

## Pharo School, Homosha, Ethiopia Head of School Vacancy



The Pharo Foundation is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Social Enterprises. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Pharo School Homosha is a modern, well resourced, innovative, Grade 9-12 boarding school located in a picturesque and tranquil setting in rural Ethiopia. Pharo School Homosha is built and equipped to an exemplary standard rarely seen in Ethiopia. The aim of the school is to provide each student with an unprecedented opportunity to excel academically, emotionally and socially.

The school's focus on female education is in response to the challenges girls face in accessing high quality secondary education throughout Ethiopia. Students gaining admission to the school will experience an innovative and enriching four-year educational experience, with all educational expenses (tuition, boarding, meals, textbooks, uniforms and supplies) covered by the Pharo Foundation. The School's goal is to educate students to the highest levels of academic achievement in a supportive environment, valuing courage, curiosity, creativity, compassion and the pursuit of excellence.

### **Position Summary:**

As Pharo School Homosha celebrates its third year of operation, it is seeking an outstanding, dedicated **Head of School**, passionately called to educate and empower young Ethiopian women to become future leaders and role models at local, regional and national levels. Pharo School Homosha's long-term goal is to produce some of the strongest academically skilled students in Ethiopia. As the Founding Head's tenure comes to an end, the new Head of School will be provided with ample opportunity to put his or her own unique contributions towards the school's growth and realisation of its goals.

The Head of School will reside on the school campus and will have responsibility for providing leadership and the day-to-day management of the whole school, with a particular focus on the school's academic programme. This position therefore requires a "hands-on" Head, who enjoys working closely with staff and students when implementing 21<sup>st</sup> century teaching and learning practices in an incremental and contextually appropriate manner. The role holder will demonstrate outstanding leadership qualities, in an environment where infrastructure challenges (power, water internet, supply chain) and English language barriers are frequent.

At present, Pharo School Homosha has established a solid routine of day-to-day operation and classroom learning. As the school grows towards its full capacity of 220 students, the Head of School will play a key role in continuing to develop an exemplary student centered teaching and learning environment, dramatically accelerating the English skill proficiency level of both the teaching faculty and the students and dramatically accelerating the instructional competencies of the teaching staff.

The position is best suited to an experienced senior school administrator/Head with extensive boarding school experience in a developing country and extensive experience with English Language Learners. However, a well-rounded, highly experienced Principal, Vice Principal, Academic Coordinator/Dean, having extensive experience in a boarding school environment and experience with English Language Learners in a developing country, can also excel in this role.

This role is a good fit to individuals who are considering a life changing and perhaps challenging experience in a setting that is potentially different from past positions. It is likely to be fulfilling to an individual who would like to use their experience, personality and drive to help develop an institution that will be a model for others in the region and country. It will be rewarding to a person who enjoys being a life-long learner and systems builder with an unwavering passion to see all girls have the opportunity to benefit from an excellent education, reach their full potential and be role models and leaders in their immediate and wider communities.

**Location:** Homosha Woreda, Benishangul-Gumuz Regional State, Ethiopia.

**Role:** Head of School.

**Reporting to:** Head of Education, Ethiopia.

**Functional Relationships:** Country Representative, Education Coordinator, Programme Manager (Assosa), Finance Manager (Addis)

**Direct reports:** Deputy Head, Academic Coordinator, Director of Facilities Management, Finance Manager, Human Resources Manager and Security Supervisor.

**Preferred start date:** March 2021. Latest start date: July 2021.

## **Key Duties and Responsibilities**

### **1. Academic Programme**

- Provide day-to-day leadership in the process of developing progressive curricula, which embraces computer technology, building and surpassing the Ethiopian National Curriculum standards and competencies.
- Work with staff to identify curriculum needs in terms of teaching materials, faculty, and programme support.
- Provide day to day leadership in implementing an effective Teacher Skills Building Programme that equips the teaching faculty with the skills to serve as effective 21<sup>st</sup> century educators focused on project based learning and equipping students to develop problem solving skills, critical thinking skills and digital literacy.
- Support faculty to design, implement and administer academic programmes and services appropriate to the needs of the enrolled students and consistent with the school's vision, aims and values.
- Develop and implement a rigorous teacher evaluation process, with the goal to have some of the strongest trained teachers in Ethiopia.
- Develop in house and external professional development opportunities for the teaching faculty.
- Develop further the English language proficiency of the teaching staff and the use of English as the medium of instruction in the classroom and throughout the campus.
- Develop the use of computer technology amongst staff and students and its central role in the teaching and learning environment.
- Keep abreast of current educational trends and implement trends and innovations as deemed appropriate.
- Organise activities, elective offerings, cultural exposures, fine arts, and athletics sufficient to round out the school's academic programme and provide for student interest development.
- Implement formal and informal programmes that promote kindness, courtesy, respect, responsibility, integrity, and love of learning.

## **2. Enrolment**

- Work with relevant school and the Foundation stakeholders, relevant government authorities and other key stakeholders to establish and administer criteria, standards and procedures for admission testing and the enrolment of new students.
- Recommend enrolment objectives with respect to student numbers, character, equity, and qualities to predict the success at the school and executes programmes to achieve them.
- Work with the Foundation's Education Coordinator and School Deputy Head to devise strategies for reaching the strongest candidates in the remotest regions.
- Oversee the efficient yearly on boarding of new students to the campus.

## **3. Students**

- Together with the Senior Leadership Team and teaching faculty, ensure policies are in place to meet student needs.
- Sets standards of conduct, participation and achievement in all relevant areas.
- Develop the English language proficiency of all students, through a variety of means that include courses, the use of computer technology, English speaking volunteers, etc.
- Oversee the assessment and evaluation of student's academic progress, responding to areas that require immediate attention.
- Develop systems for communicating with parents, and the wider community for example parents' evenings or events.
- Work with the faculty to develop and implement procedures for tracking student progress and for intervening early when concerns are identified.

- Meet with the teaching faculty regularly to discuss student progress, and facilitate contact and follow-up with families as needed.
- Operationalise children/student safety and protection policy and procedures.

#### **4. Personnel**

- Actively define the teaching and non-teaching professional faculty positions needed to implement the school's programmes and recruit highly effective personnel to fill them.
- Recruit teachers by developing a plan to attract and retain strongly skilled teachers, ensuring an environment focused on collaboration, sharing of best practices and collective problem solving.
- Determine standards and maintain reasonable performance and professional growth among immediate subordinates and, through them, all professional employees.
- Establish practices and procedures to promote productive working conditions, collaboration and harmonious and constructive relationships among all of the school's professional staff and the wider school community.

#### **5. Administration**

- Work collaboratively with the School's Senior Leadership team (Deputy Head, Academic Coordinator, Director of Facilities Management, Human Resources Manager, and Finance Manager) to ensure the smooth operation of the school.
- Conduct weekly meetings with the School's Senior Leadership team.
- Ensure that all regional and national level educational standards of compliance are met.

#### **Qualifications Requirements**

- Graduate or Postgraduate (preferable) degree in education management or other related disciplines.
- Extensive experience in the education sector with minimum of five years' experience as a school administrator, principal, vice-principal, academic coordinator/dean at a boarding school.
- Relevant work experience in a developing country, particularly within Africa.
- Experience in setting strategic 3-5 year plans for schools.
- Experience in developing and overseeing a boarding school's annual budget.
- Experience in managing the day-to-day routines of the school ensuring excellent academic performance and school wide system efficiency and safety.
- Proven record of accomplishment in overseeing an academic community.
- Strong commitment to maintain and further develop school wide systems in academic and pastoral care.
- Experience in attending to the physical, emotional and health care protection and support for students.
- Ability to recruit and train local teachers.
- Experience in implementing school wide English language development programmes
- Interest and desire to implement and monitor a Mentor Educator Programme, staffed by overseas fluent English speaking volunteers, who will serve as mentors and assistants in the school community.
- Commitment to accelerate the implementation of computer technology for teaching, learning and operational purposes.
- Willingness to live and work in a rural setting with limited access to modern amenities.

## **Behavioural Competencies**

- Offer exemplary leadership and guidance, serving as a pillar in the community, with a strong presence on the school campus.
- Strong passion for and commitment to girls' education.
- Commitment to the Culture, Vision, Mission and Values of the Foundation.
- Passion for Africa's development and familiarity with the continent will be an advantage.
- A role model across the school in terms of punctuality, attendance, positive engagement and professional relations among staff.
- Great determination, with the willpower and patience to see things through to completion.
- Proven ability to exercise great judgment and make the right calls.
- Positive disposition to involve the whole school community and take people forward together.
- Optimistic, resilient and energetic.
- A confident and charismatic communicator, persuader, listener and motivator.

## **Application Procedure**

### **Deadline for applications is 4<sup>th</sup> January 2021**

Review of applications will begin as soon as they are received, and only **complete** applications will be reviewed. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested and suitably qualified candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

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 Cover Letter
2. An essay of no more than 1,000 words  
outlining:
  - Three most important points that would best define your leadership skills and experience.
  - Three most important things that you will avoid in a school that you have led previously.
  - Three most important strategies to improve academic excellence.
3. A one-page list of five references with current addresses, phone numbers, and email contacts.
4. State on the application where you saw the advert for this position.