



## **JOB PROFILE FOR THE POSITION OF DEPUTY RECTOR GREENHILL SCHOOLS, KIBULI AND BUWAATE**

### **JOB PROFILE**

A deputy Rector should have a combination of Leadership, management and academic expertise. In collaboration with the Rector, Greenhill Schools; the Deputy Rector will;

- a. Provide strategic leadership and management of Greenhill Schools, Kibuli and Buwaate.
- b. Provide Oversight in the Development, Review, Execution and Continuous improvement of Strategic Plans, Policies, and Systems
- c. Provide operational oversight in:
  - o Curriculum development, implementation, monitoring, and review.
  - o Ensure that outstanding Learning and Teaching standards are maintained at all times.
  - o Track the performance of schools, teachers, and learners to ensure excellence in education.
  - o Track School, Teachers and Learners performance aiming for outstanding standards of learning and teaching at all times.
- d. Enhance quality assurance and standards in teaching and examinations
- e. Monitor and evaluate institutional performance against strategic goals.
- f. Strengthen stakeholder engagement and collaboration.
- g. Provide oversight in managing financial and budgeting operations, ensuring accountability and efficiency.
- h. Drive continuous improvement while maintaining a culture of excellence in teaching and learning.
- i. Ensure compliance with internal policies and external legal regulations.
- j. Conduct regular monitoring and evaluation of strategies, policies, and systems to optimize school performance.

## **JOB DESCRIPTION**

### **DEPUTY RECTOR**

#### **Job Purpose**

The Deputy Rector, in collaboration with the Rector, provides Visionary Leadership, Strategic oversight, and coordination to ensure Greenhill Schools align with the Institution's Mission, Goals, and Strategic Objectives. This role involves managing and supporting the Senior Management Team, marketing Communications Manager and other Stakeholders (students, parents, Board of Directors) in maintaining excellence in the learning process and outcomes, and fostering a culture of continuous improvement. The Deputy Rector works closely with the Rector and the GAL Board of Directors to establish a compelling Vision, implement effective governance systems, oversee programme delivery, and ensure financial sustainability. Serving as a key member of the Senior Management Team, the Deputy Rector is pivotal in driving strategic initiatives and ensuring the institution's long-term success.

#### **KEY ROLES AND RESPONSIBILITIES**

##### **KPI-1: Strategic oversight - Planning & Management (40%)**

- a. Develop and implement strategic plans aligned with the Institution's mission and objectives.
- b. Collaborate with Heads of Schools to prepare annual school business plans; and ensure that comprehensive and thorough objective-based budgeting takes place.
- c. Provide visionary leadership to ensure organizational growth and sustainability.
- d. Establish the long-term vision and strategic objectives for the schools, ensuring they align with the overall Institutional Mission.
- e. Ensures effective use of resources (human, financial, material) to achieve strategic goals.
- f. Enhance synergy: collaborates within Greenhill Schools, and external partners to maintain a unified direction.
- g. Tracks progress against strategic goals and adjust plans as needed to respond to emerging challenges or opportunities.
- h. Manage financial performance, budgeting, and resource allocation.
- i. Representation: In collaboration with the Rector, Liaises with major institutions and government departments

##### **KPI-2: Operational Oversight (30%)**

- a) Curriculum Development, Implementation, monitoring and review
  - Collaborate with school leadership to design innovative, inclusive curricula that align with strategic goals and national competitiveness.
  - Integrate modern tools, skills, and industry needs while providing oversight for effective implementation and performance tracking.
  - Address challenges collaboratively, lead periodic curriculum evaluations, and use stakeholder feedback to drive continuous improvement.
  - Performance Tracking: Ensure systems are in place to track student progress and evaluate teaching effectiveness.
  - Curriculum Evaluation: Lead periodic evaluations of the curriculum's relevance, effectiveness, and alignment with educational needs.
  - Feedback and Improvement: Gather feedback from all stakeholders to inform enhancements and integrate recommendations to improve outcomes.

- b) Ensure outstanding Learning and Teaching standards are maintained at all times
  - Maintain high academic standards by tracking key performance indicators, including exam results and assessments for the schools.
  - Teacher Performance: Establish benchmarks, conduct evaluations, facilitate professional development, and address areas of underperformance.
  - Learner Outcomes: Monitor student progress, identify performance gaps, and promote holistic development.
  - Quality Assurance: Ensure systems are in place to monitor quality of teaching and learning while maintaining compliance with standards.
- c) Provide oversight in Tracking school, Teachers and Learners performance aiming for outstanding standards of learning and teaching at all times.
  - Ensure consistent achievement of high academic standards across all schools and grade levels.
  - Monitor and promote progress in key performance indicators such as exam results, student engagement, and class assessments.
  - Establish clear performance benchmarks for teachers and ensure regular evaluations based on teaching quality and effectiveness.
  - Support Heads of School in addressing underperformance and fostering a culture of continuous improvement.
  - Quality Assurance and Standards: Ensure systems are in place to monitor and evaluate the effectiveness of teaching and learning strategies.
  - Conduct regular audits of teaching practices, lesson plans, and classroom delivery to maintain consistency and quality.

**KPI-3: Leadership Development, Team Management, Supervision, Performance Oversight, Recruitment, and Capacity Building of Staff:**

- a. **Mentor and empower SMT members:** Provide mentorship and support to SMT members, cultivating a culture of innovation, collaboration, and continuous improvement to enhance institutional success.
- b. **Ensure SMT targets align with strategic objectives and student achievement.** Ensure SMT targets are strategically aligned with institutional goals and prioritized to optimize student achievement and academic excellence.
- c. **Culture change:** Foster a positive organizational culture and promote collaboration
- d. **Performance oversight:** In collaboration with the Rector, Monitor and review performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance.
- e. Ensuring that each member of the SMT fully understands the outcomes that are expected of them and that they are aware of the success criteria which pertain to their work.

**KPI-4: Enhance Quality Assurance in Teaching and Examinations**

- a Monitor and evaluate Institutional performance against strategic goals.
- b Ensure that all quality assurance processes and standards are documented, understood and consistently applied by team members.
- c Establish clear policies and benchmarks to ensure high-quality teaching practices and rigorous assessment standards.
- d Oversee regular evaluations of teaching methods, examination processes, and academic outcomes to maintain consistency and excellence.

- e Ensure the implementation of robust systems to review and improve teaching strategies and examination procedures.
- f Data Analysis: Use data-driven approaches to monitor trends in teachers and student performance and identify areas requiring improvement.
- g Promote accountability by ensuring compliance with internal and external academic standards.
- h Stakeholder Engagement: Collaborate with educational leaders, teachers, and external bodies to maintain the institution's reputation for quality in academics.
- i Continuous Improvement: Champion initiatives that foster innovation and continuous improvement in teaching and assessment practices.
- j Ensure adherence to legal and regulatory standards.

#### **KPI-5: Budgeting**

- a. Provide support to the Rector to ensure that Greenhill Schools' budgets align with strategic objectives and are executed promptly.

#### **KPI-6: Policies, process adherence & Compliance**

- Uphold GAL Vision, Mission, Code of conduct, Core values & policies.
- Ensure policies, processes are adhered to at all levels
- At all times behaving in a way that demonstrates the highest standards of professionalism and ethical behaviour

#### **KPI-7: Risk Management and Innovation**

- Ensure that Greenhill Schools risk management processes are effectively embedded in the Schools and perform the quarterly review of the Greenhill Schools risks/risk register. Report the risks to the Rector and Risk Coordinator.
- Generate new ideas/innovation initiatives and translate them into tangible outcomes.
- Promote a culture of creativity, innovation, encouragement, support, challenge that will effectively develop pupils' spiritual, moral, social and cultural aspects (holistic development) so that they can be prepared for adult life.

#### **KPI-8: Stakeholder Engagement**

- Maintain and strengthen the Greenhill brand both internally and externally.
- Collaborate with the Rector and Senior Management Team (SMT) to enhance parent relations and effectively address parent appeals.
- Establish transparent and effective communication channels with stakeholders, including parents, students, staff, and the wider community.
- Develop and implement engagement initiatives that foster positive relationships between the school and its stakeholders.
- Uphold high standards of customer service to ensure stakeholder concerns are addressed efficiently and professionally.

#### **Required Qualifications, Experience and Competencies (Skills, qualities and Knowledge)**

- a. Master's degree in Education or a related field. Post Graduate diploma in a related field is an added advantage.
- b. Over 15 years work experience, at least 10 of which should have been at Senior Management level in an Institution or organization offering education services or similar role.
- c. Extensive experience in academic leadership, policy, and governance.
- d. Proven ability to lead and inspire diverse teams and foster inclusivity.
- e. Excellent communication, organizational, analytical, decision-making, emotional resourcefulness and problem solving skills.

- f. Budget management and financial planning proficiency.
- g. Experience or knowledge in teaching, curriculum development, and educational administration.
- h. Awareness of trends and challenges in education sector.

Signed:

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Employee

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Date

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Supervisor

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Date