

## Job description

Job title	Head of Primary & Early Childhood Development Services	Department	Education
Job holder		Station	
Job type	Full Time	Line Team Leader	Head of Education Services
Job aim	To support the implementation of education services for Primary & Early Childhood Development Services		

### Duty and standards

Duty (1) 40%	<p><b>Supervision of Headteachers - Primary &amp; Early Childhood Development</b></p> <ul style="list-style-type: none"> <li>Supervises the setting of performance agreements for head teachers in primary and early childhood development and any other employee's under the role's supervision.</li> <li>Conducts periodic Performance reviews for employees under the role's supervision</li> <li>Ensures coordination of activities in the schools as per the work plans</li> <li>Sets new standards and explaining them to teachers</li> <li>Instructs teachers on new instructional methods</li> <li>Assists teachers to use appropriate Technology to deliver in their roles more effectively</li> <li>Plans for learning Interventions in response to student data analysis</li> <li>Initiates,justifies and implements requests for recruitment,promotions,transfers, employee development initiatives,etc with the guidance of the HR department.</li> <li>Establish and maintain a database of teachers under scope,their performance per subject, per class and any actions taken thereof</li> <li>Develop and Monitor records of key performance drivers (academics, co-curricular and life skills) and put in place clear measures to improve them.</li> </ul>
Standards	<p>Performance Agreements done Performance reviews done Workplans for the schools done, Key performance drivers monitored and improved</p>
Duty (2) 10%	<p><b>Development of Curricula &amp; Life Skills Programs</b></p> <ul style="list-style-type: none"> <li>Supports in the development of Curricula and Life skills programs</li> <li>Reviews curriculum and life skills programs and recommends instructional resources</li> <li>Assesses the effectiveness of the curriculum and life skills programs and recommends review and changes as necessary</li> <li>Ensure Coordination and implementation of ACE curriculum and acceptance in relevant schools</li> </ul>
Standards	<p>Effective curriculum development and implementation</p>

<b>Dutry( 3) 30%</b>	<b>Administration and Financial management</b>
	<ul style="list-style-type: none"> <li>• Supports in policy design and developments for section</li> <li>• Represents the schools on behalf of ETL at different functions and meetings where schools have been invited.</li> <li>• Attends Child Protection meetings and issues when invited by the Child Protection committee</li> <li>• Makes reports on the general performance/progress of schools, Head teachers, Global classes, discipline of teachers and maintenance of schools and Child Protection.</li> <li>• Assists in the preparation and execution of orientation and pupil free week program</li> <li>• Leads in the development of the annual budget and other planning tools for the section</li> <li>• Monitors expenditure for the section and ensures that there are clear cost management measures in place</li> <li>• Supervises implementation of workplan in relation to budgets and ensures prompt requisitions and accountabilities by head teachers</li> </ul>
<b>Standards</b>	Design policies, Budget performance reports with cost management strategies
<b>Duty (4) 20%</b>	<b>Leadership, growth and development</b>
	<ul style="list-style-type: none"> <li>• Identifies training needs, prospective in-service study courses and curricular for primary school and ECD teachers and put together a training kit for Watoto primary school and ECD teachers</li> <li>• Coordinates, develop, document and implement training modules to cater for professional development of primary school and ECD teachers</li> <li>• Develops self-study materials for Watoto primary school and ECD teachers</li> <li>• Participates in the mentoring and coaching program of primary school and ECD teachers</li> </ul>
<b>Standards</b>	Training Needs identified and Training plan developed and implemented Training materials developed

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><b>Achievement (L4) Sets and meets challenging goals and seeks long term improvement.</b></p> <p>Achieves significant progress in the long term, wider performance of the Council. 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.</p>	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	<b>Flexibility</b> 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.	E	Application, Interview
4	<b>Holds people accountable (L3)</b> 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.	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 7 years working experience as a teacher in a fast-paced academic environment with at least 2 of those years in a leadership position</li> <li>• Computer literate</li> <li>• A team player, result oriented, self - motivated, able to work with minimum supervision and for long hours under extreme pressure</li> <li>• Excellent Oral and Written skills</li> </ul>	E	Application, Interview

**Authorisation**

<b>Immediate Supervisor</b>	
<b>Post / title</b>	
<b>Signature</b>	<b>Date:</b>
<b>Team Leader - .....</b>	<b>Date:</b>
<b>Employees Declaration</b>	

I ..... have received,  
read, and understood my job description and will  
perform to the best of my ability.

Signature

Date: