



## Job description

RESCUE RAISE REBUILD

Job title	Head Teacher - Primary	Department	Education
Job holder		Station	Any of the Children's Village (and willingness to work in any of the Children's villages)
Job type	Full time	Line Team Leader	Head of Primary and Early Childhood Services
Job aim	Providing Christian leadership and management to ensure quality Education.		

### Duty and standards

Duty 1 40%	<p><b>Leadership and Administration</b></p> <ul style="list-style-type: none"> <li>Sets direction for the school to enable all learners to reach their potential, and to translate a vision into a whole school curriculum with consistency and high expectations</li> <li>Plans, monitors and mentors teachers</li> <li>Builds teacher commitment to professional development</li> <li>Conducts employee performance reviews</li> <li>Manages the recruitment and orientation process of new staff</li> <li>Manages all employee relations matters in conjunction with the HR team</li> <li>Provides input into the staff welfare initiatives and once agreed, supports implementation</li> </ul>
Standards	<p>Teacher/employee performance monitored and managed</p> <p>Teachers' attendance and punctuality monitored</p> <p>Staff Developed</p> <p>Staff Appraised</p> <p>Monthly performance reports prepared</p> <p>Employee recruitment done</p>
Duty 2 30%	<p><b>Effective Teaching and Learning (Technical Outputs)</b></p> <ul style="list-style-type: none"> <li>Monitors curriculum, teaching and learning, and work with teachers to make recommendations for modifying them as needed</li> <li>Manages teaching and learning to ensure that there is a high degree of consistency and innovation in teaching practices to enable personalised learning for all students;</li> <li>Engages with networks collaborating to build curriculum diversity, professional support and extended services</li> <li>Ensures a healthy balance of academic, co-curricular and life skills for learners</li> <li>Provides timely and effective communication to all stakeholders as necessary</li> </ul>
Standards	<p>Scheme Preparation and Lesson Planning Monitored</p> <p>Records of work and curriculum covered monitored</p> <p>Time table Implementation Monitored</p> <p>Learner Assessment Monitored</p> <p>Co-curricular activities implemented</p> <p>Learning Achievements monitored</p>
Duty 3 20%	<p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>Develops the annual school budget</li> <li>Administers the approved budget and school resources to ensure budgetary and cost control measures are observed in the delivery of education services</li> <li>Draws up annual school workplan and calender</li> <li>Manages school facilities and resources</li> </ul>
Standards	<p>Annual school budget developed</p> <p>Termly and annual budgets prepared and submitted</p> <p>School funds and other resources accounted for</p>

<b>Duty 4</b> 10%	<b>Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>Maintains communication with the school authorities, parents, and community (local authorities, government agencies and wider Watoto community)</li> <li>Manages the process of school partnership consultation.</li> </ul>
<b>Standards</b>	Communication channels with school authorities, parents and community established and maintained, partnership consultation done Essential Meetings conducted

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	<b>Holds people Accountable for Performance (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
4	<b>Working Strategically (L3) Focuses on the Long term</b> Constantly reviews own and departmental objectives to ensure they support the Education'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 Community Care.	E	Application, Interview
	Technical skills, knowledge and experience		

	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Education, or a related degree.</li> <li>• At least 8 years teaching experience within a large active and vibrant organisation with at least 3 of those years at leadership/administration level</li> <li>• Computer literacy</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
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**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>		
<p><b>I</b>  .....  <b>have received, read, and understood my job description and will perform to the best of my ability.</b></p>		
<b>Signature</b>		<b>Date:</b>