

Deputy Principal at Makini High School

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Job Description

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Makini Schools is a leader in the Kenyan system of education – drawing on global best practice – with five campuses in Nairobi & Kisumu, offering nursery, primary and high school education.

JOB PURPOSE

To assist the Principal to provide professional academic leadership, supervisory and administrative skills in Makini School ensuring its sustained success and continuous improvement.

DUTIES & RESPONSIBILITIES OF THE JOBS

To work closely with the Principal to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the Makini School community.

To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of students.

To ensure that the school progresses for the benefit of its students and their community.

Academic Role.

To assist the Principal in implementation of the school curriculum as per Makini Standards and the National Guidelines.

To Work with the Principal to secure and sustain effective teaching and learning

throughout the school and to monitor and evaluate the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement.

To Ensure all students receive good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment.

To Co-ordinate the internal and external assessments and examinations in line with Makini standards.

To Prepare yearly schemes of work in accordance with the syllabus and make lesson plans for all the subjects before teaching them.

In consultation with the Principal, ensure that the teachers prepare comprehensive schemes of work and teaching aids in line with the Makini policies.

To organize regular staff and management academic meetings to monitor performance after every assessment.

To maintain accurate and complete student performance records and share this with parents, guardians and management.

To Coordinate parents' Meetings, Open Days and other activities involving the participation of parents to enhance partnership.

Learning and Character Formation Role

To Lead and supervise school students' guidance and counseling programs that will enhance individual learning and positive character formation.

To facilitate high level consultative communication flow with the students, parents, teaching and non-teaching staff and the wider community.

To ensure sound spiritual beliefs and core values are integrated in the learning process and way of life in the school.

To maintain a culture of high level of self-discipline and work ethic among students.

To ensure that students are properly guided and mentored to be able to objectively choose their

future careers.

To ensure that students receive, understand and embrace school rules and regulations. Students' discipline should be handled according to Makini Disciplinary policy.

Administrative Role

Oversee interviews and admissions of students to maintain optimum levels in accordance with set standards and guidelines that ensure quality and optimum enrolment.

To Initiate, design and implement innovative programs to meet specific needs of the school in consultation with the Principal.

To maintain adequate inventory, security and accountability for school properties.

To act as a liaison between the school and the Ministry of Education (in the absence of the

Principal) and the community.

To ensure the school health, safety and occupational regulations are observed in order to make the school a safe learning environment.

To prepare and approve the preparation of reports, records, lists, and other paperwork appropriate for the effective administration of the school.

To liaise with the Administrator and ensure that the school transport services are efficient and cost effective.

To Participate in budgetary formulation and cost management within the school.

To ensure effective utilization of the company resources in line with set budget.

To ensure that students' medical cases are handled as per the set guidelines.

To liaise with the Administrator to ensure the school amenities are maintained to the standards set.

Management of the School

Assist the Principal create a culture that reflects the school's values and enables processes to work effectively in line with legal requirements.

To ensure the school's educational goals and priorities are achieved.

To manage and organize the school's environment efficiently to ensure that it meets the needs of the curriculum as well as health and safety regulations.

Accountability

You will be accountable to the Principal by ensuring that students enjoy and benefit from high quality education, promoting collective responsibility and entire community as a whole.

Assist the Principal develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Assist the Principal facilitate the performance appraisals for the teaching staff in line with the school's guidelines.

Safeguarding and Protection of Children

Assist the Principal in ensuring all policies and procedures adopted by the Management are fully implemented and followed by all staff.

You will ensure all staff feel free to raise concerns about unsafe practices in regard to students and such concerns are addressed sensitively and effectively in a timely manner.

Create and maintain effective partnership with parents to support and improve students 'achievement and personal development.

Co-operate and work with relevant agencies to protect students.

Requirements

Education & Professional Certification

A Minimum of a Bachelor of Education degree or its equivalent from a recognized University/Institution.

Post Graduate Diploma in Education an added advantage.

Be a registered TSC member.

Specialized knowledge

Proficiency in Microsoft Office suite of packages.

Skills

Strong leadership skills

interpersonal skills,

A team player

Abilities

Have portrayed competence and ability both as a classroom teacher and an administrator

Personal characteristics

self-driven

Integrity

List of essential experience

At least 7 years teaching experience 3 of which must be at senior level, in a recognized Institution.

Essential qualities or behaviours

Is approachable to the teaching staff; students, non-teaching staff, parents and members of the community

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