



JOB DESCRIPTION

DEPUTY HEADTEACHER – ACADEMICS PRIMARY BUWAATE – P1-P4

Job Purpose

The job holder is expected to participate in strategic planning, policy formulation, and contribute to the design, implementation, monitoring, and evaluation of both curriculum and co-curricular activities. He/she is a member of the Senior Management team and reports to the Head Teacher.

Key Roles and Responsibilities

KPI-1: Strategic Planning & Management

- Contribute to the strategic planning and reviews and to the on-going design of interventions which will have significant impact on the learning outcome.
- Network with external subject experts in relation to staff training, Assessment and Coordination.

KP-2: Curriculum Development, Implementation, monitoring and review

- Contribute to the development, implementation and evaluation of both an academic curriculum and co-curricular activities which develop a holistic child, continuously improving academic standards and the attainment of competencies in the section.
- Contribute to the review and evaluation of both academic curriculum and co-curricular activities and provide regular updates to the headteacher on the implementation of the curriculum.
- Monitor and evaluate the quality of teaching and learning and promote improvement strategies aiming at excellence and consistency in the teaching and learning process.
- Monitor the implementation of the curriculum by designing progress templates, chairing evaluation meetings & assessing the relevance of the content and materials/ tools used in implementation of the curriculum.
- To draft the school academic improvement plan with clear milestones.
- Liaise with all heads of department to harness controversial issues during curriculum interpretation and delivery.
- Chair evaluation meetings and provide regular updates to the Headteacher from the Curriculum Development Committee.

KPI-3: Tracking school, Teachers and students' performance/behavior aiming at outstanding standards of learning and teaching at all times.

- To set appropriate annual target guidelines geared by current National trends.
- To track output of staff in the major recognized assessments.
- To track student attainment levels in all assessments done.
- To measure academic attainment levels in all departments and sections.
- To monitor performance levels of staff in competence papers.
- To realize zero deviations among staff during teaching, making guides, and marking.
- To oversee a favorable atmosphere free from examination malpractice.

KPI-4: Leadership Development, Team Management, Supervision, Performance management, Recruitment, and Capacity Building of Staff:

- Supervise the Heads of Department, Section Supervisors and teachers in the section, establish clear and measureable objectives, on-going feedback, periodic reviews and fair and unbiased evaluations; recognition and rewards for outstanding performance; - documentation of unsatisfactory performances with appropriate tools and means.

- Manage the staff development programme, including coaching and mentoring of staff, the review of staff training programs and identifying training needs in the section
- Monitor standards of behavior and maintain discipline of both staff and students.
- Take lead in the staff development programme, including coaching and mentoring of staff, the review of staff training programmes and identifying training needs in the section
- Monitor and evaluate the quality of teaching and learning and promote improvement strategies aiming at excellence and consistency in the teaching and learning process.
- Reprimands in writing individual teachers with very low output as per the set targets.

KPI-5: Quality Assurance in Teaching and Examinations

- Ensure that all quality assurance processes and standards are documented, understood and consistently applied in teaching and Examinations.
- Coordinate the examination process and ensure that all examinations procedures are followed and that students have the correct results.
- Monitors supervision of Heads of Departments and Section Heads & coverage for heads of department and section heads.
- Provide guidance on lesson distribution and report quality of teaching to Head Teacher.
- Supervise the setting dates for the examinations, moderation and sitting & setting/marking, analysing performance and drawing intervention plans.
- Supervise the setting and marking of students' tests, ensuring that set guidelines and timelines are adhered to.
- Prepare lesson plans for the various sessions ensuring that key content areas for achieving the intended learning outcomes are captured and that appropriate learning methodology is used.
- Participate and monitors the teaching and assessment of students, ensuring that sessions are delivered at the right time and are up to set quality standards.
- Periodically hold class surveys to assess learners' satisfaction in all subjects.
- Periodically hold school surveys among parents, teachers and learners on what they treasure at Greenhill.

KPI-6: Policies, process adherence & Compliance

- Work closely with the Senior Management team to review and update the policies & maintain the alignment to the values of Greenhill Schools.
- Ensure policies and processes are adhered to by the team members
- To benchmark, compare and recommend amendments in staff welfare.
- 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.
- Maintain excellent communication processes, ensuring the timely and effective dissemination of information and regular, effective meetings with Heads of Departments, Line Section Supervisors and other stakeholders.
- Uphold Greenhill Vision, Mission, Code of conduct, Core values & policies. All employees in whatever capacity, are expected to promote the vision, mission, Core values and Greenhill aims as well as abide by the policies.

KPI-7: Risk Management and Innovation

- Assess, manage and mitigate risks in the Primary Section (P1-4) to ensure that risk management processes
- are effectively embedded in the Primary section and perform the quarterly review of section
- risks/risk register. Report the risks to the Headteacher.
- Generate new ideas/innovation initiatives and translate them into tangible outcomes.

KPI-8: Budgeting

- Develop and monitor the budget for Primary Buwaate – Lower. Ensure that the budget align with strategic objectives and is executed promptly.

KPI-9: Stakeholder Engagement

- Maintain and strengthen the Greenhill brand both internally and externally.
- Collaborate with the Headteacher 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 Education, Qualifications, and Competencies (Skills, Qualities, and Knowledge)

- Minimum Degree in Education (Primary) from a recognized training Institution.
- Registered with the Ministry of Education and Sports.
- At least nine (9) years of teaching experience as a qualified primary school teacher.
- Three (3) years of experience as a Senior Education Assistant in a government-aided primary school.
- Leadership & Administration – Ability to assist in the overall management of the school.
- Curriculum Planning – Preparing schemes of work and lesson plans.
- Supervision – Overseeing Buwaate Primary (P1-P4).
- Record Keeping & Accountability – Maintaining Primary Buwaate (P1-P4) school records and resources efficiently.
- Discipline Management – Enforcing discipline among staff and pupils.
- Examination Integrity – Ensuring proper administration and supervision of exams.
- Academic Planning – Preparing academic programs and schedules.

Signed:

Employee

Date

Supervisor

Date