

# School Leader Job Description

Full job description for a position as a school leader including: tasks, competencies and qualifications.

**Positions:** *Primary:* Deputy Head Teacher and Head Teacher; *Secondary:* Vice-Principal and Principal

**Grades:** 8-11 (for details see the attached table)

**Place of work:** School assigned by the Ministry of Basic and Senior Secondary Education (MBSSE)

**Reports to:** SMC/BOD, TSC, MBSSE, TSC-DO, DEO (depending on the type of reporting)

## 1. Purpose of the Job

- Effective school strategic and detailed planning
- School budgets and financial administration meet the stipulated standards
- The school is overall well-managed
- Satisfactory pupil achievements
- Good teamwork, teachers express job satisfaction
- Teaching at the school is of a high standard

## 2. Tasks

### *Core Managerial tasks*

- Head of administration
- Prepares, signs and submit school budgets, approves activities and financial spending
- Prepares semester plans and calendars and allocates teachers to classes
- Checks and registers teacher attendance
- Ensures that up to date curriculum is taught at the school
- Supervises tests and examinations
- Supervises CAR (Continuous Assessment Records) and pupil Progress Reports
- Manages learning materials, supplies, facilities, maintenance, procurements, etc.
- Oversees sports and other extra-curricular activities

### *People Management*

- Carries out all teacher/human resource management at the school, liaison with TSC
- Organises work and delegates tasks at the school
- Promotes a good work climate, teamwork and job satisfaction amongst teachers

- Ensures the overall welfare, health and safety of teachers and pupils
- Ensures teachers' learning and development
- Monitors and appraises teacher performance
- Engages the school and its teachers in learning and development activities

#### *Social tasks*

- Liaison between school and MBSSE, TCS, local education institutions and other stakeholders
- Liaison between school and the community
- Represents the school at meetings, workshops, conferences, etc.
- Acts as secretary to the SMC/BOG
- Attends the conferences of school leaders

### **3. Learning & development**

- Participates in relevant school leadership training
- Engages in self-directed learning
- Participates in relevant professional associations and forums

### **4. Special demands of the job**

- Pressure from politicians, community and parents
- Manages a constrained school budget
- Work can be periodically stressful

### **5. Competencies**

#### *Knowledge*

- *Same as for teachers, in addition:*
- Regulations, procedures and practices pertaining to school management, teacher HR management, administration, finance and budgeting,
- *Professional Standards for School Leaders*
- Performance management and -appraisal

#### *Skills*

- *Same as for teachers, in addition:*
- Leadership and organization
- Teambuilding, -leading and motivation
- Problem solving and conflict resolution
- Communication and media

#### *Aptitude*

- Well-organised
- Results-orientated

- Integrity and high standards of ethics
- Human attitude and empathy towards teachers, pupils and community

## 6. **Qualifications**

- 8-10 years' experience as a teacher
- Higher Teacher Certificate – Primary (HTC-primary)
- Higher Teacher Certificate – Secondary (HTC-secondary)
- Degree in Education
- Degree + Post-graduate Diploma in Education

## 7. **Professional Standards for School Leaders**

A school leader is expected to aim at excellence in leadership and school management and develop the associated competencies. These are described in detail in the *Professional Standards for Teachers and School Leaders*, TSC, 2017.

---

Revision #5

Created Thu, Mar 12, 2020 4:40 PM by [Admin](#)

Updated Wed, Apr 8, 2020 11:23 AM by [Admin](#)