



# JOB DESCRIPTION

## A IDENTIFICATION INFORMATION

- A1 Job title:** Head Teacher-Secondary School (“O” & “A” Levels)  
**A2 Department/Programme:** Administration  
**A3 Section/Project:** Education  
**A4 Reports to (position):** Chief Education Administrator (CEA) and Board of Governors (BoG)  
**A5 Supervises (Name of Positions):** none

## B JOB DESCRIPTION

### B1 Overall purpose of the job.

To manage and provide technical guidance / leadership in the academic and administrative programmes of the institution in line with the Company and MoE&S Policies and guidelines.

### Duties and Responsibilities

- To be in charge of overall administration and management of the school.
- Be the custodian of good educational standards in his or her school and shall aim at high educational standards.
- To prepare the schemes of work/lesson plans and teach students according to the set timetable.
- To plan for the physical development of the school and professional development of the staff.
- To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students.
- To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the CEA & BoG.
- To coordinate and account of the functions of the Board of Governors as per the Ministry of Education and Sports and the Management of Kakira Sugar Limited.
- To initiate development projects for the school and advise stakeholders on how to mobilise resources for their implementation.
- Support the development of and participation of students in appropriate extra-curricular activities
- To uphold good discipline of staff and students
- To supervises 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 and summary reports for presentation and submission to the Chief Education Administrators, Board of Governors and the Ministry of Education and Sports.
- 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 meetings on the school and Secretary to BOG.
- Ensure that the Company and government reforms and programs are implemented.
- To conduct any other duties.

### 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 **Ten years** teaching experience, **five** of which must have been at a Level of Principal Education Officer with administrative experience such as; Head of Department, Director of Studies, House Teacher, or Deputy Headteacher level.
- Experience in management staff workshops/seminars/ In-house trainings.
- Knowledge in Human Resource, and Financial Management will be an added advantage
- Knowledge of Secondary School Curriculum and the Management of Vocational Curriculum (DIT) is essential.

### 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.