



Simone's Kids Organization

P.O Box 134 Wobulenzi, Uganda

Located at Nakaseke District,

off-Kampala-Gulu Highway

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JOB ADVERTISEMENT

Date issued 6th February, 2025

Applications are invited from suitably qualified Ugandans to fill the posts that exist in Simone's Kids Organization.

Please note that applications for more than one job may lead to automatic disqualification.

The entire process of recruitment is free of charge and applicants should not entertain phone callers who solicit for money from them in exchange for favors.

Simone's Kids is a Christian organization that operates Nakaseke Christian Secondary School and Nakaseke Christian Primary School.

AVAILABLE JOBS (See descriptions attached):

- A. HEAD TEACHER (NAKASEKE CHRISTIAN PRIMARY SCHOOL)
- B. ENGLISH LANGUAGE/LITERATURE TEACHER (NAKASEKE CHRISTIAN SECONDARY SCHOOL)
- C. BIOLOGY/CHEMISTRY TEACHER (NAKASEKE CHRISTIAN SECONDARY SCHOOL)
- D. AGRICULTURE TEACHER (NAKASEKE CHRISTIAN SECONDARY SCHOOL)
- E. UPPER PRIMARY MATH TEACHER (NAKASEKE CHRISTIAN PRIMARY SCHOOL)
- F. ENGLISH LANGUAGE/PHONICS TEACHER (NAKASEKE CHRISTIAN PRIMARY SCHOOL)
- G. MATRON (NAKASEKE CHRISTIAN SECONDARY SCHOOL)
- H. SECURITY GUARD

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2025**.

Only Shortlisted Candidates will be contacted.

A. Post: 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.

Key Outputs (Duties and 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.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2025**.

Only Shortlisted Candidates will be contacted.

B. English Language/Literature Teacher (Nakaseke Christian Secondary School)

Reports to: Head Teacher (Secondary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: Jan/Feb 2025

Duties and Responsibilities

- **Teaching**
 - Set great standards of learning, impact student's view of a subject and abilities.
 - Possess a talent for engaging learners.
 - Develop and issue educational content including notes, tests and assignments which will help students perform at a higher capacity.
- **Lesson Planning**
- **Scheming of work**
- **Grading**
 - creating and assigning various assessments for students including tests, quizzes, essays and projects.
- **Mentoring**
 - Encourage students explore learning opportunities and carrier paths.
- **Classroom Management**
 - Maintain a tidy, clean and orderly classroom.
 - Create a safe, respectful and inclusive classroom environment.
- **Academic Competence**
 - Giving assignments, designing personalized learning goals, looking beyond the walls of the classroom demonstrating global competence.
 - Evaluate students performance.
 - Ability to conduct practicals with experience to handle lab equipment
 - Maintain a professional code of conduct.
- **Collaboration with the organization**
 - Taking part in organization meetings and adhere to policy.
 - Execute any other duty assigned by your supervisor.
- **Documenting Progress**
 - Prepare periodic progress reports and termly report cards.
 - Invest in learners, monitoring and assessing them.
 - Tracking and evaluating student academic progress.
 - Maintain classroom records.
- **Working with students**
 - Working with students one on one when they need extra help or attention.
 - Administering and grading homework, assignments and tests.
 - Customize coursework to be more accommodating to students who are struggling.
 - Be approachable, empathetic, friendly and easy-going yet with proper management of students.

- **Keep up with parents' communication**
 - Attending and leading parent-teacher meetings and regularly communicating with parents through paperwork and phone calls which helps both the parent and the teacher understand each student's learning needs and the external factors affecting the student's educational progress and why they receive the grades they receive in different subjects which allows parents to identify potential strength and weaknesses of their children, this helps the parents to collaborate with the teacher to come up with an improvement plan or highlight the students strength.
- **Supervise practical lessons**
 - Create and supervise laboratory activities.
- **Marking**
- **Enforce rules of behavior**
 - Supervise classes and teach students to follow the school's moral codes and behaviors.
 - Understanding child psychology and how they behave in school environment, identifying students whose behavioral patterns might negatively affect them and other learners.
- **Keeping relevant**
 - By adapting teaching methods and material to meet interests and learning styles of students.
 - Exhibit extensive knowledge of the new curriculum guidelines.
- **Taking part in school events and help plan them**
 - Oversee events and interact with parents and students during these events.

Qualifications:

1. Bachelor of Arts with Education "O" & "A" Level
2. 2 years work experience in a reputable school.
3. UNEB Examiner preferably.
4. Well versed with the new curriculum.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2025**
Only Shortlisted Candidates will be contacted.

C. Biology/Chemistry Teacher (Nakaseke Christian Secondary School)

Reports to: Head Teacher (Secondary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: Jan/Feb 2025

Duties and Responsibilities

- **Teaching**
 - Set great standards of learning, impact student's view of a subject and abilities.
 - Possess a talent for engaging learners.
 - Develop and issue educational content including notes, tests and assignments which will help students perform at a higher capacity.
- **Lesson Planning**
- **Scheming of work**
- **Grading**
 - creating and assigning various assessments for students including tests, quizzes, essays and projects.
- **Mentoring**
 - Encourage students explore learning opportunities and carrier paths.
- **Classroom Management**
 - Maintain a tidy, clean and orderly classroom.
 - Create a safe, respectful and inclusive classroom environment.
- **Academic Competence**
 - Giving assignments, designing personalized learning goals, looking beyond the walls of the classroom demonstrating global competence.
 - Evaluate students performance.
 - Ability to conduct practicals with experience to handle lab equipment
 - Maintain a professional code of conduct.
- **Collaboration with the organization**
 - Taking part in organization meetings and adhere to policy.
 - Execute any other duty assigned by your supervisor.
- **Documenting Progress**
 - Prepare periodic progress reports and termly report cards.
 - Invest in learners, monitoring and assessing them.
 - Tracking and evaluating student academic progress.
 - Maintain classroom records.
- **Working with students**
 - Working with students one on one when they need extra help or attention.
 - Administering and grading homework, assignments and tests.
 - Customize coursework to be more accommodating to students who are struggling.
 - Be approachable, empathetic, friendly and easy-going yet with proper management of students.

- **Keep up with parents' communication**
 - Attending and leading parent-teacher meetings and regularly communicating with parents through paperwork and phone calls which helps both the parent and the teacher understand each student's learning needs and the external factors affecting the student's educational progress and why they receive the grades they receive in different subjects which allows parents to identify potential strength and weaknesses of their children, this helps the parents to collaborate with the teacher to come up with an improvement plan or highlight the students strength.
- **Supervise practical lessons**
 - Create and supervise laboratory activities.
- **Marking**
- **Enforce rules of behavior**
 - Supervise classes and teach students to follow the school's moral codes and behaviors.
 - Understanding child psychology and how they behave in school environment, identifying students whose behavioral patterns might negatively affect them and other learners.
- **Keeping relevant**
 - By adapting teaching methods and material to meet interests and learning styles of students.
 - Exhibit extensive knowledge of the new curriculum guidelines.
- **Taking part in school events and help plan them**
 - Oversee events and interact with parents and students during these events.

Qualifications:

1. Bachelors of Science with Education "O" & "A" Level
2. 2 years work experience in a reputable school.
3. UNEB Examiner preferably.
4. Well versed with the new curriculum.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2025**
Only Shortlisted Candidates will be contacted.

D. Agriculture Teacher (Nakaseke Christian Secondary School)

Reports to: Head Teacher (Secondary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: Jan/Feb 2025

Duties and Responsibilities

- **Teaching**
 - Set great standards of learning, impact student's view of a subject and abilities.
 - Possess a talent for engaging learners.
 - Develop and issue educational content including notes, tests and assignments which will help students perform at a higher capacity.
- **Lesson Planning**
- **Scheming of work**
- **Grading**
 - creating and assigning various assessments for students including tests, quizzes, essays and projects.
- **Mentoring**
 - Encourage students explore learning opportunities and carrier paths.
- **Classroom Management**
 - Maintain a tidy, clean and orderly classroom.
 - Create a safe, respectful and inclusive classroom environment.
- **Academic Competence**
 - Giving assignments, designing personalized learning goals, looking beyond the walls of the classroom demonstrating global competence.
 - Evaluate students performance.
 - Ability to conduct practicals with experience to handle lab equipment
 - Maintain a professional code of conduct.
- **Collaboration with the organization**
 - Taking part in organization meetings and adhere to policy.
 - Execute any other duty assigned by your supervisor.
- **Documenting Progress**
 - Prepare periodic progress reports and termly report cards.
 - Invest in learners, monitoring and assessing them.
 - Tracking and evaluating student academic progress.
 - Maintain classroom records.
- **Working with students**
 - Working with students one on one when they need extra help or attention.
 - Administering and grading homework, assignments and tests.
 - Customize coursework to be more accommodating to students who are struggling.
 - Be approachable, empathetic, friendly and easy-going yet with proper management of students.

- **Keep up with parents' communication**
 - Attending and leading parent-teacher meetings and regularly communicating with parents through paperwork and phone calls which helps both the parent and the teacher understand each student's learning needs and the external factors affecting the student's educational progress and why they receive the grades they receive in different subjects which allows parents to identify potential strength and weaknesses of their children, this helps the parents to collaborate with the teacher to come up with an improvement plan or highlight the students strength.
- **Supervise practical lessons**
 - Create and supervise laboratory activities.
- **Marking**
- **Enforce rules of behavior**
 - Supervise classes and teach students to follow the school's moral codes and behaviors.
 - Understanding child psychology and how they behave in school environment, identifying students whose behavioral patterns might negatively affect them and other learners.
- **Keeping relevant**
 - By adapting teaching methods and material to meet interests and learning styles of students.
 - Exhibit extensive knowledge of the new curriculum guidelines.
- **Taking part in school events and help plan them**
 - Oversee events and interact with parents and students during these events.

Qualifications:

1. Bachelors of Agriculture with Education "O" & "A" Level
2. 2 years work experience in a reputable school.
3. UNEB Examiner preferably.
4. Well versed with the new curriculum.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2025**
Only Shortlisted Candidates will be contacted.

E. Upper Primary Math/Science Teacher (Nakaseke Christian Primary School)

Reports to: Head Teacher (Primary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: Jan/Feb 2025

Key Outputs (Duties and Responsibilities)

- Prepare schemes of work, lesson planning, learning aids and other instructional materials to ensure effective teaching and learning.
- Assignment flexibility and time management capabilities.
- Work and interact cooperatively with all school personnel, parents and the administration with effective interpersonal and communication skills.
- Highly organized planning
- Creating, improving and assigning learning projects, essays, tests, quizzes, and homework for students and grading their performance accurately.
- Continuous assessment and supervision of numerous student performance, working with pupils individually if they need extra help and support in their homework.
- Exhibit clear understanding of the fundamentals of your teaching subjects, precise verbal and written instruction abilities and make the student understand clearly.
- Documenting and reporting on student's progress.
- Enforce and assess rules of behavior, class participation, conduct for pupils and paying attentions to their health.
- Patience and emotional management skills for dealing with pupils of assorted ages and personalities.

Minimum academic qualifications:

- Grade III certificate or Grade V, further professional qualification will be an added advantage

Experience:

- 2 years minimum and should be able to teach 2 listed subjects

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to **jobs.ug@simoneskids.com** before **20th February 2025**

Only Shortlisted Candidates will be contacted.

F. **Phonics/English Teacher (Nakaseke Christian Primary School)**

Reports to: Head Teacher (Primary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: Jan/Feb 2025

Key Outputs (Duties and Responsibilities)

- **Phonics Instruction:**
 - Plan and deliver engaging, effective, and differentiated phonics and English lessons to primary-aged students.
 - Utilize a range of phonics-based resources, methods, and strategies to meet the diverse learning needs of students.
 - Assess student progress regularly and provide targeted support to those who need additional help.
 - Foster a love for reading and language by creating a stimulating learning environment.
- **Integration of Christian Values:**
 - Model Christ-like behavior in interactions with students, staff, and the wider school community.
- **Collaboration and Support:**
 - Work closely with classroom teachers and other staff to ensure consistency in phonics instruction across the school.
 - Participate in school events, assemblies, and activities
- **Classroom Management:**
 - Create a positive, safe, and respectful classroom environment where students feel encouraged and valued.
 - Set clear expectations for behavior and academic performance, promoting a culture of respect and cooperation.
 - Maintain a calm and structured classroom atmosphere conducive to learning.

Minimum academic qualifications:

- Grade III certificate or Grade V, further professional qualification will be an added advantage
- Formal training in phonics or phonics instruction

Experience:

- 2 years minimum and should be able to teach primary age students

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2025**

Only Shortlisted Candidates will be contacted.

G. Post: Matron (Nakaseke Christian Secondary School)

Reports to: Head Teacher NCSS

Location: Nakaseke, Uganda

Position Type: Full-time

Summary:

As a boarding matron, you should be approachable, kind and a friendly person who is available to all students without discrimination or favoritism, your pivotal role is to establish a 'home away from home' environment in which the boarders are at ease and are happy.

Key Outputs (Duties and Responsibilities)

- The Matron will be responsible with the wellbeing and cleanliness of the female students
- Maintain students' health and safety, implement personal hygiene, be available and care for any student who feels unwell, injured or upset during the night or day.
- To evacuate students from the building in the event of a fire.
- To be a full team member, undertaking such housekeeping duties as required.
- To ensure that the Head Teacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or student protection.
- To be aware of the school policies and to act in accordance with them.
- To implement routines with the students in an orderly way
- Carry Out Roll Calls and ensure every student is always accounted for
- As the Matron you are the custodian of all dormitory infrastructure
- Provide Pastoral Care to students while in the dormitory
- Coordinate with the School Clinic to provide medical care for the students in the dormitory
To oversee hair washing, nit checking and nail cutting.
- To assist in maintaining discipline in a happy, routine atmosphere.
- To chat with students at any available moment so as to know them well, any worries a student may have at home, bullying etc.
- To get students up in the morning ensuring they are clean and tidy when they present themselves for the day.
- To ensure that student's beds and dormitories are ready for students arrival at the beginning of term and tidied at the end of term
- To assist other matrons when required e.g. in bed making, packing etc. To carry out such other duties as may be required from time to time.
- Keeping parents informed about their children's health and well-being.
- confidentiality – respecting and maintaining the privacy of students' health information

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February, 2025**.

Only Shortlisted Candidates will be contacted.

H. Post: Security Guard (Simone's Kids)

Reports to: Head of Security

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: December 2024

Key Outputs (Duties and Responsibilities)

- **Patrolling:**
 - Outstanding surveillance skills, patrolling property and monitoring activities on the organization to ensure safety and security.
- **Reporting skills:**
 - Immediate reporting of irregularities, inform violators of policy and procedures of the organization.
- **Vigilance:**
 - Excellent sense of judgement and attention to detail. Ability to give first aid. Requesting surveillance camera footage as needed.
- **Alertness:**
 - Must be always alert, investigate security breaches, incidents and alarming behavior.
- **Security Protocols:**
 - Must have excellent knowledge on security protocols, controlling entrance and departure of employees, visitors and vehicles.
- **Fitness:**
 - Physical fitness (not blind, lame or having anything incapacitating you from work), excellent in self defense and ability to stand for 4hrs and lift up to 50kgs.
- **Professionalism:**
 - Maintain organization's image and reputation through professionalism and compliance to the law.
- **Interpersonal skills:**
 - Must possess exceptional interpersonal skills, provide excellent customer care service, be visible, greet staff, guests in courteous and attentive manner.
- **Emotional control:**
 - Must possess the ability to react appropriately in stressful situations.
- **Computer skills.**
 - Must have basic computer skills, advanced verbal and written communication skills.

Minimum academic qualifications:

- Must be a trained security guard with S.4 or S.6 certificate.

Experience:

- 2 years' experience in security work

Application Process: Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th February 2024**.