

Head of School for Destiny Grace Academy

Location: In Newton, Sierra Leone, at 4-mile junction.

Reporting to: Executive Principal of Education at Home Leone.

Wage: TBC

Job Description

Home Leone seeks to appoint a passionate, dynamic, and charismatic individual to the role of Head of School who has experience working in an international organisation with a vision for developing education in Sierra Leone to stand on the global stage.

Home Leone opened their first primary school, Destiny Grace Academy, in September 2019 and it's JSS in January 2022.

The goal of Destiny Grace Academy is to develop liberated and creative minds in children by teaching methods that are not constrained by historical or cultural practices. The person we are looking for will show initiative and adaptability and will have leadership qualities that will establish and maintain Destiny Grace Academy at the cutting edge of international educational practices and methodologies. We are looking for someone who can work collaboratively and on an equal footing with international educationalists in the pursuit of excellence for DGA.

Amongst the above, the individual will possess and demonstrate:

- Experience working within an education setting.
- Experience of leading and overseeing others in a professional capacity.
- Fluency in spoken and written English.
- An ability to create and follow through with action plans.
- A passion for education and the improvement of it within Sierra Leone.
- Willingness to take risks and learn new things.
- Resilience.
- Excellent communication skills in person and via email, zoom and WhatsApp.
- Efficient organizational skills
- An ability to motivate staff and young people.
- Clear understanding and experience of handling data.
- Strong presentation skills.
- Flexibility with the potential of working hours outside of the school day including weekends and holidays.

Primary Function

- a. The Head of School will lead both primary and JSS to academic achievement and create a culture of joy and love of learning within the school that is reflected in the teachers, staff, and students' behavior.

- b. Line manage the senior leadership team to ensure they are performing the roles set out in their job descriptions.

Line of Authority

Directly responsible to Executive Principal.

Supervision of others

1. Senior Leadership team.
2. Secretarial/clerical staff

Areas of Responsibility

In addition to their primary function, the Head of School shall be responsible for:

1. Developing and administering the general school schedule and coordinate all activities within the school building.
2. Participating in the selection of new teaching and classified personnel.
3. Observing, meeting with, and motivating professional staff toward performances to attain the educational goals of Destiny Grace Academy which are outlined in our teacher performance matrix.
4. Continually evaluating existing programs and practices, curriculum content, and communicating directly with the Executive Principal on all thoughts and concerns.
5. Maintaining an educational philosophy and school climate which encourages a cooperative and inclusive environment on the part of all teachers and students.
6. Maintaining a standard of student behavior designed to command respect and minimize school and classroom interruptions.
7. Implementing and ensuring the behaviour management policy of positive reinforcement is followed by staff consistently.
8. Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with the Executive Principal, subject area specialists, and faculty.
9. Working with teachers to identify any intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents with staff services.
10. Working with the Executive Principal to plan and submit annual budget needs for the building to the CEO of Home Leone prior to April 1 of each year.
11. Maintaining effective communication to keep the staff, students, and parents properly informed.
12. Orienting new personnel assigned to the school.
13. Having school records (like attendance, grades, schedule, teacher evaluations, student demographics) available and up to date for ready reference and reporting at weekly meetings with Executive Principal.
14. Planning and conducting staff meetings which include training and curriculum planning.
15. Making recommendations to Executive Principal on any matter which will improve the excellence of the school.

16. Setting up an assessment program that ensures data captured is accurate and reflects students' ability.
17. Leading analysis of data after assessment periods with written report to be presented to Executive Principal outlining actions moving forward.
18. Actively participating and encouraging staff participation in parent-teacher and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors.
19. Attending professional conferences, reading professional books, or watching videos of best practices in education and/or educational administration, and seeking these out, as well as watching ones prescribed by Executive Principal.
20. Performing all other acts reasonable and necessary to accomplish his/her primary function as requested by the Executive Principal.

To apply, please email you CV and a cover letter **outlining your vision for education in Sierra Leone** with an action plan to louisewright@home.leone.org or call on WhatsApp +447973492611.