

## Head of Department Cambridge 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. We are recruiting to fill the following positions below:

#### **JOB PURPOSE**

A Head of Department is responsible to the Principal. He or She is required to articulate the vision and culture of Makini Cambridge School to all stakeholders, learners, Staff and current and prospective clientele as per the ethos of the Makini Brand. The office bearer will lead faculty members in execution of their duties and in be responsible for their professional development. The HOD is required to be conversant and articulate global trends in education that steer the team to deliver learner outcomes that meet and global standards and ensure sustainability in their subject specialisation within a competitive market by demonstrating innovative approaches in curriculum delivery.

#### **DUTIES & RESPONSIBILITIES OF THE JOBS**

##### **ADMINISTRATIVE /MANAGERIAL CAPACITY**

A critical thinker and strong at decision making

Able to articulate and apply problem solving and conflict resolution skills

Expert in collaboration and team building

##### **TECHNICAL EXPERTISE**

Superior competencies and skills in resourcing, planning, delivery, assessment and reporting in the subject specialisation.

Lead in interpretation, development and implementation of Departmental Teaching and Learning documents prescribed by the Cambridge Syllabus and adopted to fit Makini Cambridge targets.

Assessments; Knowledge of Cambridge examination schedules, requirements, rules and regulations, and Preparation of Candidates.

Initiate and direct Departmental Co-curricular activities

Lead in Development of Departmental policies, planning documents, reports and reviews.

Technology expertise that enables data analysis, evaluation of outcomes and development of reports.

Management of Departmental resources and budgets (Projections, Preparation, Presentation and management)

To undertake pastoral duties for Teachers and learners in support of academics.

To lead and advise Departmental members in differentiated teaching and learning that addresses learners of varied abilities.

To ensure high quality and immediate feedback is provided to learners and stakeholders and appropriate tasks are assigned.

To liaise with the line managers to address and provide interventions for academic and social- emotional needs of the learners.

## **QUALIFICATIONS, EXPERIENCE & SKILLS**

### **Education & Professional Certification**

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

Experience in teaching the Cambridge Syllabus with a proven track record in performance and cocurricular programs.

Registered TSC number

## **Specialized knowledge**

Demonstrate a good knowledge and understanding of current educational issues relating to the specialist subject areas – including policy, legal frameworks, wider development in curriculum and assessment;

Demonstrate knowledge and practice of Child Protection.

## **Skills**

Strong leadership and interpersonal skills

Proficiency in Ms Office suite of packages

Superior Planning and Organisation skills

Creativity and Innovation in subject specialisation

## **Abilities**

Ability to teach successfully across the Key Stages of the Cambridge pathway.

Setting standards and providing a role model for learners and other staff, in the teaching and learning of the subject.

Enhancement of student initiatives and engagements.

## **Personal attributes**

Confidentiality and Integrity

Excellence in Time Management

Outstanding Professional conduct as defined by Makini Staff Code of Conduct.

## **List of essential experience**

At least 3 years of teaching, assessment, analysis and reporting under the CAIE.

## **Essential qualities or behaviours**

Be willing to inspire, challenge, motivate and empower a team of teachers to believe in a vision of excellence

Expert in target setting and ambitious achiever

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