

Head of School - Nairobi

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Company: Still I Rise NGO

Location: Kenya

Category: other-general

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non-profit organization.

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Registered office:

Via Adelaide Ristori 44, 00197 - Roma (RM)

VAT: 91015070633

financial statements:

Head of School

Department: Programs

Location: Nairobi International School, Kenya

Contract: Temporary, Renewable

Status: Full Time

Compensation: Based on experience

Applications recipient

Job description

Still I Rise is an international NGO with a humanitarian mission to provide protection and quality education to refugee and underprivileged youth. We are now opening our latest International School in Nairobi, Kenya. Here, we will be passionately engaged in one of the world's most ambitious, unique and exciting educational projects: to offer the very highest quality of schooling experience to some of the most disadvantaged children in the area, free of charge. We will provide the curricular and extracurricular opportunities usually only afforded to the wealthy, with high ambitions and a value-driven mindset. We intend that our graduates, who enter as beneficiaries, will leave as empowered leaders with a heart for changing their community and the world for the better.

We are now seeking a brave, open-minded and determined **Head of School** to join our team.

KEY RESPONSIBILITIES

School Management

Working closely with the Program department on passing on the Organisation's vision and mission, within the program, whilst ensuring topmost quality at all times

Lead, chair, and coordinate the local management team (admin, HR, logistics, finance, education, safeguarding and security)

Effectively represent SIR at different forums/levels. Interact with local stakeholders on behalf of Still I Rise to ensure our program is well received in the hosting community,

Prepare weekly progress reports to be shared with the Programs Department, ensure timely submissions of work plans and other deliverables required by donors and/or relevant remote departments

Supervise recruitment of teaching and non-teaching staff, with the support of the HR department.

Ensure robust implementation of HR strategies such as performance management and monitoring systems.

Oversee program's procurement and processes as required based on program implementation's needs

Conduct regular monitoring and reporting on financial management aspects: timely forecasting, preparation and execution of procurement plan, budget vs actual, spending analysis and establish cross linkages with work-plan progress.

Provide strategic oversight towards documentation and sharing of knowledge and emerging best practices.

Education

Supervise the educational development of the program in Mumbai, India.

Advising on the Student Selection process, covering community-based efforts and in-school activities

Advising and assisting in the formulating and reviewing of school policies

Coordinating the timetable so that the requirements of the programme are met

Setting the standards of curriculum development to reach the expectations of regional and national governmental bodies as well as Still I Rise and the International Baccalaureate.

In coordination with on-site and remote colleagues, overseeing the successful roll-out of the features specific to Still I Rise International Schools.

Manage the team to create a student-centered, home-like environment which achieves happy students enjoying academic and extracurricular exploration and success.

Stakeholder Management

Liaise as necessary with ministry officials and district education representatives.

Acting as a contact point between the IB regional office and Still I Rise International School of Mumbai on all matters regarding the MYP, ensuring that the school meets all IBO regulations, standards and practices in order to achieve Candidacy status followed by Authorised School status.

Working with the IB regional office to ensure the school addresses the MYP requirements for authorization (and evaluation when appropriate)

Contributing to the promotion the MYP, within and outside the school

Ensuring families and caregivers are well informed about IB MYP developments and school activities

Child protection

Collaborate closely with the Education department and Child Safeguarding & Protection to address student concerns, implement behavior plans, and streamline with extracurricular psychosocial activities. All relevant information, policy and behavioral support plans should be shared internally and then be constantly implemented by the local education team in accordance with the code of conduct and child protection and safeguarding policy (i.e. respecting the privacy of beneficiaries).

ESSENTIAL SKILLS & REQUIREMENTS

5 years of working experience in operations management, including managing teams and providing financial and operational oversight

A deep understanding - and preferably experience - with designing, teaching and implementing the national educational curriculum

A demonstrated appreciation for student-centered, global-minded, value-driven approaches to education

Proven Experience of working in and across project management cycles

Demonstrated understanding of procurement and logistics and supply chain processes

Experience in leadership roles, management and coordination of teams, preferably in a school setting

Strong time management and organizational skills

Experience of working through community participation and/or approaches.

Good IT skills including use of MS Office and Google Suite

Fluent knowledge of the English language (written and oral)

Legal right to work as a resident in India

DESIRED SKILLS:

Knowledge and familiarity with the International Baccalaureate system is an advantage

Strong diplomacy and leadership skills

Versatility and adaptability to a changing environment and be able to handle multiple priorities

Self-starter with ability to provide creative solutions

Solid negotiation skills

HOW TO APPLY

Candidates are invited to submit their application including their CV and cover letter by emailing: and specifying the subject **Head of School**

Please kindly note that only shortlisted candidates will be contacted for an interview. Thank you for your interest in Still I Rise.

Diversity and inclusion are a central part of Still I Rise values at the highest level. As such, it is key to our Organisation and staff to show a passion for excellence for bringing about positive change in all the communities we strive to serve. Our commitment to diversity is linked to our mission of providing quality education access to vulnerable youth and children in torn apart and remote areas across the world, which is essential in shaping and creating the organisation, serving all people, respectfully, connected to our scope. We recognise that everyone is different and that attracting, developing and retaining our employees will create a sustainable working environment which is essential to our success.

We strongly encourage interested candidates from diverse backgrounds to submit their applications.

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