

Job Description: Head Teacher, Nakaseke Christian Primary School.

Reports to: Chief Programs Officer

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: Jan/Feb 2025

Job Summary: We are seeking a dedicated and inspirational Head Teacher to lead our primary school at Nakaseke Christian Primary School. The ideal candidate will embody Christian values, foster a nurturing learning environment, and ensure the academic, spiritual, and personal development of all students.

Primary Responsibilities

- **Leadership and Management:**
 - Provide visionary leadership to the school community, promoting a Christian ethos.
 - Oversee the administration and management of NCPS operations, ensuring compliance with educational standards and regulations of Uganda.
 - Collaborate with teachers, staff, and parents to create a supportive and inclusive school culture.
 - Ensure proper planning, budgeting and accountability for the school activities and resources in consultation with your supervisor.
 - Prepare and submit termly and annual budgets to supervisor.
 - Supervise and appraise all the employees under Primary School monthly.
 - Prepare progress and summary reports for submission and presentation to your supervisor where required.
 - Keep school registration and records updated with Ministry of Education.
 - Set an example of servant leadership. Use Biblical principles to resolve and settle issues, speak to uplift and encourage those around you, and show devotion to scripture and God's word daily

- **Curriculum Development:**
 - Ensure the implementation of a holistic curriculum that integrates Christian teachings and values alongside the national curriculum of Uganda.
 - Support teachers in delivering high-quality instruction and fostering student engagement.
 - Work to create a healthy balance of academics, co-curriculars and life skill activities for learners.

- **Student Development:**
 - Promote the spiritual, emotional, and academic growth of students.
 - Develop programs and initiatives that enhance student well-being and discipline.
 - Encourage all pupils to be actively engaged in their personal learning and in reviewing their academic progress in all subjects.
 - Deal with inappropriate behavior swiftly and effectively according to the discipline policy.
- **Community Engagement:**
 - Foster strong relationships with parents, the community, and local organizations.
 - Organize events and activities that involve the community and enhance the school's presence.
- **Professional Development:**
 - Support and mentor teaching staff, encouraging professional growth and continuous improvement.
 - Organize training sessions and workshops to enhance teaching practices.

Qualifications

- Bachelor's degree or higher in Education or a related field.
- Minimum of 8 years of experience in a primary school setting. At least 4 years of experience in management.
- Strong understanding of Christian values and how to integrate them into the school environment.
- Excellent communication, interpersonal, and organizational skills.
- Be conversant with Microsoft Office programs and Google drive/email.

Personal Attributes

- A committed Christian with a strong moral compass.
- Passionate about education and the development of young learners.
- Approachable, compassionate, and able to build strong relationships with students, staff, and parents.

Please submit inquires to jobs@simoneskids.com

