**HEAD TEACHER JOB DESCRIPTION**

**Vision:** Our vision is to provide opportunities for Children in Northern Uganda to rise to their full potential, and bring their region out of poverty

**Mission:** To provide sustainable access to quality primary education to children in Northern Uganda

Deki Foundation Uganda’s schools provide children in rural Northern Uganda with access to quality education so they can choose the future they want for themselves and contribute to the development of their community. Our schools are named after generous children that model the example of giving back to others.

As with every employee of Deki Foundation Uganda, when looking for a good Head Teacher we are looking for an individual who will be committed to the same goals, vision and mission. We also look at character to determine if someone is honest, loyal, passionate and genuine. When assessing competency, we look at if they are hardworking, a problem solver and if they are capable of completing all the tasks required of the position.

The Head Teacher has an important role because their actions and responsibilities shape the experience of the children and teachers at the school.

We expect a Deki HT to:

* Be passionate about teaching and personally invested in the success of the school,
* Model good teaching practices and contribute to learning and observation of other teachers at the school,
* Be a daily model of wisdom, good work-habits, and humility for children, teachers, and the local community,
* Be proactive in ensuring that the school is successful, and
* Be open to learning new methods of teaching that best serve the interest of the children.

**ROLES AND RESPONSIBILITIES OF THE HEADTEACHER**

**1. Leading Learning and Teaching 40%**

The HT is responsible for leading teachers and keeping them accountable.

* The HT should encourage and promote the following among teaching staff whether through training, evaluations or teacher meetings.
  + Encourage teachers and students to use English language
  + Teachers should make class fun and use interactive, student centered teaching methods
* **The HT should sit in classes and do evaluations of each teacher, every month.** Afterwards the HT should sit down with each teacher giving them advice and pointers on how to improve teaching techniques, the classroom environment, and information on how to improve the learning experience for students.
* The HT should hold annual workshops with teachers discussing the mission of the school.
* The HT should Review and approve class schemes termly of the teachers every beginning of the term (BOT) outlining objectives of the term and detailed weekly/monthly schemes. The teachers will be held accountable for creativity in their lessons and preparation.
* The HT will make sure that teachers are taking extra time and effort to work with students who are behind. The HT should check in with the teachers about progress.
* The HT should hold weekly meetings with teachers to discuss progress and problems within the school.
* The HT needs to keep teachers accountable for time management.
  + Absences and Punctuality- Teachers are allowed to miss 3 days of school per term for reasons such as burials, sickness, family problems, etc. Any absences exceeding 3 will result in a deduction of salary. Teachers that repeatedly come late will also result in salary deduction after 3 times per term. The HT should keep track on an attendance sheet that includes both absences and tardies.
  + Time in Class- During class time, teachers should be present in the classroom. This can be observed and improved through ongoing evaluations done by the HT and discussed with individual teachers.
  + Challenge under-performance at all levels and ensure effective corrective action and follow-up.
  + The HM should be willing to assess through Measurements and evaluations the effectiveness of the school, including:Track student attendance rates,Student drop-out rates,Compare student exam performance to other schools and any Other things as requested by the administration
  + Teachers should keep track of Children going outside the classroom. Only one student should be allowed at a time. Have a prop in the class that they can

**2. Managing the School Expenses and Accountability 10%**

* The HT should be responsible for tracking school expenses and keeping within the annual budget for the school.
* Headteacher will be accountable to a wide range of groups, in particular to students, parents, guardians,School Management Committees (SMC)s and submit bi-weekly updates to the country director.
* HT must ensure that students enjoy and benefit from a high quality of education provision.
* Headteachers must promote collective responsibility within the whole school community and contribute to the education service more widely.
* HM must establish management & financial systems in the school by designating specific roles to staff members and holding them accountable.

**3. Reporting and performance staff management 10%**

The HT should turn in a report at the end of every month that includes:

* Academic Evaluation forms done for each teacher
* An attendance sheet of all staff members for the month
* Enrollment and attendance rates of students
* ALL accountability expenditures for the month
* Challenges for the month and physical and educational needs for the school

**4. School Events ,Field excursions and Trips Management 10%**

The HT should encourage and arrange school activities, like:

* Student educational field trips
* Teacher visits to other schools to learn from other teachers
* Extracurricular activities like sports and debate, including competitions with other schools

**5. Over see the Deki Teacher Coaching and Peer mentoring program 10%**

The HM should facilitate Teacher Peer Evaluations

* The HT should ensure the mobilisation of the termly teacher coaching and peer mentoring program as organsied by Deki Foundation to build the capacity of teachers.
* Enusre that all teachers implement best community of practice for thier peers to revamp barriers to Children learning in Mainstream Classroom.
* Promote NO-Cost of low cost micro-innovations among teachers,Use of learning aids and visuals to ensure that all learners are engaged and interested in School to increase children’s performance.
* To ensure that it is mandatory for each teacher to evaluate each of their co-workers at least once per term so that they will learn from each other and hold each other accountable. Like the evaluations done by the HM they can discuss the observations with the individual teachers after the evaluation is complete. At the end of the term, the teacher will turn in their evaluation form to the HM.

**6. School procedures and Regulations compliance and Management 10%**

* The HT will ensure that all the school staff and students adhere to all school rules and regulations,
* The HT will ensure a uniformed, organized regulation system of enrolling students through an interview and examination process to ensure the students are placed in the correct class.
* The HT be able to ensure that total school enrollment is equal to or less than 450 Children as a principal, and give enrollment priority to kids that live within the community where the school is located as a mandatory.
* The HT should make sure the school has a uniformed discipline system that excludes physical or emotional hurt to the students.

**7. Strengthening Community Relations and Parental Collaboration 10%**

The HT should be able to;

* Create and promote positive strategies for challenging prejudice and dealing with harassment.
* Ensure learning experiences for Children are linked into and integrated with the wider community.
* Ensure a range of community-based learning experiences for the DEKI Children
* Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
* Create and maintain an effective partnership with parents and guardians to support and improve Children's achievement and personal development.
* Seek opportunities to invite parents and guardians,or community leadership figures into the school to enhance and enrich the school and its value to the wider community.
* Co-operate and work with relevant agencies to protect young people.

***The HT shall complete any other duties that shall be assigned by DEKI Foundation Management Body.***

**The applicant will be required to safeguard and promote**

**the welfare of children as per the Child Protection policy of DEKI.**

**Signed by:**

HEADMASTER/HEADMISTRISS

NAHLA NURSERY & PRIMARY SCHOOL

**Signed by:**

ETYANG FRED

COUNTRY DIRECTOR

DEKI FOUNDATION UGANDA