

## Head of Education for East Africa- Job Description

The Head of Education (the “Head”) position is a key leadership role within the Pharo Foundation that will be entrusted with the overall responsibility of developing and managing our education strategy and activities across East Africa. The Foundation aims to provide the highest quality education to children and young adults in countries where its schools are located. The Foundation currently runs four schools, one KG, one primary and two secondary, in Ethiopia and Somaliland with a total enrolment of 1,000 students. The Foundation has ambitious plans to grow its network of schools in these countries as well as expand into countries such as Kenya and Rwanda. We are looking for a driven and passionate individual who wants to make real change in the field of education and who can offer a good combination of educational and management experience.

The position is based in Nairobi and will report to the Foundation’s CEO in London. This is a high level, well-remunerated role that will give the right candidate an excellent mix of challenge and fulfilment.

### Job Purpose

Responsible for developing and implementing the education strategy of the Foundation for East Africa, as agreed with the CEO and Board of Trustees. The role encompasses creating a brand name that stands for the highest academic standards and involves all levels of education, from early childhood to secondary as well as higher education and vocational schools. The Head of Education will manage the Foundation’s educational efforts across all countries ensuring academic standards are met. The Head will also oversee all aspects of running of the schools including curriculums, recruitment of staff and students, future expansion plans, financial budgeting and controls and external stakeholder relationships.

### Key Duties and Responsibilities

#### Strategy

- ✓ Work with the CEO to develop a comprehensive multi-year, multi-school, multi-country education strategy for the Foundation
- ✓ Work with the CEO on a continuous and sustainable expansion plan and implementation

#### Academic

- ✓ Create the “Pharo School” brand name as centers of excellence in education in East Africa
- ✓ Ensure academic efforts are aligned across all schools and countries and leverage the existing network
- ✓ Provide leadership and guidance on curriculum selection and ensure highest academic standards are achieved at all levels
- ✓ Ensure Pharo schools attract and retain the best students for academic excellence
- ✓ Ensure Pharo schools attract and retain the best staff, both teaching and administrative
- ✓ Ensure Pharo schools are accredited and in compliance with all national (and when applicable) international standards
- ✓ Ensure Pharo Schools follow the latest developments in curriculum, pedagogy and educational technology advancements

#### Human Resources

- ✓ Develop and implement procedures to train, supervise, evaluate and upgrade staff continuously to ensure high academic standards
- ✓ Ensure all schools internalise and perpetuate the Pharo vision and values
- ✓ Establish a culture of open communication, shared learning and cooperation across all Pharo schools, across all countries

## **Financial Management**

- ✓ Prepare and manage multi-year financial budgets
- ✓ Put controls in place to ensure all schools are run with fiscal responsibility and accountability

## **Policy Development**

- ✓ Ensure appropriate and robust policies are implemented and updated regularly
- ✓ Ensure that all staff and students are aware of policies and follow its guidelines
- ✓ Enforce other relevant policies and procedures as they are developed, with a strong emphasis on risk and quality assurance frameworks

## **Stakeholder Relationships**

- ✓ Work with Education heads in Pharo country offices to ensure smooth running of all schools
- ✓ Ensure good working relationships with, cooperation and support from governmental entities, alumni and the larger community
- ✓ Represent the Foundation on educational forums in Kenya and internationally
- ✓ Represent the Foundation in the media on all educational matters
- ✓ Enhance and manage all aspects of the "Pharo Schools" brand name

## **Facility Management**

- ✓ Supervise the management of all schools' facilities, and their on-going care and maintenance

## **Technology Management**

- ✓ Champion effective best in class educational technology frameworks that will transform the learning experiences across the schools.

## **Reporting**

- ✓ Ensure open and continuous communication with the CEO
- ✓ Provide regular reports on all aspects of the operations: academic, financial, etc.
- ✓ Inform the CEO immediately of any issues or concerns that might jeopardise the Pharo schools or the Foundation with respect to non-compliance, reputational risk or safeguarding

## **Personal Attributes**

- ✓ Passionate, driven, energetic individual with high social and emotional intelligence and excellent interpersonal skills
- ✓ A natural and effective leader who can manage staff across different educational institutions in different countries with a collaborative approach
- ✓ Excellent communicator who is fluent in written and spoken English
- ✓ Open minded and flexible individual
- ✓ Creative thinker who can think outside the box
- ✓ An individual who respects and understands the local cultures and values and yet embraces and can work within European work ethics and standards

## **Professional Qualifications**

- ✓ A graduate degree (MA, Ed.D, Ph.D) in education, educational leadership or management
- ✓ Preferably 10 years' experience as a Head of School or Superintendent, or a similar educational role
- ✓ Experience in delivering effective innovations in curriculum and pedagogy.
- ✓ Strong management trackrecord within or outside the education sector
- ✓ Demonstrated experience in successfully recruiting, retaining and developing faculty, staff and administrators
- ✓ Excellent business acumen

**Deadline of application: 17<sup>th</sup> April 2020.**

Please send the information listed below, as a single PDF file, to the following email address:

[recruiting@pharofoundation.org](mailto:recruiting@pharofoundation.org)

1. A detailed CV and Covering Letter.
2. A 1,000-word essay on 1) how you believe you qualify for this role and 2) What you believe is the best approach to educating African children in the 21<sup>st</sup> century.
3. A one-page list of five references with current addresses, phone numbers, and email contacts.

Only short-listed candidates will be contacted due to the expected high volume of applicants.

The Pharo Foundation is an Equal Opportunity Employer.