



GREENHILL ACADEMY

P.O. Box 7490, Kampala, Tel: +256(0) 414 342 684,

E-mail: info@greenhillacademy.ac.ug

Website: www.greenhillacademy.ac.ug

JOB ADVERT

POST: HEAD OF SECONDARY SCHOOL

Greenhill Academy established in 1994 seeks to recruit a Head teacher for the secondary school

Key responsibility areas:

1. Promote academic excellence for both O level and A level.
2. Meets the school's financial targets.
3. Recruitment and training of suitable staff
4. Promote a high degree of discipline among students and staff for outstanding performance.
5. Excellent management of the boarding section.
6. Promote a value based education enshrined in the core values.

Requirements

1. A degree in Education. Other relevant qualifications are an added advantage.
2. Working experience of at least 8 years in a school.
3. Proven student academic achievements.
4. Record of team building and Human resource management
5. ICT skills.
6. Evidence of Christian values and promoting integrity.

For more information, find summary of job description on www.greenhillacademy.ac.ug

To apply, please send your application, CV and any other relevant credentials addressed to the Head of Administration to info@greenhillacademy.ac.ug or hand deliver it to Greenhill Academy Kibuli, not later than 23rd November, 2019



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JOB DESCRIPTION

HEAD OF SECONDARY SCHOOL

Key Accountabilities

- **Responsible for the management of students, parents & staff.**
- **Responsible for the quality of learning outcomes.**

Key Responsibilities

1. Lead the strategic planning for the school: translate the school vision and mission into multi – year and annual objectives and lead the development of work plans which will ensure delivery of the targets.
2. Ensure a consistent and continuous school –wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress, challenging and providing remedies for underperformance.
3. Develop, maintain and lead a team of well trained, motivated and collaborative staff who adhere to high professional standards.
4. 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.
5. Lead in the design, implementation and evaluation of a creative and appropriate academic curriculum and co-curricular activities, which develop a holistic child, continuously improving academic standards and enhancing the attainment of life skills.
6. Ensure that staff are systematically monitored, evaluated and supported to do their work aiming for outstanding standards of learning and teaching at all times.
7. Ensure adherence to all policies; work closely with the Senior Management team, the Head Administration and the Rector to review and update them regularly maintain the alignment to the values of Greenhill Academy.



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8. Maintain sound procedures for the security, supervision and maintenance of the school assets and environment ensuring that all health and safety regulations are met and a conducive environment for learning is maintained.
9. Manage the school finances and resources effectively working closely with the Finance department.
10. Ensure exemplary standards of behavior of both staff and students, maintain a fair disciplinary process and timely resolution of issues.
11. Manage the daily operations of the school, delegating appropriately to ensure activities are planned for in time, adequately resources and properly executed.
12. Maintain healthy parent relationships, ensure regular interactions with them and timely resolution of parents' concerns, and promote the growth of GHOSA.
13. Carry out the regular reviews of all school systems to ensure continued compliance with Ministry of Education and Sports and any other relevant local authorities or government departments.
14. Regular and effectively communicate the progress of every child's learning and other relevant aspects of the school to the relevant stakeholders
15. Maintain excellent communication processes, ensuring the timely and effective dissemination of information and regular, effective meetings with various stakeholders.
16. Follow the standard procedure in recruiting competent staff.
17. To ensure the expected student enrolment figure is achieved, being responsible for admissions within policy guidelines regarding quality.
18. Ensure high quality academic excellence and attainment of good quality grades both internal and national exams.

The Head Teacher is a member of SMT and Reports to the Rector