

Job description

Job title	Head of Post Primary and Tertiary 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 Post Primary and Tertiary section.		

Duty and standards

Duty (1) 40%	<p>Supervision of Headteachers - Post Primary & Tertiary</p> <ul style="list-style-type: none"> Supervises the setting of performance agreements for head teachers in post primary and tertiary services section and any other employee's under the role's supervision. Conducts periodic Performance reviews for employees under the role's supervision Instructs teachers on new instructional methods Assists teachers to use appropriate Technology to deliver in their roles more effectively Plans for learning Interventions in response to student data analysis Implements the tertiary education process for all requisite beneficiaries and prepares periodic reports on the same for management review. Ensures the implementation of Life Skills programs Initiates, justifies and implements requests for recruitment,promotions,transfers, employee development initiatives,etc with the guidance of the HR department. Establish and maintain a database of teachers under scope,their performance per subject, per class and any actions taken thereof. Develop and Monitor records of key performance drivers (academics,co-curricular and life skills) and put in place clear measures to improve them.
Standards	<p>Performance Agreements done Performance reviews done Workplans for the schools done, Key performance drivers monitored and improved.</p>
Duty (2) 10%	<p>Development of Curricula & Life Skills Programs</p> <ul style="list-style-type: none"> Supports in the development of Curricula and Life skills programs Reviews curriculum and life skills programs and recommends instructional resources Assesses the effectiveness of the curriculum and life skills programs and recommends review and changes as necessary
Standards	<p>Effective curriculum development and implementation, Effective implementation of life skill programs</p>
Dutry(3) 30%	<p>Administration and Financial management</p> <ul style="list-style-type: none"> Supports in policy design and developments for section Represents the schools on behalf of ETL at different functions and meetings where schools have been invited. Attends Child Protection meetings and issues when invited by the Child Protection committee Makes reports on the general performance/progress of schools, Head teachers, Global classes, discipline of teachers and maintenance of schools and Child Protection. Assists in the preparation and execution of orientation and pupil free week program Leads in the development of the annual budget and other planning tools for the section Monitors expenditure for the section and ensures that there are clear cost management measures in place Supervises implementation of workplan in relation to budgets and ensures prompt requisitions and accountabilities by head teachers

Standards	Design policies, Budget performance reports with cost management strategies
Duty (4) 20%	<p>Leadership growth and development</p> <ul style="list-style-type: none"> Identifies training needs, prospective in-service study courses and curricular for teachers and put together a training kit for Watoto teachers Coordinates, documents and implements training modules to cater for professional development of Head teachers and teachers Develops self study materials for Watoto teachers Participates in the mentoring and coaching program of head teachers and teachers
Standards	Training Needs identified and Training plan developed and implemented Training materials developed
Duty (5) 20%	<p>Coordination & implementation of Scholarships & Tertiary Education</p> <ul style="list-style-type: none"> Coordination of the Scholarship and internship process for Post-primary learners to ensure that deserving learners are provided opportunities Implements the tertiary education process for all requisite beneficiaries and prepares periodic reports on the same for management review.
Standards	Policy on scholarships developed and communicated and process implemented Uptodate information of statuts of transition of learners

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>Achievement (L4) Sets and meets challenging goals and seeks long term improvement.</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	<p>Team working (L3) Builds the Team</p> <p>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</p>	E	Application, Interview
3	<p>Flexibility</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	Holds people accountable (L3) 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"> • Bachelor's Degree in Education, Business Administration Social Sciences or a related degree. • 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 • Computer literate • A team player, result oriented, self - motivated, able to work with minimum supervision and for long hours under extreme pressure • Excellent Oral and Written skills 		E	Application, Interview

Authorisation

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