



Job Description

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Job Title Upper Primary & Deputy Head Teacher	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Senior Manager	Industry Education & Teaching
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Education & Teaching: 10 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

We are currently looking for an Upper Primary & Deputy Head Teacher for a growing international school based in Dar es Salaam.

Responsibilities

The Head is responsible for the overall leadership and management of the school. The Head's vision, inspiration, initiative and management are fundamental in creating a climate which enables every member of the school community to flourish.

The Head is responsible for the formulation of the strategic and school development plans, marketing strategies, or significant curriculum or organizational change and recruitment.

The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.

Key Managerial and Leadership responsibilities

The Head is responsible for upholding the ethics and values of the school, ensuring children enjoy their learning in a safe environment.

Learning and teaching

- To encourage learning to be at the core of all activities related to the school
- To determine, implement and monitor appropriate academic and moral curriculum for the school
- To monitor and evaluate the quality of learning and teaching in the school, and to put in place appropriate initiatives developments
- To ensure that the progress of individual pupils is assessed, recorded, reported and supported
- To ensure that the framework for staff appraisal is conducted in a rigorous manner
- To encourage all staff to engage in continued professional development to benefit their own learning and to support pupils' development

People

- To promote the development of an adventurous, supportive and forward looking organization and to maintain and develop the strong sense of community within the school

- To inspire, motivate, counsel and, where necessary, to discipline pupils and staff as appropriate
- To appoint staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity
- To ensure that proper standards of professional performance are established and maintained
- To promote, supervise, monitor and review arrangements for the professional development of academic staff, including performance management
- To ensure the maintenance of good order and conduct at all times when pupils are in the care of the school

Policies/Procedures

- To formulate, develop and review the overall aims and values of the school and to implement and then monitor the effectiveness of policies and procedures intended to achieve these aims and values
- To ensure that there is an agreed strategic plan and an agreed school development plan in place at all times
- To ensure that the school complies with all statutory and regulatory requirements

School Development and Promotion

- To promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning
- To establish effective structures for the smooth running of the school, ensuring that responsibilities are clear but not exclusive
- To establish, implement and review procedures for the promotion and marketing of the school, encouraging the involvement of the whole staff
- To recruit, select, admit and retain pupils, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base
- To develop and sustain good relationships with feeder nurseries and senior schools, and to explore positively further co-operation for mutual benefit

Communications

- To establish and maintain excellent communication throughout the school community, internally and externally
- To build relationships with parents and to ensure excellent communication between the school and the parent body, both individually and collectively
- To maintain and further develop good relationships and communication within and beyond the school community in order to promote an understanding of and support for the aims, values and performance of the school
- To develop appropriate links with the media, local business and other relevant networks to enhance the reputation of the school
- To develop and maintain contacts with other Heads and their schools, professional associations and other appropriate bodies, for the benefit of the school

Resources

- To plan, manage, allocate and account for the human, financial and material resources of the school
- To ensure jointly with the school office and Finance team that there are clearly understood procedures for setting and controlling financial budgets and deciding which it is appropriate to delegate
- To make arrangements to ensure that school property, buildings, grounds and equipment are used properly, safely, efficiently and effectively

Health and Safety

- To ensure jointly with the Health and Safety Committee that the School Health and Safety Policy is promulgated and properly administered

- To ensure the School's Child Protection Policy is promulgated and properly administered, including Safer Recruitment and other staff training, and that safeguarding arrangements are subject to constant review and

Accountability

- The Head will report to the Education Committee termly, regarding key areas of the schools provision and performance
- The Head will work with the Director to develop and sustain excellence in all areas of the education offered by the school
- The Head will undertake appraisal annually

Education & Qualifications

- Bachelor degree in Business Administration , Public relations or related field
- Diploma from Cambridge is an added advantage

Requirements

At least 5 years of working experience in Cambridge Curriculum

Personal attributes

- Devoted and dedicated.
- Just and fair
- Open-minded
- Self-confident
- Creative and constructive
- Objective-outlook.
- Problem-solving centered

Driving Licence

Not Required

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