

**JOB DESCRIPTIONS FOR THE MINISTRY OF BASIC AND SECONDARY  
EDUCATION**

**EDUCATIONAL ADMINISTRATIVE CADRE**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director (Curriculum)
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DEPARTMENT:</b>	Curriculum Research Evaluation and Development Directorate (CREDD)
<b>GRADE:</b>	11
<b>PURPOSE OF JOB:</b>	To coordinate curriculum research, design and development activities of the ministry to improve quality teaching and learning in schools
<b>REPORTS TO:</b>	Permanent Secretary
<b>RESPONSIBLE FOR:</b>	Heads of Units of the Directorate
<b>QUALIFICATIONS:</b>	Masters Degree in Curriculum Development/Education or in any other relevant field
<b>EXPERIENCE:</b>	10 Years
<b>SKILLS:</b>	<ul style="list-style-type: none"><li>• Listening</li><li>• Analytical</li><li>• Presentation</li><li>• Negotiation</li><li>• Conflict Management and Resolution</li></ul>

- Behavioral Management
- Team Building
- Resource Mobilisation
- Monitoring and Management
- Report Writing
- Planning
- Coaching and Mentoring
- Interpersonal
- IT
- Networking
- Communication

**RESPONSIBILITIES:**

- 1. Responsible for ensuring improved quality of teaching and learning in schools**
- 2. Responsible for the day-to-day administration of the Directorate**

**DUTIES:**

**R1. Responsible for ensuring improved quality of teaching and learning in schools**

- a) Coordinates the development of new subjects.
- b) Initiates, coordinates and monitors curriculum research, evaluation and development and teacher orientation on curriculum innovations.
- c) Provides leadership and direction for the development, revision and continuous improvement of instructional materials and pedagogical practices.
- d) Liaises with local and international organizations/institutions for research, development and for curriculum enrichment purposes.

- e) Formulates policy and project proposals in matters relating to curriculum research, development, evaluation and capacity building.
- f) Advises the Permanent Secretary on technical matters relating to the Directorate.

**R2. Responsible for the day-to-day administration of the Directorate**

- a) Manages, administers and coordinates the CREDD staff in the development and implementation work plans.
- b) Provides activity reports of the curriculum directives and appraises the performance of the staff of the directorate.
- c) Participates in senior management and other relevant meetings of MOBSE and partners on policy and implementation matters.
- d) Promotes the development of a conducive working atmosphere in terms of physical, social environment and welfare.
- e) Pursues opportunities for staff to learn best practices in curriculum research and professional development.
- f) Provides technical support on workshops, conferences and training initiatives and interprets or relays policy directives on curriculum to staff and subject panelists to guide their work.

## **JOB DESCRIPTION**

**JOB TITLE:** Director of Human Resources (HR)

**MINISTRY:** Basic and Secondary Education

**DIVISION/UNIT:** Human Resources Directorate

**GRADE:** 11

**PURPOSE OF JOB:** To ensure the effective management of the Ministry's human resource base

**REPORTS TO:** DPS (Finance and Administration)

**RESPONSIBLE FOR:** Principal HR Officers

**QUALIFICATIONS:** Master's degree in Human Resource Management or in any other relevant field

**EXPERIENCE:** 10 years of relevant work experience

**SKILLS:**

- Team building
- Listening
- Planning
- Communication
- Analytical
- Organisational
- ICT
- Interpersonal
- Management
- Conflict Resolution

**RESPONSIBILITIES:**

- 1. Responsible for all HR matters in the Ministry**
- 2. Responsible for the day-to-day administration of the HR Directorate**

## **DUTIES:**

### **R1. Responsible for all HR matters in the Ministry**

- a) Participates in the development of educational policies.
- b) Participates in the development of strategic plans.
- c) Coordinates the appointment of personnel in a systematic and orderly manner, in order to apportion teachers and other personnel in line with the capacity gaps of the regions.
- d) Coordinates the postings of teachers annually in a systematic manner, to determine their movements inter and intra regions, in order to stabilize the system.
- e) Leads the process of performance management.
- f) Serves as a technical adviser on all HR matters to the Permanent Secretary.

### **R2. Responsible for the day-to-day administration of the HR Directorate**

- a) Leads the development and implementation of framework of work plans and signs Service Level Agreements with personnel.
- b) Manages personnel matters in a timely manner for effective and efficient service delivery.
- c) Manages the day-to-day administration of the Directorate.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Principal Education Officer
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DIVISION/UNIT:</b>	Human Resources Directorate
<b>GRADE:</b>	10
<b>PURPOSE OF JOB:</b>	To provide human resource services to the Ministry
<b>REPORTS TO:</b>	Director of HR
<b>RESPONSIBLE FOR:</b>	Senior Education Officer
<b>QUALIFICATIONS:</b>	Master's degree in Human Resource Management or in any other relevant field
<b>EXPERIENCE:</b>	5 years of relevant work experience

### **SKILLS:**

- Team building
- Listening
- Planning
- Communication
- Analytical
- Organisational
- ICT

### **RESPONSIBILITIES:**

#### **1. Responsible for providing HRM services**

### **DUTIES:**

#### **R1. Responsible for providing HRM services**

- a) Participates in the performance management process through reference to the consolidated work plan.
- b) Conducts in-house training in the form of coaching and mentoring, for skills transfer and capacity development.
- c) Participates in the recruitment of staff and its equitable distribution.

- d) Provides technical support to Senior Education Officers and Education Officers, in ensuring that policy statements are implemented.
- e) Implements management-related issues at the level of the Directorate.
- f) Monitors the implementation of individual work plans.
- g) Participates in the Coordinating Committee Meetings (CCMs) and other appropriate meetings.
- h) Participates in the development of the strategic plan.
- i) Serves as Secretary to C-PADT meetings.
- j) Assists in the day-to-day administration of the Directorate.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Education Officer

**MINISTRY:** Basic and Secondary Education

**DIVISION/UNIT:** All Regions

**GRADE:** 10

**PURPOSE OF JOB:** To facilitate implementation of the education policy in the region

**REPORTS TO:** Regional Director

**RESPONSIBLE FOR:** Senior Education Officers

**QUALIFICATIONS:** Master's degree in Education or related fields

**EXPERIENCE:** 5 years of relevant work experience

**SKILLS:**

- Leadership
- Managerial
- Interpersonal
- Conflict resolution
- Planning
- Communication
- Report writing
- Planning
- IT

**DUTIES:**

- a) Manages Regional Directorate staff.
- b) Participates in the regional postings of teachers, to ensure that teachers are posted to schools where their services are needed.
- c) Monitors staff and teachers to know their level of preparedness and areas of improvement to effect appropriate interventions for improved teaching and learning.
- d) Evaluates school performances and shares reports for improvement in the performance of schools.



- e) Leads the appraising and sanctioning of teachers in bringing about conformity and effective service delivery.
- f) Supervises the verification of textbooks to maximise their life spans, as well as determining where donated resource materials will be needed.
- g) Facilitates the availability of teaching and learning materials in enhancing children's learning.
- h) Resolves disputes in schools to foster cordial relationship between schools and the communities where they are located.
- i) Manages regional assets to ensure that the properties are labeled, identifiable and kept safe.
- j) Allocates responsibilities for the smooth running of the regional office and its activities and for effective service delivery.
- k) Reviews work plans and School Development Plans to catalogue all the achievements, challenges and the way forward.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Education Officer – Madrassa

**MINISTRY:** Basic & Secondary Education

**DIVISION/UNIT:** Madrassa Unit

**GRADE:** 10

**PURPOSE OF JOB:** To coordinate the affairs of the Madrassa Unit and collaborate with the organization of all Madrassas (AMAANAH) in achieving quality education

**REPORTS TO:** Director - BSEPD

**RESPONSIBLE FOR:** Manages the unit

**QUALIFICATIONS:** Master's degree in Education/Arabic

**EXPERIENCE:** 5 years of relevant experience

**SKILLS:**

- Leadership
- Managerial
- Interpersonal
- Conflict resolution
- Planning
- Communication
- Report writing
- Planning
- IT

**DUTIES:**

- a) Carries out the administration and evaluation of unit activities.
- b) Participates in the implementation of the Education Policy.

- c) Prepares work plans and priorities, in collaboration with AMAANAH.
- d) Identifies training needs of unit staff and teachers under AMAANAH for professional development.
- e) Develops mini programmes to develop the capacity of Madrassa managers and the communities.
- f) Provides support to IT Centres to address their challenges.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Education Officer - Planning & Policy

**MINISTRY:** Basic & Secondary Education

**DIVISION/UNIT:** Planning Unit

**GRADE:** 10

**REPORTS TO:** Director of Planning

**RESPONSIBLE FOR:** Senior Education Officer

**PURPOSE:** To provide technical backstopping in policy matters

**QUALIFICATIONS:** Master's degree in Planning and Policy or related fields

**EXPERIENCE:** 5 years relevant work experience

**SKILLS:**

- Planning
- IT
- Communication
- Interpersonal
- Report writing
- Analytical
- Leadership
- Managerial
- Conflict resolution

**DUTIES:**

- a) Assists in designing policies and its implementation process across the Ministry.
- b) Monitors policies in the Ministry and in the regions.
- c) Assists the Director in research projects and analyses the research findings.
- d) Participates in the consultation process for school expansions in terms of classroom sizes.

- e) Assists the Director in the rehabilitation process to identify the needs for various schools in the country.
- f) Conducts assessments and forecasts of school needs and requirements.
- g) Participates in school visits and inspections across the regions, to determine eligibility for hardship and double-shift allowances.
- h) Responsible for all daily correspondences of files that are assigned by the Director and directing them to the appropriate unit.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Curriculum Officer

**MINISTRY:** Basic & Secondary Education

**DIVISION/UNIT:** Curriculum, Research, Evaluation and Development Directorate (CREDD)

**GRADE:** 10

**PURPOSE OF JOB:** To assist in the effective running of the unit

**REPORTS TO:** Director of Curriculum

**RESPONSIBLE FOR:** Senior Curriculum Officer

**QUALIFICATIONS:** Master's degree in Education or related fields

**SKILLS:**

- Communication
- Listening
- Good content knowledge
- Good interpersonal
- Computer
- Analytical

**EXPERIENCE:** 5 years relevant work experience

**DUTIES:**

- a) Assists in the day-to-day management and administration of the Directorate.
- b) Keeps records of all materials and material development activities.
- c) Coordinates, supervises and monitors tasks in the unit, to authenticate the implementation of programmes and strategies.

- d) Facilitates the preparation of quarterly reports, in ensuring that they are in line with the standard format.
- e) Facilitates the timely development and implementation of annual work plans.
- f) Guides and supervises the development of suitable curriculum and instructional materials.
- g) Facilitates the establishment and smooth operation of suitable Subject Panels.
- h) Attends Coordinating Committee Meetings (CCM) and presents achievements and challenges to facilitate improved service delivery.
- i) Collaborates with other Directorates in the implementation of their activities or related matters, to avoid duplication of efforts.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Principal Education Officer (M&E)
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DIVISION/UNIT:</b>	Monitoring and Evaluation
<b>GRADE:</b>	10
<b>PURPOSE OF JOB:</b>	To coordinate the monitoring and evaluation activities of the ministry's education programme and project activities
<b>REPORTS TO:</b>	Director
<b>RESPONSIBLE FOR:</b>	Senior Education Officers (M&E)
<b>QUALIFICATIONS:</b>	Master's degree in Education Planning and Management/Mathematics and Statistics or in any other relevant field
<b>EXPERIENCE:</b>	5 years

### **SKILLS:**

- Data and analysis
- Planning
- Writing
- Critical thinking
- Team building
- Interpersonal
- IT
- Communication

### **DUTIES:**

- a) Coordinates and supervises the conduct of studies and surveys on the progress of the sector's indicators.
- b) Coordinates and supervises the preparation of the annual monitoring and evaluation report for the sector.
- c) Monitors and reports on the achievement level of the basic education sector against policy targets.
- d) Prepares and presents sector reports.



- e) Collates and analyses the directorate's reports and provides feedbacks.
- f) Conducts quarterly monitoring support visits to the regional directorates.
- g) Conducts bi-monthly coordinating committee meetings, follow-ups and reporting.
- h) Supports directorates on the implementation of recommendations made during joint donor review meetings.
- i) Supervises the conduct of trainings for reporters of the directorate to improve their reporting skills.
- j) Supervises the conduct of trainings to help implementers better focus on the areas that will lead to the achievement of sectoral goals and objectives.
- k) Supports the continuous capacity building of staff in the field of monitoring and evaluation, to improve development in the basic education sector.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Education Officer

**MINISTRY:** Basic and Secondary Education

**DIVISION/UNIT:** Budget Unit

**GRADE:** 9

**REPORTS TO:** Principal Education Officer (HR)

**RESPONSIBLE FOR:** None

**PURPOSE OF JOB:** To assist in Budget preparation and monitoring manpower budget

**QUALIFICATIONS:** Bachelor's degree in Economics, Maths or related fields

**EXPERIENCE:** 3 years relevant work experience

### **SKILLS:**

- Budgeting
- Analytical
- MS Excel
- Statistical Software
- Communication
- Interpersonal

### **DUTIES:**

- a) Assists in the coordination of the Consultative Committee Meeting activities across the regions.
- b) Acts as a focal person for UNICEF in coordinating their activities in the regions.
- c) Collects nominal roll data from regional offices.

- d) Assists in the compilation and calculation of nominal rolls from all regions for the annual budget bilaterals.
- e) Assists in the writing of budget and manpower reports for presentation to the budget committee before submission to PMO.
- f) Responsible for compiling enrollment verifications reports that are to be sent to the Permanent Secretary.
- g) Takes part in field treks to monitor the attendance registers of CCMs and makes sure they are up-to-date.
- h) Takes part in the training of UNICEF-sponsored activities.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Education Officer - Policy Analysis  
**MINISTRY:** Basic and Secondary Education  
**DIVISION/UNIT:** Planning Unit  
**GRADE:** 9  
**REPORTS TO:** Principal Education Officer  
**RESPONSIBLE FOR:** Education Officer  
**PURPOSE:** To assist in the development and implementation of policies  
**QUALIFICATIONS:** Bachelor's degree in Public Policy or related fields  
**EXPERIENCE:** 3 years relevant work experience

**SKILLS:**

- Analytical
- IT
- Communication
- Interpersonal
- Report writing

**DUTIES:**

- a) Uses the Geography Information System (GIS) to map out all schools and their locations.
- b) Monitors all school calendars, to make sure they conform to that of the Ministry.
- c) Assists in the registration of all new schools and makes sure that they meet the requirements set by the Ministry.
- d) Participates in discussions of MOUs for the Ministry.
- e) Conducts inspections of all school facilities in the country.
- f) Conducts needs assessment of schools across the country.
- g) Conducts compilation and preparation of reports.
- h) Assists in school visits and inspections from across the regions, to determine the hardship and double shift allowances.

## **JOB DESCRIPTION**

- JOB TITLE:** Senior Education Officer
- MINISTRY:** Basic and Secondary Education
- DIVISION/UNIT:** Monitoring and Evaluation
- GRADE:** 9
- PURPOSE OF JOB:** To assist in the conduct of monitoring and evaluation activities of the Ministry
- REPORTS TO:** Principal Education Officer (M&E)
- RESPONSIBLE FOR:** Education Officers (M&E)
- QUALIFICATIONS:** Bachelor's degree in Statistics or in any other relevant field
- EXPERIENCE:** 3 years
- SKILLS:**
- Data and analysis
  - Planning
  - Writing
  - Critical thinking
  - Team building
  - Interpersonal
  - IT
  - Communication
- DUTIES:**
- a) Assists in the coordination of quarterly monitoring and support visits to regional directorates.
  - b) Compiles and writes monthly reports of the Basic Education sector's achievements.
  - c) Participates in the preparation and provision of feedback to different directorates on their levels of achievements.

- d) Participates in the coordination of quarterly basic education sector report compilations and writing, for submission to the supervisor for review.
- e) Assists in the conduct of bi-monthly coordinating committee meetings, recommendations, follow-ups and reporting.
- f) Participates in the coordination of the preparation of the annual monitoring and evaluation report for the sector.
- g) Assists in the monitoring of the implementation of recommendations made during joint donor review meetings.
- h) Participates in the coordination of the conducts of studies, surveys on the progress of the sector's indicators.
- i) Assists in the continuous capacity building in the field of monitoring and evaluation to improve development in the basic education sector.
- j) Conducts training to help implementers better focus on the areas that will lead to sector improvement.
- k) Takes part in the conduct of trainings for reporters of the directorate to improve their reporting skills.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cluster Monitor
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DIVISION/UNIT:</b>	All regions
<b>GRADE:</b>	8
<b>PURPOSE OF JOB:</b>	To provide support to Heads of school in the day-to-day management of schools
<b>REPORTS TO:</b>	Senior Education Officer/Senior Cluster Monitor
<b>QUALIFICATIONS:</b>	B.Ed/BA in Management or related fields
<b>EXPERIENCE:</b>	2 years relevant work experience

**SKILLS:**

- IT
- Communication
- Leadership
- Interpersonal
- Analytical
- Report writing
- Dispute resolution
- Planning
- Teaching

**RESPONSIBILITIES:**

- 1. Responsible for the monitoring of proper teaching and learning in schools**

**DUTIES:****R1. Responsible for the monitoring of proper teaching and learning in schools**

- a) Conducts, twice in the month, visits to each school in the cluster to set benchmarks to improve teaching and learning.
- b) Conducts termly planning meetings with Headteachers at cluster level as a mini CCM, to share ideas, experiences and best practices to improve the quality of teaching and learning.
- c) Verifies Senior Management Teams' internal monitoring tools on classroom observations, school environment and service level agreements, to ensure compliance and quality of assessment of teachers and school administrations.
- d) Inspects GABECE and NAT Examinations annually across the cluster to gauge the performance of children, prevent examination malpractices and achieve the set time for the exams.
- e) Identifies gaps and conducts school-based capacity building for teachers on specified subjects or topics.
- f) Writes monthly reports on activities/types of support given to each school and provides feedback to schools, RED2 and SQAD.
- g) Attends coordinating committee meetings (CCM) at regional level for a week once per annum, to share ideas, experiences and make recommendations to improve quality in the education system.



## **JOB DESCRIPTION**

**JOB TITLE:** Education Officer (HR)

**MINISTRY:** Basic and Secondary Education

**DIVISION/UNIT:** Human Resources Directorate

**GRADE:** 8

**REPORTS TO:** Senior Education Officer

**PURPOSE OF JOB:** To assist in the provision of HR services

**QUALIFICATIONS:** Bachelor's degree in HR or related fields

**EXPERIENCE:** 2 years relevant work experience

**SKILLS:**

- Data management
- Interpersonal
- IT
- Leadership

**DUTIES:**

- a) Coordinates and manages the National Volunteer Teacher's (NVT) program.
- b) Assists in the recruitment of Graduate Teachers.
- c) Processes requests from teachers.
- d) Coordinates all matters related to ancillary staff requests and clearance for appointments.
- e) Coordinates all matters related to unqualified teachers.
- f) Assists in the training of recruited teachers.
- g) Processes death gratuities.
- h) Processes retirements for retiring/retired staff.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Education Officer (M&E)
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DIVISION/UNIT:</b>	Monitoring and Evaluation
<b>GRADE:</b>	8
<b>PURPOSE OF JOB:</b>	To assist in the conduct of monitoring and evaluation activities of the ministry
<b>REPORTS TO:</b>	Senior Education Officer (M&E)
<b>RESPONSIBLE FOR:</b>	None
<b>QUALIFICATIONS:</b>	B.Ed/BSc degree in Mathematics, Statistics, Economics and Management or in any other relevant field
<b>EXPERIENCE:</b>	2 years relevant work experience
<b>SKILLS:</b>	<ul style="list-style-type: none"><li>• Data</li><li>• Analytical</li><li>• Planning</li><li>• Writing</li><li>• Interpersonal</li><li>• IT</li><li>• Communication</li></ul>
<b>DUTIES:</b>	<ol style="list-style-type: none"><li>a) Assists in the development of work plans on monitoring and evaluation activities.</li><li>b) Assists in the drafting of quarterly progress reports from all unit heads and directorates.</li><li>c) Assists in the drafting of sector performance reports and levels of implementation of CCM recommendations.</li><li>d) Participates in quarterly monitoring support visits to the regional directorates.</li></ol>

- e) Participates in bi-monthly coordinating committee meetings, recommendations, follow-ups and reporting.
- f) Participates in the preparation of the annual monitoring and evaluation reports for the sector.
- g) Participates in supporting the directorates on the implementation of recommendations made during joint donor review meetings.
- h) Participates in the conduct of studies and surveys on the progress of the sector's indicators.
- i) Participates in the continuous capacity building of staff in the field of monitoring and evaluation, to improve development in the basic education sector.
- j) Takes part in the conduct of trainings for reporters of the directorate to improve their reporting skills.
- k) Participates in the conduct of trainings to help implementers better focus on the areas that will lead to sector development.

## **JOB DESCRIPTION**

- JOB TITLE:** Education Officer
- MINISTRY:** Ministry of Basic and Secondary Education
- DIVISION/UNIT:** SAFMU (School Agriculture Unit)
- GRADE:** 8
- PURPOSE OF JOB:** To help strengthen the schools to increase the production and productivity of school gardens, orchards and woodlots, in order to increase nutritional conditions of children, their enrollment and punctuality
- REPORTS TO:** Senior Education Officer (SAFMU)
- RESPONSIBLE FOR:** None
- QUALIFICATIONS:** Bachelor's degree in Agriculture or related fields
- EXPERIENCE:** 2 years relevant work experience
- SKILLS:**
- IT
  - Negotiation
  - Communication
  - Report writing
  - Interpersonal
- DUTIES:**
- a) Serves as a focal point to School-Feeding related projects to help identify schools that are in need of assistance and to monitor the implementation of interventions.
  - b) Monitors school farms and gardens to provide advice to farm managers on increasing productivity and returns on investment.
  - c) Conducts training on establishment of Environmental Clubs in schools, tree nursery establishment and management, in order for the children to appreciate and take care of their environment.

## **JOB DESCRIPTIONS FOR THE TEACHING CADRE**

### **JOB DESCRIPTION**

**JOB TITLE:** Principal

**MINISTRY:** Basic & Secondary Education

**GRADE:** 12/10

**REPORTS TO:** Board of Governors/Permanent Secretary

**RESPONSIBLE FOR:** Vice Principal(s) and Heads of Department

**PURPOSE:** To ensure a conducive teaching and learning environment

**QUALIFICATIONS:** Bachelor's degree in Education or related fields

**EXPERIENCE:** 10 years of satisfactory work experience

**SKILLS:**

- People management
- Communication
- Accounting
- Teaching
- Conflict resolution
- Leadership
- Budget planning & execution
- Report writing & presentation
- Teaching
- Time management

## **RESPONSIBILITIES:**

- 1. Responsible for all academic matters**
- 2. Responsible for the effective planning and monitoring of school activities**
- 3. Responsible for the day-to-day administration of the school**

## **DUTIES:**

### **R1: Responsible for all academic matters**

- a) Oversees the conduct of all teaching and learning activities to ensure attainment of educational objectives.
- b) Oversees the preparation and finalization of annual reports and student testimonials, in order to provide information on the academic performance of students.
- c) Coordinates the organization of Graduation Ceremonies.
- d) Provides counselling to parents of low achieving students after every exam.
- e) Strengthens the discipline of staff and students.

### **R2: Responsible for the effective planning and monitoring of school activities**

- a) Coordinates the preparation of annual school budgets, to ensure availability of all teaching and learning materials.
- b) Keeps inventory of all teaching materials.
- c) Oversees and coordinates the preparation of annual school schedules and calendars.
- d) Monitors the implementation of plans, calendars and schedules.
- e) Coordinates the preparation of annual reports of school activities.
- f) Coordinates the recruitment and promotion of teaching staff.

- g) Coordinates the design of a suitable and effective management structure, to ensure the smooth running of the school.
- h) Coordinates the preparation of job descriptions for teaching and non-teaching staff.
- i) Liaises with the Ministry of Basic & Secondary Education, in relation to policy matters.

**R3: Responsible for the day-to-day administration of the school**

- a) Manages and coordinates the administrative affairs of the school.
- b) Assigns duties and responsibilities to staff.
- c) Monitors and evaluates the execution of assigned tasks.
- d) Organizes staff development workshops, at least three times a year.
- e) Conducts termly staff appraisal exercises for teaching staff.
- f) Oversees and chairs staff and senior management meetings.
- g) Monitors, assesses and approves all financial transactions.
- h) Serves as Secretary to the board.
- i) Serves as liaison between the school and all stakeholders.

## **JOB DESCRIPTION**

**JOB TITLE:** Vice Principal

**MINISTRY:** Basic & Secondary Education

**GRADE:** 11/10

**REPORTS TO:** Principal

**RESPONSIBLE FOR:** Senior Teaching Staff

**PURPOSE:** To assist in the effective administration of the School

**QUALIFICATIONS:** Bachelor's degree in Education or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

**SKILLS:**

- Communication
- Monitoring
- Teaching
- Interpersonal
- People management

**RESPONSIBILITIES:**

- 1. Responsible for providing support in the conduct of academic activities**
- 2. Responsible for providing support in the day-to-day administration of the school**

**DUTIES:**

**R1: Responsible for providing support in the conduct of academic activities**



- a) Participates in the development of term calendars to outline activities.
- b) Monitors the implementation of calendar activities, in order to ensure timely execution of assigned tasks.
- c) Monitors teaching to ensure that teachers conduct their classes as outlined in the timetable, and that they keep records of lessons and submit to the HoD every two weeks for review.
- d) Coordinates the preparation of all student records and reports.
- e) Analyses termly and annual progress assessment reports to facilitate student promotions.
- f) Develops timetables for the conduct of internal examinations.
- g) Conducts registration of students for WAEC examinations.
- h) Provides guidance and counselling to students.
- i) Teaches in the classroom.

**R2: Responsible for providing support in the day-to-day administration of the school**

- a) Prepares term and annual progress reports.
- b) Assists in the development and implementation of orientation and self-improvement programmes for teachers.
- c) Assists in the enforcement of school rules and regulations in order to ensure discipline.
- d) Monitors teachers' attendance and punctuality.
- e) Facilitates the allocation and distribution of teaching and learning materials to teachers.
- f) Administers the annual school census report in order to provide comprehensive school data.
- g) Liaises with parents or guardians on matters affecting their children/wards in order to update the Principal.
- h) Deputizes for the Principal.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Headmaster Class C
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DEPARTMENT:</b>	Basic Education
<b>GRADE:</b>	10
<b>PURPOSE OF JOB:</b>	To ensure that teaching and learning takes place in a conducive environment
<b>REPORTS TO:</b>	Regional Principal Education Officers
<b>RESPONSIBLE FOR:</b>	Senior Masters (Classes A, B & C)/Senior Teachers
<b>QUALIFICATIONS:</b>	Advanced Diploma in Education/HTC
<b>EXPERIENCE:</b>	10 years

### **SKILLS:**

- Leadership
- Managerial
- Interpersonal
- Conflict resolution
- Planning
- Report writing
- Teaching

### **RESPONSIBILITIES:**

- 1. Responsible for ensuring the smooth running of the school**

### **DUTIES:**

#### **R1. Responsible for ensuring the smooth running of the school**

- a) Monitors teaching and learning to uplift teachers' capacity and methods of teaching, to bring about improvement in the performance of pupils.
- b) Ensures discipline of staff and pupils for proper teaching and learning to take place.

- c) Resolves problems between teachers and pupils and between teachers and parents, to ensure that the school becomes a peaceful place for teaching and learning.
- d) Provides teaching and learning materials to enhance children's learning.
- e) Allocates Streams to Senior Teachers in order to share responsibilities and maintain a balanced workload.
- f) Monitors the appearance and preparation of food by school cooks and vendors in maintaining food hygiene standards.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Master Class C
<b>MINISTRY:</b>	Basic and Secondary Education
<b>GRADE:</b>	8
<b>PURPOSE OF JOB:</b>	To improve teaching and learning in schools
<b>REPORTS TO:</b>	Headmaster Class A/B/C
<b>RESPONSIBLE FOR:</b>	Class Teachers
<b>QUALIFICATIONS:</b>	HTC Primary
<b>EXPERIENCE:</b>	10 years

### **SKILLS:**

- Conflict resolution
- Planning
- Communication
- Listening
- Administrative
- Managerial
- Interpersonal
- Report writing
- Teaching

### **DUTIES:**

- a) Assists, monitors and observes teachers, to ensure that the required instructional hours are achieved to cover all syllabuses.
- b) Checks schemes of work, lesson notes and class attendance registers, to ensure that teachers are prepared for teaching and learning.
- c) Organises school-based workshops, whenever necessary, to improve teachers' mastery of topics they have limited knowledge or methods of teaching.
- d) Inspects pupils' note books to assess the level of feedback teachers give to their pupils and to themselves.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Headmaster Class C
<b>MINISTRY:</b>	Basic and Secondary Education
<b>DEPARTMENT:</b>	Basic Education
<b>GRADE:</b>	9
<b>PURPOSE OF JOB:</b>	To help enhance the educational standards of pupils
<b>REPORTS TO:</b>	Headmaster Class C
<b>RESPONSIBLE FOR:</b>	Senior Masters (Classes A, B & C)/Senior Teachers
<b>QUALIFICATIONS:</b>	Certificate in School Management
<b>EXPERIENCE:</b>	10 years

### **SKILLS:**

- Leadership
- Interpersonal
- Conflict resolution
- Planning
- Report writing
- Teaching

### **DUTIES:**

#### **R1.Responsible for ensuring the smooth running of the school**

- a) Monitors attendance to ensure regularity and punctuality amongst teachers and pupils.
- b) Monitors schemes of work, lesson notes and tests, to identify progress pupils make in their learning and reinforcing teachers to improve upon their weaknesses.
- c) Coordinates monitoring activities of Senior Masters.
- d) Assists in organizing induction trainings and the professional development of teachers.

- e) Assists in enforcing discipline in the school, in bringing about cooperation among teachers and pupils, as well as between the school and the community.
- f) Oversees and organizes environmental activities in the school.

## **JOB DESCRIPTION**

**JOB TITLE:** Headmaster Class B  
**MINISTRY:** Basic & Secondary Education  
**PURPOSE OF JOB:** To ensure proper teaching and learning in a safe and conducive school environment

**REPORTS TO:** The Regional Office  
**RESPONSIBLE FOR:** Deputy Headmaster  
**QUALIFICATIONS:** PTC Primary  
**EXPERIENCE:** 3 years

**SKILLS:**

- Communication
- Listening
- Leadership
- Managerial
- Interpersonal
- Teaching

**DUTIES:**

- a) Conducts daily checking of staff attendance, in order to deploy teachers as required, in order to fill gaps for teachers where necessary.
- b) Provides the necessary facilities in ensuring that utilities are always available in the classrooms, to minimize unnecessary movements in the school.
- c) Ensures the adequate availability of First-Aid kits for proper administration and treatment of staff and children, before referrals are made to the hospital.
- d) Ensures proper usage of taps and toilets, for the well-being of staff and children.

- e) Conducts visits to the garden, to ensure that healthy vegetables are available to supplement the diet of children.
- f) Prepares policy guidelines for the smooth running of the school.
- g) Monitors schemes of work and lesson plans in ensuring that daily instructional hours are met.
- h) Conducts day-to-day supervision of school activities, to ensure that effective teaching and learning takes place.



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Headmaster Class A
<b>MINISTRY:</b>	Basic and Secondary Education
<b>GRADE:</b>	10
<b>PURPOSE OF JOB:</b>	To help enhance the educational standards of pupils
<b>REPORTS TO:</b>	Regional Education Office
<b>RESPONSIBLE FOR:</b>	Senior Masters (Classes A, B & C)/Senior Teachers
<b>QUALIFICATIONS:</b>	Advanced Diploma in Education/HTC
<b>EXPERIENCE:</b>	10 years

### **SKILLS:**

- Leadership
- Managerial
- Interpersonal
- Conflict resolution
- Planning
- Report writing
- Teaching

### **RESPONSIBILITIES:**

- 1. Responsible for ensuring the smooth running of the school**

### **DUTIES:**

#### **R1.Responsible for ensuring the smooth running of the school**

- a) Administers the admission of children to the school, taking into account the population requirements and available material resources of the school.
- b) Allocates teachers to classes with the involvement of the senior management team.

- c) Monitors teachers' attendance and ensures that teaching and learning takes place.
- d) Ensures the general maintenance of discipline amongst teachers and pupils.
- e) Facilitates the development of the school's policies, vision and mission.
- f) Facilitates the development of the school's development plan, in consultation with the sub-committees.
- g) Develops and maintains up-to-date staff profiles to determine seniority.
- h) Conducts termly staff performance reviews, to identify strengths and weaknesses and ways forward.
- i) Maintains up-to-date financial management records of the school.
- j) Encourages a healthy school-community relationship.
- k) Conducts an annual school review (handing over notes) and shares the report with the ministry, in preparation for the following year.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Headmaster Class A
<b>MINISTRY:</b>	Basic & Secondary Education
<b>GRADE:</b>	7
<b>PURPOSE OF JOB:</b>	To teach and facilitate learning in the school
<b>REPORTS TO:</b>	Headmaster Class A
<b>RESPONSIBLE FOR:</b>	Senior Masters
<b>QUALIFICATIONS:</b>	HTC Primary
<b>EXPERIENCE:</b>	10 years

### **SKILLS:**

- Communication
- Listening
- Leadership
- Managerial
- Interpersonal
- Team-building
- Teaching

### **DUTIES:**

- a) Deploys teachers to class levels (grades) they can handle, to ensure that they teach at the appropriate grades.
- b) Assists in managing the school's staff and students, in order to ensure the smooth running of the school.
- c) Oversees good learner welfare in the school, to ensure that proper care is given to the students in the school.
- d) Monitors the work of teachers and students, in order to achieve quality education.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Graduate Teacher
<b>MINISTRY:</b>	Basic & Secondary Education
<b>GRADE:</b>	8
<b>PURPOSE OF JOB:</b>	To enhance teaching and learning in the school
<b>REPORTS TO:</b>	Principal
<b>RESPONSIBLE FOR:</b>	Senior Teachers
<b>QUALIFICATIONS:</b>	BSc or BA in any field
<b>EXPERIENCE:</b>	5 years relevant work experience

### **SKILLS:**

- Communication
- Listening
- Leadership
- Managerial
- Interpersonal
- Team-building
- Teaching

### **DUTIES:**

- a) Assists in the overall supervision of the school.
- b) Assists in the discipline of staff and pupils, in order to enhance academic performance.
- c) Supervises the maintenance and cleanliness of the school environment, in order to achieve quality education.
- d) Oversees staff timebooks to track punctuality and regularity of teachers.
- e) Arranges and supervises all assemblies and checks on exits of staff and students from the school for the smooth running of the school.
- f) Coordinates the work of senior teachers to ensure effective delivery of teaching and learning.

- g) Teaches students in order to contribute to the achievement of quality education.
- h) Conducts regular checking of notebooks and records of work in order to achieve quality education.
- i) Organizes exams to identify and improve performance levels at the school.

## **JOB DESCRIPTION**

**JOB TITLE:** Qualified Teacher - HTC Secondary

**MINISTRY:** Basic & Secondary Education

**GRADE:** 7

**PURPOSE OF JOB:** To enhance teaching and learning in the school

**REPORTS TO:** Principal

**RESPONSIBLE FOR:** Teaching and learning

**QUALIFICATIONS:** HTC Secondary

**EXPERIENCE:** 3 years

**SKILLS:**

- Communication
- Listening
- Leadership
- Managerial
- Interpersonal
- Teaching

**DUTIES:**

- a) Teaches and facilitates learning to impart knowledge.
- b) Prepares work plans in guiding teaching and learning for quality education.
- c) Prepares teaching aids to support learning.
- d) Gives assignments to students.
- e) Promotes extracurricular activities to encourage children to excel in their talents.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Qualified Teacher – HTC Primary
<b>MINISTRY:</b>	Basic and Secondary Education
<b>GRADE:</b>	7
<b>PURPOSE OF JOB:</b>	To assist in uplifting the standard of performance of pupils in the school
<b>REPORTS TO:</b>	Senior Master
<b>RESPONSIBLE FOR:</b>	Junior Teachers
<b>QUALIFICATIONS:</b>	HTC Primary
<b>EXPERIENCE:</b>	3 years

**SKILLS:**

- Communication
- Listening
- Leadership
- Managerial
- Interpersonal
- Teaching

**DUTIES:**

- a) Plans schemes of work and lesson plans to serve as a guide in teaching and learning effectively.
- b) Collaborates with colleagues to share ideas and experiences on how to improve teaching and learning.
- c) Teaches and engages children for them to gain good knowledge, skills and attitudes.
- d) Assesses children’s performances through tests and exams to know their level of performance and progress.
- e) Marks children’s attendance registers to control absenteeism.
- f) Identifies sporting talents of children and energises them to showcase them in extra-curricular activities.
- g) Conducts home visits to communicate with parents and children to foster trust and confidence.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Qualified Teacher PTC
<b>MINISTRY:</b>	Basic and Secondary Education
<b>GRADE:</b>	6
<b>PURPOSE OF JOB:</b>	To teach and facilitate learning in the school
<b>REPORTS TO:</b>	Senior Teacher
<b>RESPONSIBLE FOR:</b>	Teacher Trainees
<b>QUALIFICATIONS:</b>	PTC
<b>EXPERIENCE:</b>	3 years

### **SKILLS:**

- Communication
- Listening
- Leadership
- Managerial
- Interpersonal
- Teaching

### **DUTIES:**

- a) Teaches and facilitates learning for students' understanding.
- b) Prepares work plans in order to teach well and enhance students' understanding.
- c) Prepares teaching aids to support learning.
- d) Gives assignments to students and ensures that their work is marked, to encourage them to study at home.