



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1	Job title:	Head Teacher- Kakira Secondary School.
A2	Department	Administration
A3	Section	Education
A4	Reports to (position):	Chief Education Administrator (CEA)

A5 **Supervises (Name of Positions):** Deputy Head teacher, Bursar, Non-teaching staff.

B JOB DESCRIPTION

B1 Overall purpose of the job. To provide technical guidance and leadership for the school's academic and administrative programs, in accordance with Company and MoE&S policies and guidelines.

Duties and Responsibilities

- To be in charge of the overall administration and management of the school.
- Be the custodian of the good educational standards of the school.
- To check work schemes /lesson plans assisted by heads of departments, DOS and Deputy headteacher according to the set timetable.
- To plan for the physical development of the school and professional development of the staff.
- To plan, organise, direct and coordinate the teaching programs and activities of staff and students.
- To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the CEA
- To coordinate the Board of Governors as per the Ministry of Education and Sports and KSL Management.
- Support the development of and participation of students in appropriate extra-curricular activities
- To uphold good discipline of staff and students
- To supervise and appraise all the staff and employees of the institution and assess their performance.
- To participate in the implementation of education sector reforms related to Secondary Education.
- To prepare progress reports for the CEA
- To establish and maintain relationships with other educational institutions.
- To direct activities concerning students' admission, provision of supplies and welfare services.
- To plan and chair school meetings and act as Secretary to BOG.
- Ensure that the Company and government reforms and programs are implemented.
- Manage the attendance & punctuality of all staff within the school.
- To conduct any other duties as assigned.

Person Specification/Job requirements:

- Minimum of a Degree in Education or its equivalent from recognized Institutions.
- Registered with the Ministry of Education and Sports.
- Minimum of five (5) years' proven experience in educational administration and leadership at the secondary school level.

Skills and Competencies:

Organisation skills, Management skills, Teaching skills, Communication skills, Guidance and Counselling skills, Interpersonal skills, Public Relations skills, Computer literacy skills, Record Keeping, Environment and Primary Healthcare, Safety and Precautionary measures, Support for Special Needs students, and Report Writing skills.