

AL MUNTAZIR SCHOOLS

P.O.BOX 21735, Dar es Salaam | Tel: +255 22 2150161

JOB OPPORTUNITIES

The Al Muntazir Schools are managed under the auspices of KSIJ Central Board of Education, a Non-Profit Organization, providing quality education to students from multicultural backgrounds and comprises several schools spread over many campuses, providing education at Toddlers, Nursery, Primary and Secondary. We are looking for experienced and competent individual in the following capacity:

POSITION: School Deputy Principal– Girls Primary

LOCATION: Dar Es Salaam.

QUALIFICATION PREFERRED:

- Masters / Bachelor's Degree in Education / Psychology;
- Minimum 3 years' experience in similar role or School Management.
- Excellent mentoring and leadership skills;
- Knowledge of Computers (MS Office Applications).
- Knowledge of Local and International (IGCSE) Curriculum.

JOB DESCRIPTION

To assist the Principal in the management of the school, and in all administrative duties and operational activities of the school.

Key Responsibilities

- Assist the Principal in developing a school environment, which is supportive of learning and high achievement among the students.
- Maintaining a policy for Student behaviour and discipline and maintaining such rules and codes of conduct for student as required for the maintenance of order and discipline within the school.
- Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the school and timetable to support them.
- Overseeing the activities of students and teachers
- To ensure safety and welfare of all Student and Teachers in the school and while engaged in authorized activities off the site.
- Assist in the development of the school curriculum and assessment policies.
- Assist the Principal in developing the education aims and objectives of the school and devising strategies to achieve them.
- Assist the Principal in matters of student discipline, in the promotion of good order and general supervision between classes.
- Develop a good working relationship with the Principal, teaching staff and support staff.
- Assist the Principal in promoting ongoing staff development and in-service and in the identification of the staffing needs of the school – i.e. teaching and support staff.
- Develop effective communication systems with students, staff, parents and the wider community
- Implement the Code of Behaviour and all school policies with an understanding of their rationale.

OTHER SKILLS REQUIRED:

- Ability to communicate effectively;
- A commitment to teamwork, and a demonstrated ability to manage human or other resources effectively.
- Knowledge and understanding of current developments in learning, teaching and academic quality assurance.
- A commitment to the schools ethos and raising achievement;
- Be self-motivated and proactive;

APPLICATION PROCESS:

Interested candidates are requested to submit their CV, copies of Educational Certificates and an application letter to **Jobs@almuntazir.org**

DEADLINE: The deadline for receipt of all applications is **15th March 2021**