



ROLE TITLE: HEADTEACHER
LOCATION: COMMUNITY CENTRE SCHOOL
MECHIMERU (Bungoma)

VACANCY:

Role Summary: Leading a capable and experienced team, and working in collaboration with the Community Centre Management, you will work under the Education department at the community centre school in Mechimeru, Bungoma and be in charge of the operations of the school in line with the mission, vision and strategic objectives of the mother organization. The school has over 330 learners who receive an excellent education based on Christian values from pre-school, Grades 1-6, Junior Secondary Grades 7-9. As Headteacher, you must demonstrate professionalism, competence and integrity at all times.

Role Details:

- ✦ On behalf of management, direct, control, supervise and appraise the performance of all school staff.
- ✦ Ensure the school vision is clearly articulated, shared, understood and effectively acted upon by all.
- ✦ Working with management, build a strong, dynamic and cohesive culture that is supported by effective approved systems and structures.
- ✦ Be responsible to set targets and goals for school staff through a participative process so as to improve the quality of education, improve pupils' achievements and ensure efficiency and value for money.
- ✦ Conduct annual reviews based on standards of leadership, teaching and learning in specific areas.
- ✦ Monitor coverage of the syllabus, quality of teaching and effectiveness of learning outcomes.
- ✦ Provide leadership in guiding the various co-curricular activities and school based events.
- ✦ Build and maintain excellent communication and effective working relationships with parents, guardians, sponsors, education partners and external stakeholders.
- ✦ Promote Christ-likeness within the school staff and partners through activities including but not limited to regular devotional and prayer sessions.
- ✦ Provide information, objective advice and support to the Senior Management/Board to enable it meet its responsibilities for securing the aspirations of the school's vision, mission and strategic objectives.
- ✦ Facilitate budgeting and accounting for all disbursed school funds to facilitate reporting and audit activities.
- ✦ Prepare and keep relevant school records to the required standards, providing for backup and redundancy where required.
- ✦ Compile comprehensive weekly, monthly, quarterly/term reports for the school and submit the same to the management and relevant oversight units.
- ✦ Provide relevant leadership and guidance in securing the necessary registration, authorization and documentation from relevant statutory and government authorities for the school operations.
- ✦ Facilitate viable networking with relevant adoption services department for the full welfare of children

Minimum Requirements

- ✦ **Diploma in Education/B.Ed degree or Bachelor's degree and Post Graduate Degree in Education (PGDE)** or equivalent qualification from a recognized institution in Kenya.
- ✦ **MUST be a mature born again Christian** with a supporting verifiable testimony.
- ✦ **MUST have at least 8 years' work experience** in a busy community-based, donor-funded private or donor-supported public school.
- ✦ **Should have experience in senior management (deputy headteacher, HoD or senior teacher) of a primary school or equivalent institution**

- ✦ Have a proven track record in educational leadership including school administration, classroom management, student assessment and staff development.
- ✦ Have a strong, demonstrated passion for education and children
- ✦ **Be conversant and compliant with Kenyan education systems, standards, trends, the public children's code, regulations, rights, relevant government policy and legislation.**
- ✦ **Be licensed by the TSC.**
- ✦ Have excellent communication skills in English, Swahili, negotiation skills and interpersonal skills; an open communicator with parents, teachers and learners.
- ✦ Strong computer proficiency and an appreciation for emerging technology trends.
- ✦ **Good organizational and training skills, an enthusiastic approach to work, ability to perform under minimum supervision, pressure and demanding circumstances**
- ✦ MUST have excellent **networking, people management** and **team leadership skills**
- ✦ MUST be flexible, self-motivated, have strong management rigor and a team player.
- ✦ MUST pay keen attention to detail; discretion and high integrity are imperative.
- ✦ Knowledge of relevant quality assurance and accountability systems is an added advantage.
- ✦ **An understanding of the social dynamics of the community, being conversant with the local language and the general geographical area** is a distinct advantage.

Application Process:

1. Please send your **customized cover letter** via <https://forms.gle/tS13kRfb7iv78vDv9>
Step 1 is a mandatory step.
2. Send **updated CV** to humanresource@yatimaoutreach.org not later than end of day **Thursday 7th December, 2023.** **Do NOT send in your testimonials at this point.**