

JOB DESCRIPTION

MINISTRY: Education, Human Resource Planning, Vocational Training and National Excellence

DIVISION: EDUCATION

POSITION: ASSISTANT PRINCIPAL

SUPERVISOR: School Principal

POSITION CLASSIFICATION: XI

PAY SCALE: 4-2

SUMMARY:

Under the supervision of the Principal, the Assistant Principal assists the Principal in managing the school and promoting the education of learners; assists in supervising staff, students, programmes and activities; plans, teaches and educates students according to guidelines provided by the National Curriculum Framework; evaluates students' performance; assists in the supervision and management of students and performs other activities to facilitate the smooth functioning of the school.

DUTIES

- 1. Assists the Principal in managing the school and promoting the education of learners, by:**
 - a) providing strategic leadership in the absence of the Principal or Deputy Principal;
 - b) Undertaking professional duties which may be delegated to him or her by the Principal
 - c) Ensuring that all learners have the required learning resources including textbooks and stationery;
 - d) taking charge of a class in cases of emergency;
 - e) co-operating with the principal in the implementation and evaluation of curriculum innovation and development within the school;
 - f) managing the school's environment to ensure safety and security for all;

- g) supporting the principal to ensure that the school operates within a disciplined learning environment;
- h) solving problems in creative ways to improve circumstances, situations or processes within the parameters of the school governance structures;
- i) undertaking projects in accordance with the Strategic Development Plan and targets and as agreed with the Senior Management Team.

2. Assists in supervising staff, students, programmes and activities to facilitate efficient operation of the school, by:

- a) ensuring staff and students/learners are present and punctual;
- b) enforcing attendance rules;
- c) ensuring discipline is maintained;
- d) providing professional support to teachers in the proper execution of their pedagogical duties;
- e) walking the corridors and compound and checking in on teachers and classrooms;
- f) acquiring experience in the management of different levels of school, including taking charge of the a section of the school, when required;
- g) meeting with parents to discuss students' behavioural or learning problems;
- h) responding to disciplinary issues;
- i) monitoring truancy;
- j) developing and maintaining school safety procedures;
- k) maintaining systems for attendance, performance, planning, and other reports;
- l) monitoring the pastoral care needs of the students/learners.

3. Plans, teaches and educates students according to guidelines provided by the National Curriculum Framework, by:

- a) preparing units of work and developing lesson plans for core subject areas;
- b) teaching subjects on the school's timetables as assigned and making use to officially approved textbooks;
- c) delivering individual and group instruction and other educational objectives according to the needs, abilities and attainment potential of individual students;
- d) using appropriate technology in teaching and learning;
- e) providing students under care with appropriate instruction and learning experiences during the school day;
- f) leading in the proper implementation of teaching strategies.

4. Evaluates students' performance, by:

- a. preparing and administering tests and grading test results;
- b. completing assessment records;
- c. maintaining records of the daily attendance of students, inquiring into the cause of lateness and reporting them to the Head of Department;
- d. identifying students' strengths and weaknesses and recommending solutions.

5. Assists in the supervision and management of students, by:

- a) maintaining proper order and discipline among the students under his or her care;
- b) implementing comprehensive behaviour support plans;
- c) participating in school related activities;
- d) assisting in promoting the welfare and well-being of the students and fostering their social and moral development;
- e) ensuring that students are adequately supervised;

- f) counselling and/or guiding students;
- g) ensuring classroom management and control.

6. Performs other activities to facilitate the smooth functioning of the school, by:

- a) undertaking any professional duties which may be delegated to him/her by the principal;
- b) coordinating use of school facilities for day-to-day activities and special events;
- c) ensuring that a School Log Book or Incident Book is maintained containing a record of all-important events connected with the school;
- d) assisting in the management of all external projects, visits and school trips;
- e) liaise with students/learners, staff, parents and the school management;
- f) supervising grounds and facilities maintenance;
- g) responding to emails from teachers, parents and community members.

N.B. THE OFFICER MAY BE CALLED UPON BY THE PRINCIPAL FROM TIME TO TIME TO PERFORM ANY OTHER DUTIES IN KEEPING WITH HIS/HER POSITION, NOT IDENTIFIED IN THE JOB DESCRIPTION

JOB SPECIFICATION

Qualification: Bachelor's Degree in Education Management or related field such as Educational Leadership.

Experience: At least three (3) years' experience in Management and a Teaching Certificate and at least three (3) years teaching experience

Competencies: **Action Oriented:** Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and responsibilities, creates a result-oriented environment and follows through on actions.

Level 3

Communications: Communicates well, both verbally and in writing. Effectively conveys and shares information and ideas with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely and understands relevant detail in presented information. **Level 4**

Creativity/Innovation: Generates novel ideas and develops or improves existing and new systems that challenge the status quo, takes risks, and encourages innovation. **Level 2**

Critical Judgement: Possesses the ability to define issues and focus on achieving workable solutions. Consistently does the right thing by performing with reliability. **Level 2**

Customer Orientation: Listens to customers, builds customer confidence, increases customer satisfaction, ensures commitments are met, sets appropriate customer expectations and responds to customer needs. **Level 3**

Interpersonal Skills: Effectively and productively engages with others and establishes trust, credibility and confidence with others. **Level 3**

Leadership: Motivates, empowers, inspires. Collaborates with and encourages others. Develops a culture where employees feel ownership in what they do and continually improve the business. Builds consensus when appropriate. Focuses team members on common goals. **Level 3**

Teamwork: Knows when and how to attract, develop, reward and utilise teams to optimise results. Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts and develops consensus in creating high performance teams. **Level 3**

Technical/Functional Expertise: Demonstrates strong technical/ functional proficiencies and knowledge in areas of expertise. Shows knowledge of organisational business and demonstrates proficiency in the strategic and financial processes. **Level 4**

Knowledge:

Knowledge of Public Service Act;
Knowledge of Public Service Rules and Regulations; Knowledge of Financial Rules and Regulations;
Knowledge of Education Act and Regulations;
Knowledge of factors influencing learning and teaching;
Knowledge of the performance management system as it relates to the Public Service;

Skills:

Skilled in training and development;
Coaching skills;
Report writing skills;

Research skills;
Coordinating and organizing skills;
Planning skills;
Supervision skills;
Records management skills;
Accounting skills.

Contacts: Principal and other members of staff, Ministry of Education officials, Senior Education Officer, students, parents and the general public

Working Conditions: Work is performed in a school.

N.B.: THE OFFICER IS EXPECTED TO MAINTAIN HIGH LEVELS OF CONFIDENTIALITY.

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SUPERVISOR

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DATE

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EMPLOYEE

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DATE