



# Job description

RESCUE RAISE REBUILD

Job title	Head Education Services	Department	Education
Job holder		Station	
Job type	Full Time	Line Team Leader	Team Leader- Education
Job aim	To supervise the implementation of education policies and programs in line with the National Education program, WATOTO and Ministry of Education and Sports guidelines.		

## Duty and standards

Duty (1) 20%	<p><b>Policy Design and Implementation</b></p> <ul style="list-style-type: none"> <li>Communicate and share all relevant policies with all relevant stakeholders in the Directorate</li> <li>Drive the implementation of education policies, programs and decisions in all schools as per the ministry of Education &amp; Sports and WATOTO guidelines.</li> <li>Design Standard Operating Procedures (SOPs) for the schools,</li> </ul>
Standards	All requisite policies, programs and guidelines communicated to relevant stake holders SOPs designed
Duty (2) 40%	<p><b>Supervision of Education Services</b></p> <ul style="list-style-type: none"> <li>Provide technical support to Head Teachers and Management on education best practices and standards.</li> <li>Monitor the system for capturing school management information from all the different Watoto sites and recommend policy changes in line with WATOTO objectives.</li> <li>Plan for and implement needs assessments for all WATOTO schools, identify gaps &amp; recommend interventions.</li> <li>Manage the performance and development of employees under the role's direct supervision in accordance with the performance management and learning and development guidelines.</li> <li>Drive the introduction and implementation of new school programmes and curricula e.g. ACSE</li> <li>Spearhead the process of ensuring regular review of existing curricula and make recommendations for changes as necessary</li> <li>Oversee the management and implementation of ICT initiatives at the schools</li> <li>Spearhead the training needs assessment process for the directorate with the support of the HR team to the end that there is an approved TNA report in time for inclusion in the budgeting cycle</li> <li>Oversee and drive the implementation of welfare initiatives for the Directorate in conjunction with the relevant stakeholders.</li> <li>Spearhead the processes for recruitment, promotions, development and other people related needs for the Directorate with the guidance of the HR department</li> </ul>
Standards	Support provided to ensure all sites have implemented best practices and standards, School management information captured and any recommendations arising communicated, School needs assessment completed and new school programs implemented Employees performance and developed managed effectively, Welfare initiatives implemented
Duty (3) 30%	<p><b>Monitoring &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Oversee the inspection of education activities &amp; programs and make appropriate recommendations to improve the available compliance strategies.</li> <li>Develop plans and budgets for the schools inspection programs in line with established policies and procedures</li> <li>Ensure that all WATOTO schools acquire the necessary accreditation within the required timelines</li> <li>Oversee the process of scheming to the end that there are approved schemes of work in all areas and at all times as required.</li> </ul>

<b>Standards</b>	Regular inspection of education activities and programs done and any gaps arising closed,planning and budgeting for school inspection programs done,accreditation for all schools acquired,schemes of work designed.
<b>Duty (4) 10%</b>	<b>Scholarship &amp; Grants Administration &amp; Stakeholder Relations Management</b> <ul style="list-style-type: none"> <li>Oversee the scholarship and education grants process for the directorate</li> <li>Provide periodic updates and reports to management on the progress of various scholarship and grants programs</li> <li>Oversee and coordinate the process for ensuring tertiary education is implemented effectively for the requisite recipients.</li> <li>Regularly establish and maintain relationships with relevant stakeholders e.g. other schools and education intitutions from which the Directorate can benchmark good practice</li> </ul>
<b>Standards</b>	Scholarship and grants programs operating at optimum, periodic reports prepared,tertiary educationprocess coordinated effectively, stakeholder relationships established and maintained

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	<b>Achievement (L4) Sets and meets challenging goals and seeks long term improvement.</b> Achieves significant progress in the long term, wider performance of Watoto Ministries. Sets out to be the best - has own measures of excellence and works to these. Tackles difficult problems and takes personal responsibility for reaching solutions. Seeks ways to improve overall performance levels to give higher levels of satisfaction to target groups.	E	Application, Interview
2	<b>Team working (L3) Builds the Team</b> Proactively shares information and learning. Addresses conflicts or issues within the team in a positive and open manner. Provides clear feedback to team members. Uses understanding of different interests and agendas to achieve positive outcomes. 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	E	Application, Interview

3	<p><b>Flexibility</b></p> <p>Identifies a practical approach in order to get the job done quickly and effectively. Uses an awareness of the bigger picture along with common sense to interpret and implement policy. Responds effectively to changing circumstances. Remains focused when faced with competing demands. Makes reasonable adjustments to ensure maximum effectiveness and motivation of self and others.</p>	E	Application, Interview
4	<p><b>Working Strategically (L3) Focuses on the Long term</b></p> <p>Constantly reviews own and departmental objectives to ensure they support the Education 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 Community Care.</p>	E	Application, Interview
	Technical skills, knowledge and experience		
	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Education, Business Administration Social Sciences or a related degree.</li> <li>• At least 8 years working experience within an active and vibrant academic setting with at least 3 of those years at leadership level</li> <li>• Computer literacy</li> <li>• Ability to establish and maintain relationship with key stakeholders.</li> <li>• A team player, results oriented, self - motivated, able to work with minimum supervision and for long hours under extreme pressure</li> <li>• Excellent Oral and Written communication skills</li> </ul>	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: