



## JOB OPPORTUNITY

**Job Title:** Principal  
**Organization:** Watoto Christian International School  
**Duty Station:** Watoto Church Ntinda, Kampala

**Watoto Church and Child Care Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Child Care, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to Celebrating Christ and Caring for Community.**

We are seeking to recruit a **Principal- Watoto Christian International School** to provide leadership and manage the Watoto school to ensure quality Education in accordance to the Christian Curriculum.

### Key Duties and Responsibilities (but not limited to)

#### 1. Leadership, Administration and Budgeting

- Develop strategies and set direction for the school to enable learners reach their potential, and to translate a vision into a whole school curriculum.
- Develop and review the Job descriptions for both the teaching and non-teaching staff and ensure that all staff members have an updated Job description.
- Manage the selection and recruitment process to ensure the enrolment of competent and motivated staff and effectively coordinate the onboarding and orientation process of new staff members.
- Manage employee relations matters and welfare in conjunction with the Human Resources Office.
- Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Train, coach, mentor, supervise and develop staff at all levels in order to secure and sustain continuous improvement and to be committed to continuing personal professional development.
- Oversee the development and management of the school budget to ensure availability of funds for planned activities and draw up annual school workplan and calendar.

#### 2. Ensure effective Teaching and Learning

- Monitor curriculum, teaching & learning, and work with teachers to make recommendations for modification as and when the need arise.
- Manage teaching and learning to ensure that there is a high degree of consistency and innovation in teaching practices to enable personalised learning for all students.
- Engage with networks collaborating to build curriculum diversity, professional support and extended services.
- Ensures a healthy balance of academic, co-curricular and life skills for learners.
- Provides timely and effective communication to all stakeholders as necessary.
- Ensure that the health and wellbeing of children is encouraged through a nurturing environment.

#### 3. Stakeholder Engagement

- To Maintain and manage all communications with the school authorities, parents, and community (local authorities, government agencies and wider Watoto community).
- Make arrangements for parents to be given regular information about the school, curriculum, the progress of their children and other matters affecting the school.
- Manage the process of school partnership consultation and Parent Teacher Conferencing.



### **Qualifications, Skills, and Experience.**

- The applicant for the role should hold at least a minimum of a Bachelor's Degree in Education, or a related degree.
- A minimum of 8 years' working experience within a large, active and vibrant organisation with at least 3 of those years at leadership/administration.
- A Registered teacher.
- Computer literacy with ability to effectively use Ms. Word and Excel.
- Good leadership.
- A team player, results oriented, self - motivated, able to work with minimum supervision and for long hours under pressure.
- Excellent Oral and Written communication skills.

### **How to Apply:**

All suitably qualified and interested candidates can apply by visiting our website and following the procedure below;

1. Go to; [www.watotochurch.com](http://www.watotochurch.com)
2. Go to the section, **Employment Opportunities** and access the **Watoto Job Application Portal**
3. If you are a new user, create a user account by clicking; **Create Account** and proceed to create a profile and **Apply**
4. If you already have an account created, proceed to **Sign In** and **Apply**

**DEADLINE; 19<sup>th</sup>/October/2022.**

**PREVIOUS APPLICANTS NEED NOT TO APPLY AGAIN**

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.**

