the strategy and results of the Watoto Schools to inform re-planning.
Standards	<p>Strategic plan in place and updated regularly</p> <p>Annual work plans, budgets and procurement completed and form the basis for implementation</p> <p>Quarterly performance reports on plan implementation</p>
Duty (2) 40%	<p>Team Leadership and development :Provide leadership and oversight to the leaders of the various sections under Watoto schools</p> <ul style="list-style-type: none"> Sets performance targets with Team leaders under Watoto schools education function Appraises the performance of Team Leaders on an ongoing basis and annually in accordance with the Performance Management guidelines Identifies capacity needs of team leaders and develop appropriate interventions to address them through mentoring, coaching or training. Develops a short term, medium and long-term plan for human resources and a succession plan for this arm of the directorate.
Standards	<p>Performance targets set and performance agreements in place. periodic performance reviews done, development needs of team addressed, succession plan developed and updated regularly</p>

Duty(3) 30%	<p>Governance,Stakeholder and Community engagement</p> <ul style="list-style-type: none"> Oversees the appointment and set up of School Management Committees, PTAs and Board of Governors for Watoto schools and the development of Terms of Reference for them. Develops and maintain relationship with its environment (school district or municipality, other schools, parents and community, business community, research and knowledge resources, and sources of external funding and technical assistance) primarily through collaborations to obtain or align with resources in the larger environment to advance the mission and work of Watoto schools. Oversees the development and implementation of education policies, programs and decisions Maintians an active, consistent and collaborative relationship with the Pastoral and Discipleship Team Leader Continuously engages with key stakeholders (Village leaders,international teams, government agencies,etc) to ensure that the strategic objectives of the directorate are met.
Standards	School Management Committees, PTAs and Board of Governors established and calendar of events, Stakeholder relationships established, education policies and programs developed and implemented
Duty (4) 10%	<p>Administration</p> <ul style="list-style-type: none"> Report to the relevant bodies and governance structure on the progress, results and impact of education at the Watoto schools. Communication (from leadership & feedback from teams)
Standards	Reports prepared and presented regularly, Communication to teams done

Watoto Child Care Ministres reserve the right to review and/ or alter job descriptions at any time. You will be notified of changes when necessary.

Behavioural Competencies essential for the job:

	Criteria: behavioural competencies (assign levels), skills, knowledge experience, and specialist qualifications. This criteria will be used as part of the performance management purposes	Essential (E) or desirable (D).	Selection. How criterion will be measured
	Behaviours		
1	<p>Working Strategically (L3) Focuses on the Long term</p> <p>Constantly reviews own and departmental objectives to ensure they support the Church Council's long-term Strategic Objectives and makes changes or challenges if they do not. Makes complex ideas, issues and situations clear and understandable to others, and can relate these to the wider context of the Church Council.</p>	E	Application, Interview
2	<p>Maintains Networks & Plans Impact (L3)</p> <p>Maintains and develops a range of contacts, and keeps them informed. Plans an approach to have a specific impact, including taking bold, creative or unusual actions to make a point or get through to others. Makes personal commitments in order to build trust and credibility.</p>	E	Application, Interview

3	<p>Holds people Accountable for Performance (L3)</p> <p>Holds people accountable for their actions and performance. Challenges individuals openly and constructively about performance problems, adapting a firm but fair stance. Allows others to take credit when deserved.</p>	E	Application, Interview
4	<p>Leading & Developing others (L2): Supports team development</p> <p>Gives others opportunities to practise new skills and capabilities, and provides or arranges coaching. Works to provide supportive environment by securing necessary resources and removing blocks to effective working. Encourages work-life balance amongst team to maintain healthy workforce and promote long term effectiveness.</p>	E	Application, Interview
	Technical skills, knowledge and experience		
	<ul style="list-style-type: none"> • Bachelor's Degree in Education, Business Administration Social Sciences or a related degree. • At least 7 years working experience within a busy and vibrant education setting with at least 3 of those years in a position of responsibility • Computer literacy • A team player, results oriented, self - motivated, able to work with minimum supervision and for long hours under extreme pressure • Excellent Oral and Written communication skills 	E	Application, Interview

Authorisation

Immediate Supervisor		
Post / title		
Signature		Date:
Team Leader -		Date:
<p>Employees Declaration</p> <p>I have received, read, and understood my job description and will perform to the best of my ability.</p>		
Signature		Date: