

Vice Principal – Academics based in Somaliland

Organisation Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The vision of the Foundation is an economically vibrant and inclusive Africa. The mission is to achieve our vision by investing in Africa’s human and physical capital with a strong focus on job creation.

The Pharo Secondary School, Sheikh is a leading boarding school located in the Sahil Region, in the town of Sheikh between the port city of Berbera and Burcoa, Somaliland. The town of Sheikh has a pleasant cool climate all year round due to its high altitude. The school is renowned for its academic excellence and; secure and caring environment in which students of all abilities can experience success and achieve their full potential within a broad and balanced curriculum. The aim is to prepare students to become respectful contributing members of the communities in which they live. The school counts many prominent politicians and other key officials among its graduates.

The school has 300 students from Form 1 to Form 4 with academic facilities that consist of fully equipped classrooms, science laboratories, a library, assembly and lecture halls, boys’ and girls’ dormitories, a dining hall and a clinic. The school is currently following two curriculums, UK Pearson Edexcel International IGCSE (International General Certificate of Secondary Education) curriculum and the Somaliland National Curriculum.

The Pharo Foundation Education Program is committed to raising students’ achievement and implementing learning experiences that contribute to the future skills needed for higher education. The curriculum and pedagogy are being used to promote the development of students’ 21st century skills. This is achieved through the consistent use of rigorous learning outcomes and the alignment of supporting pedagogy and assessment.

Position Summary

The Vice Principal in charge of academics will address the key areas of the school structure, educational frameworks, staffing, resources, curriculum assessment, student-centered teaching and learning environment. The incumbent will serve in the Pharo Secondary School Sheikh and will be part of the leadership team of the school. He/she will provide academic and technical services, pedagogical and curriculum expertise aimed at strengthening teaching, learning and facilitating overall school administration.

Role: Vice Principal - Academics

Reporting to: Principal

Functional Relationships: Regional Head of Academics, Head of Education (Somaliland) and Head of College Counselling and Preparation (Kenya).

Direct Reports: Heads of Departments

Location: Sheikh, Somaliland

Contract Type: Fixed Term

Key Duties and Responsibilities

1. Managerial Role

- Provide input into work plans and schedules for Heads of Departments, Student Support Staff and Teachers.
- Provide direction and manage direct reports within the school in performing the delegated tasks.
- Ensure availability of required resources to carry out all tasks related to Academic and Student support functions.
- Ensure that all the direct reports' professional development and training needs are identified and attendance is arranged to enable the acquisition of required skills and knowledge through the training programs. This will be done in close collaboration with the Pharo Foundation Education team.
- Manage Heads of Departments and teachers against the curriculum delivery by using appropriate instruction methodology.
- Set performance targets and carry out performance appraisal processes for teachers and other school staff as appropriate, discuss and set targets for development.
- Provide the Principal recommendations for staff movement through the grades.
- Develop the yearly staff plans and school timetable and curriculum delivery plans.
- Review all academic and student performance delivered by the school against quality standards to ensure compliance with school policies and procedures.
- Provide advice, coaching and supervision to all teachers and students as required.
- Assume responsibility for matters designated by the Principal and act as Principal's designee where required.

2. Organisational Role

- Propose school improvement plans (in coordination with The Pharo Foundation Education department), analyse student and staff performance, identify areas of teaching and learning shortcomings, set out targets and the strategies for improvement, create short-, medium- and long-term goals that focus on improving teaching and learning.
- Develop team strategies and priorities for school improvement plans aimed at improving student achievement that align with The Pharo Foundation vision, mission and strategic initiatives.
- Consolidate, review, monitor and allocate the school's budget in alignment with the school improvement plans.
- Prepare and review all periodic reports including school improvement reports, students' progress prepared by the Heads of Departments and teachers as appropriate.
- Ensure that all the technology needs are identified and processes at school are performed efficiently and cost effectively (and in close collaboration with The Pharo Foundation ICT Team).
- Consolidate school processes and procedures, within the context of The Pharo Foundation policies, concerning all matters relevant to teaching and learning, students and parents.

- Ensure that the performance of tasks and conduct of staff are in accordance with the approved policies and procedures.
- Ensure that policies are documented, reviewed, signed-off by school staff and adhered to.
- Promote a culture of high expectation for student achievement and behavior.
- Create consistent strategies for managing students, teachers and staff with challenging behaviors in a manner that allows for continuous smooth learning of other students.
- Model cooperative and productive working relationships throughout the school (e.g., initiating regular school leadership team and staff meetings to analyse, plan, discuss and address issues affecting the school).
- Adhere and uphold The Pharo Foundation policies, Code of Conduct, Child Protection and all school procedures.
- Develop positive relationships with parents and the community through implementing strategies aimed at continuous communication (e.g., regular parent/teacher meetings, school open days, newsletters, extra-curricular activities involving the community etc.).
- Communicate education initiatives to parents and the wider community.

3. Functional Role

- Ensure that Heads of Departments and teachers have a strong focus on improving the levels of student achievement within the school when planning and implementing their teaching and learning programs.
- Ensure that the teaching staff implement high quality teaching and learning standards and that these are based on best teaching and learning practices and consistent with the pedagogical and curriculum that The Pharo Foundation requires to be achieved.
- Direct, observe, coordinate and plan the academic activities of the school and ensure that these are based on best practice and prepared in accordance with The Pharo Foundation requirements for pedagogy, curriculum, assessment and reporting.
- Facilitate communication between all Heads of Departments and teachers, especially matters related to student progress, integration of curriculum, language development of students, extra-curricular activities and assessment of student's work to ensure that students' records are accurate, fair and valid.
- Facilitate, in collaboration with Heads of Departments and teachers, the analysis of student achievement data to identify the adjustments that need to be made to teaching and learning programs.
- Ensure that all students achieve the outcomes expected by The Pharo Foundation and areas where teaching staff require professional development, assistance and support so that students can achieve to the best of their full potential.
- Oversee provision of guidance to students regarding academic, personal and behavioral matters and ensure that students have access to appropriate support.
- Initiate, in collaboration with the Heads of Departments and teachers establishing arrangements and mechanisms to identify students in need of learning or other assistance and taking appropriate actions to address them.
- Manage student attendance, student behaviour, activities and extra-curricular activities.
- Carry out regular lesson observations and walk through to ensure the quality of teaching and learning standards and teachers' performance.
- Perform any other duties as requested.

Qualifications Requirements

- The ideal candidate should have a Bachelor's Degree in Education or a related field.
- Master's Degree with specialisation in Education Leadership/Administration/Curriculum Development.
- Minimum IELTS score of level 7 or its equivalent (Native Speakers of English are Exempt).
- Minimum 5 years of teaching experience and continuous teaching experience in the field.
- Minimum 2 years' experience as a Head of Department or in a school leadership role and continuous teaching experience in the field.
- Knowledge of pedagogy, curriculum, assessment, student learning, management of student behavior strategies, teaching and learning best practices.
- Communication and relationship management skills, especially productive relationships with parents and the school community.
- Communication, negotiation and conflict resolution skills.
- Advanced problem solving skills.
- Advanced resource and budget management skills.
- Boarding school experience preferred.

Personal Attributes

- Capable of "thinking-outside the box".
- Achieves quality results and service.
- Commitment to a high standard of professional performance, integrity, and maturity to remain accountable for results.
- Communicates information effectively.
- Is innovative and a change agent.
- A creative and curious mind-set with an active interest in continuous learning, personal and professional growth.
- Builds collaborative relationships.
- Strong interpersonal skills and ability to work with individuals from all kinds of backgrounds.
- Superb management skills: able to manage and motivate a wide variety of employees from diverse backgrounds in a professional and compelling manner.
- Strong team player who also excels at working autonomously.
- Demonstrated ability to communicate in writing and verbally with people.

Application Procedure

This position is open to all nationalities. Both female and male candidates are encouraged to apply.

Review of applications will begin as soon as they are received, and only **complete** applications will be considered. 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 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.

How to apply

Interested candidates, who meet the above requirements, should submit their application through email to Recruiting.SL@pharofoundation.org with the subject line “**Vice Principal-Academics**”.

Requirement:

1. A recent updated CV.
2. Cover Letter to explain the experience you have gained that indicates you are the most qualified candidate for the role (maximum 1,000 words).
3. Your current or last benefit package and expected benefit package for this position.
4. A list of a minimum of five (5) references with current email address and phone number.
5. Copies of your qualifications.