



ARISE NURSERY AND PRIMARY SCHOOL
REG NO. EM 17606

JOB OPPORTUNITY

Arise Nursery and Primary School is a co-education primary School located at **Goba – Marobo**. Arise School embraces high academic standards together with social, physiological and psychological needs of a child. Arise aims at becoming an excellent School in Tanzania by producing pupils who are well-equipped with the current needs of the 21st Century's child. The School is therefore looking to fill the below position for a strategic-thinker who will be able to hire, train and oversee a staff throughout a phase of intensive growth as we transition from a School that is recognized on a district level to one that is competitive nationally.

Position: Head Teacher

Reports to: Executive Director

Location: The School is located in Dar-es-salaam. The successful candidate must be willing to relocate to this location effectively.

POSITION SUMMARY:

The incumbent is expected to serve as an instructional leader of the School and the overseer of School operations. S/he will be responsible to implement the educational objectives of the School to instructional practices that yield the highest standards of student achievement, academic excellence, and community support. S/he shall be the chief administrator and supervisor of the School. S/he will be in a unique position to develop and lead a team of educators who can deliver a high-level of Schooling.

JOB RESPONSIBILITIES:

The main functions of the Head Teacher will include provision of vision, hiring, leadership, management, monitoring and evaluation, as well as curriculum implementation. The Head Teacher will in addition be:

1. Assuming ultimate responsibility for the management and operation of the School in accordance with organizational goals, in addition to all legal and administrative policies and regulations.
2. Providing instructional leadership that creates, implements, maintains, and enhances excellence, scholarship, and achievement for all students.

3. Leading in the development, evaluation, and revision of curriculum and assuming responsibility for the implementation of approved programs.
4. Liaise with parents and stakeholders within the community.
5. Preparing and supervising the creation of the master teaching schedule and maintaining an efficient office system to support the administrative functions of the School.
6. Providing an articulated, consistent education for all students while encouraging staff to develop innovative strategies, techniques and activities.
7. Overseeing the evaluation of instructional materials, including textbooks, computer programs, library/media acquisitions, and other instructional materials.
8. Supervising the maintenance of individual student records and reports of pupil progress.
9. Participate in the development of the School's budget including staffing needs and instructional resources.
10. Perform any other additional duties as may be assigned by the Executive Director.

KEY DELIVERABLES OF THIS POSITION

1. Brand awareness & reputation
2. Quality service delivery
3. Strong external relationships and partnerships

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE:

1. Must hold a minimum of Bachelor's degree in Education or related discipline from a recognized institution.
2. Possession of a Post graduate qualification will be an added advantage.
3. Must have at least five (5) years progressive teaching experience in which at least one year must be in senior role within a School. (Either as a Head Teacher or Assistant Head Teacher).
4. Proven ability in School administration, curriculum development, program evaluation, staff development and School improvement.
5. Proven leadership, staff supervision and evaluation record.
6. Highest level of integrity, professionalism and ability to work in a team.
7. Excellent interpersonal and communication skills both oral and written.
8. Excellent writing and presentation skills.
9. A passion for education, social justice and children.
10. Computer knowledge will be an added and important advantage.
11. Must be of a Tanzania national.

HOW TO APPLY:

If you meet the above qualifications, send your application which should include a Cover letter, Updated CV and any other relevant testimonials to info@ariseacademic.co.tz cc: jlukindo72@gmail.com quoting the **Job title HEAD TEACHER** on the email subject. Only shortlisted candidates will be contacted.

Deadline: 18th March 2020.