

Job Description for School Improvement Officer Role.

Role Headlines	
Role Title and Department	School Improvement Officer
Function	School Inspection and Improvement
Compensation	TBD
Location and Travel	Zonal office with 80% travel around the cluster/zone.
Reporting to	System Strengthening Manager
Line Management Responsibility	None
Budget Holder Responsibility	None

Who We Are

PEAS is an international education not-for-profit with the mission to ‘expand access to sustainably delivered, quality secondary education across Africa’.

Since 2008, PEAS has built and operated high quality low-cost not-for-profit secondary schools in close partnership with government in communities where there is urgent unmet demand for secondary education. We currently run 30 secondary schools in Uganda and 6 in Zambia serving over 15,000 students.

Job Summary

This position is strategic in nature and includes a wide range of responsibilities including planning and implementation of school inspections in the project schools, working with school leaders to help them develop and implement school improvement plans and coordinating a system of peer mentorship in your region. As an inspector and Improvement Officer, you will spend most of your work time in schools, ensuring compliance to expectations and targets and reporting on the quality provision in schools in your region.

Purpose: To provide support for school improvement through school inspections, monitoring and reporting.

Main Responsibilities:

- Work with the LM in planning and implementing the inspection process and ensure that all the project schools in your zone are inspected and monitored regularly to track progress towards their set improvement targets.
- Produce and present high-quality inspection reports for schools that have transparent judgements based on valid and secure evidence and appropriate recommendations developed to support school improvement.
- Communicate and enforce the post inspection recommendations in the schools.
- Ensure and coordinate the self-evaluation process for all the school leaders in the cluster schools to aid implementation of School Improvement Plans.
- Ensure and support schools to develop SMART School Improvement Plans (SIP) and further guide their implementation in the schools in your zone.
- Planning for the post inspection training needs of school leaders and setting clear objectives therein.
- Delivery of trainings to build capacity of school leaders in identified areas of need.

- Be responsible for collection of any relevant data required for purposes of project improvement and reporting.
- In collaboration with the LM, generate a cluster level Inspection report and present to the SS and Quality Assurance leads.
- Closely work with the Regional Directorate of Education Standards (DES) teams, respective DEOs, DISs and PEAS peer school leader(s) to improve school performance across all inspection parameters.
- Support any other duties as may be assigned by the line manager

Person specifications:

- Self-directed, self-starter and able to manage multiple priorities
- Operating or working in a setting where teamwork and resourcefulness are highly valued.
- Willingness to travel and spend time in challenging environments, and willing to be stationed at DES regional offices.
- Capacity to effectively work under pressure within specific timelines.

Experience and qualifications:

- Bachelor's degree in education. Post graduate Training in Education Management, an added advantage.
- At least 5 years' experience in Education management and administration of secondary schools at head teacher level.
- Experience of leading the delivery of quality secondary school education and whole-school curriculum.
- Track record of improving student learning outcomes through teacher training and school support.
- Trainer of trainer's experience (desirable).
- Experience in developing and implementing professional school inspection systems and processes that drive school improvement.
- Experience in school evaluations and reporting through critical analysis of school data.
- Desirable experience: Conducting inspections in Government schools

Skills / Knowledge and personal attributes:

- In-depth knowledge of current national and local government educational policies and guidelines.
- In-depth knowledge on delivery of the competence-based curriculum
- Mentoring, supporting, guidance and counselling skills.
- Data collection skills through relevant observations, interviews and focus group discussions.
- Persuasive strategic communication skills and ability to effectively build consensus among multiple stakeholders
- Demonstrated ability to prioritize use of time and limited resources toward meeting ambitious and measurable objectives.
- Ability to work under minimum supervision

- Commitment to PEAS and DES values.
- Skills in computer literacy especially word, excel, power point.
- Understanding and appreciating the geographical cultural, social, and economic constraints that influence the schools' ethos.