

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Head Teacher
Reports to: Education Officer
Supervises: Deputy Head teacher(s), Teachers, Lead Social Worker, Logistics & Accounts Assistant
Department: Education **Grade:**

OVERALL JOB PURPOSE

The position is responsible for providing leadership and management for the school/center while ensuring holistic transformation of the learners through provision of high-quality education, spiritual formation, basic health care and psychosocial support.

DUTIES AND RESPONSIBILITIES

1. School Management
2. Administration of the School Curriculum
3. Organizing the teaching and support staff
4. Maintenance of Academic and other mandatory school records
5. Performance Management
6. School Fees Collection
7. Communication and public relations functions
8. Discipline of staff and students
9. General Administration Duties
10. Health and Safety
11. Secretary to the PTA
12. Perform any other duties as may be assigned from time to time.

Academic and Professional Qualifications & Experience

- Holder of a Bachelor's Degree from a recognized University
- Registered with the TSC with at least 5 years teaching and 2 years leadership experience in primary school setting.
- Proficiency in English & Kiswahili; both written and spoken and technologically savvy.
- A certificate / Diploma in Leadership, Guidance and Counseling or any other relevant course is an added advantage.