

PRESCHOOL HEAD – PHARO PRIMARY AND SECONDARY SCHOOLS, ASSOSA, ETHIOPIA

Company Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organization that runs philanthropic programmes as well as for-profit social ventures. 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.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability.

The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia and Somaliland and has now established an office in Rwanda. The key strategic pillars for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation also started its Pharo Ventures franchise to priority sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job and economic value creation.

Pharo Preschool/Kindergarten is a part of Pharo Primary and Secondary Schools through KG - G12 in Assosa. It is currently establishing in Benishangul Gumuz Regional State (BGRS), Assosa aiming to increase access to quality, age appropriate preschool education services in the city and be a center of excellence in the region. The school is now accepting students at KG1- KG2 for the Academic year of 2021/22 (Meskerem 2014 Ethiopian Calendar).

Our school mainly follows the regional and national curriculum which is assisted and supplemented in various ways by relevant supplementary reading materials and creative technology-based learning and education technology solution (well-organized instructional classrooms for active learning, continuous assessment, guidance & support, age appropriate library, science laboratories, ICT and pedagogical centers). Our school is a child-friendly learning environment which is organized in a way to treat all children in an equal and respectful manner and more importantly striving and working for students’ all-round development.

Headquartered in the UK (London), the Foundation has an operational head office in Kenya (Nairobi) with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa), Rwanda (Kigali).

Position Summary

Role: Preschool Head

Location: Assosa, Benishangul Gumuz Regional State (BGRS)

Contract Type: Permanent

Reporting to: Education Coordinator

Functional Relationships with: Primary School Principal, The Pharo Foundation Program Office Manager

Under the supervision of Education Coordinator, the Preschool Head will provide strategic, instructional leadership and will oversee the daily operations and administration of the Preschool. The Preschool Head accountable to meet the preschool goal to increase access to quality, appropriate preschool service for children at most level. The position holder is expected to discharge the following key responsibilities:

Key Duties and Responsibilities:

1. School Development & Management

- Providing strategic leadership for preschool improvement and development.
- Adhering to legal and educational requirements to ensure students' well-being.
- In place responsive, effective systems and management of staff.
- Ensure a conducive working, learning, health & safety environment of children.
- Ensure that the school undergoes continuous development through the process of implementing instructional leadership.
- Maintain and comply with regional and national administrative regulations of education policies, standards, guidelines and checklists.

2. Instructional Leadership.

- Create a shared vision among all school community students, parents and teachers of skillful instruction.
- Enforce on-going improvement of classroom instruction for all staff through a variety of strategies and approaches.
- Implement curriculum that is aligned with the expectations of the government and supplementary materials introduced by Pharo education program.
- Strive to create conducive learning environment which all students experience equal treatment and achieve their potentials.
- Conduct timely instructional supervision and evaluation on academic staff and ensure proper implementation of the learning teaching process.

3. School Culture and Behaviour

- Leads the school community in setting high expectations for student achievement, ethical behaviour and positive mind set.
- Ensure the alignment of students, teachers, staff, and parents around the school's Mission, Vision and Values.
- Implement data driven behaviour management systems and practices that ensure consistent norms of orderly, respectful behaviour throughout the school and preserve the sanctity of teaching and learning in the classroom.

4. Operations, Financial and Resources Management:

- Ensure effective systems and management on-going process of improvement in facilities, fixed assets, students and personnel data management and Information technology.
- Maintain and keep accurate, complete, and appropriate records and files reports and ensure data quality management.
- Develop and manage the annual school budget, with input from staff and the program/ school finance departments.
- Analyse and control expenditures with an understanding of the relationship between school objectives and the budget process, and use cost benefit analyses for budgetary decisions.
- Ensures the complete collection of fees on time and registration and related issues.
- Ensure the application of proper internal financial controls and management.

5. Student Enrolment and Admissions

- Keep proper documentation of admission processes and related matters.
- Oversee the school admissions process - ensuring compliance with the school's set criteria for admission.

6. Community Relations

- Seek public support for the school's academic and extracurricular programs and consult with the education coordinator on all public relations activities.
- Maintains effective and strong working relationships with the surrounding school community.

- Serves as ambassador and advocate the school's mission, representing the school at local events.

Qualification Requirement

- BA degree/MA in Educational Planning and Management or other related fields of study who has at least 3 years of service as preschool leader.
- Strong leadership skills to deliver outstanding childhood care and education.
- Proven experience in leading private preschool is preferable.
- Broad understanding of child development and learning.
- Ability to manage diverse tasks at the same time.
- Strong organizational, communication, and interpersonal skills.
- Ability to mentor a diverse group of individuals.
- Excellent computer knowledge with MS-Word, MS-excel, power point etc.

Behavioural Competencies

- Great attention to detail and a flexible approach to work.
- High level of commitment and self-motivation
- High professional and ethical standards.
- Positive outlook and outgoing personality with solid interpersonal and diplomatic skills.
- Structured and process oriented.
- Excellent time management skills with ability to balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions.
- Willing to challenge status quo and add value by introducing positive change.
- Excellent communicator and comfortable to work in a team environment.
- Demonstrate the ability of strong communication skills both Amharic and English verbally and in writing.

Application Procedure

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding candidate early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested 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.et@pharofoundation.org. Please indicate **"Application for Preschool Head, Pharo Preschool/Kindergarten, Assosa"** in the email subject line.

1. A detailed CV and Covering Letter,
2. A 1000-word essay on the below:
 - a) What experience have you gained that makes you the most qualified candidate for the role?
 - b) A statement briefly summarizing how you would put in place effective and efficient preschool leadership which can ensure age appropriate quality Early Childhood Care and Education (ECCE) in Assosa City, BGRS
3. One-page list of five references with current addresses, phone numbers, and email contacts.

Female applicants are highly encouraged to apply.