



VACANCY ANNOUNCEMENT

INTRODUCTION

Mescals Children's Centre of Hope intends to establish a Primary School (**Mescals Christian Academy**), which will be a Christian based institution with a strong and stable foundation that imparts knowledge and also nature's children to become successful future men and women in the society. In line with the requirements set down by the Kenya Ministry of Education, the organization intends to employ the following:

1. A qualified professional Head teacher (1 position)
2. Grade 1, 2 and 3 class teacher (3 positions)
3. Kindergarten (PP2) class teachers (2 positions)

JOB SUMMARY:

1. Headmaster: Position (1)

The Head teacher/master will participate in the realization of Mescal's Christian Academy mission and vision. Specifically the Head teacher will focus on developing and leading an exceptional school culture in education, physical and spiritual growth. Reporting to the School Director, the Head teacher/master will be responsible for developing the teaching team into world-class educators who deliver quality based education for the children.

DUTIES/RESPONSIBILITIES

- Drive the development of an exceptional educational team;
- Effective management of the teaching staff;
- Effective management of school curriculum in line with the Kenya Mministry of Education;
- Assist the Director, MCA in the design, development, and implementation of various educational programmes strategic plans and frameworks;
- Serve as the communications' intermediate between the teaching staff and MCA Board members;
- Work closely with the school management in the mobilization and enrolment of children to the school;
- Perform any other task as assigned by the School Director.

QUALIFICATIONS/EXPERIENCE

MUST be a born again Christian;

A minimum of a Bachelor's degree in education;

Certificate or Diploma in Education Management is an added advantage ;

A minimum of 5 years experience as a Head master in a reputable school;

Must be registered by the Teachers Service Commission (TSC);

Computer proficiency in general office software applications;

Demonstrate the ability to supervise, mentor and provide support to other teachers;

2. Teachers Grade 1, 2 and 3: Positions (3)

The teacher/s for the respective classes will support the Headmaster and management in the realization of Mescal's Christian Academy mission and vision. Specifically the teachers will play an integral role in delivering an exceptional learning experience for the pupils. Under the lead of the Headmaster, the teacher will teach and oversee school academic progress for learners, support their academic development, assess learners to track and report on learning outcomes, provide psychosocial support and ensure inclusivity in all school activities.

DUTIES/RESPONSIBILITIES

- Prepare for and teach lessons assigned to him /her
- Enforce inclusive education programmes
- Ensure all teaching and learning materials available in schools are distributed equitably, used efficiently;
- Teach subjects of specialization to impart knowledge, skills and attitudes to learners;
- Evaluate learners in subjects of specialization and prepare them for national and other examinations;
- Support child protection by identifying, referring / supporting children with protection concerns and providing psychosocial support;
- Collect, collate and maintain all school records such as enrolment, teaching and learning resources, evaluation records and attendance registers;
- Ensure discipline in school is maintained and arbitrate any disputes;
- Embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- Serve as a role model and maintain learner discipline to create conducive environment for learning
- Engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents.

QUALIFICATIONS/EXPERIENCE

MUST be a born again Christian;

Have Primary teacher Education Certificate;

Be registered with the Teachers Service Commission and in possession of TSC teacher certificate;

Have at least 1 year of teaching experience;

Computer proficiency in general office software applications;

3. Kindergarten Teacher/Pp2: Positions (2)

The teachers for the respective classes will support the Headmaster and management in the realization of Mescal's Christian Academy mission and vision. Specifically the teachers will play an integral role in delivering an exceptional learning experience for the pupils. Reporting to the Headmaster, the teacher will nurture pupils through instructions, training, and modelling to enable them acquire quality early education.

DUTIES/RESPONSIBILITIES

- Develop effective lesson plans that will prepare learners for primary school education;
- Ensure all teaching and learning materials available in school are distributed equitably, used efficiently and recorded well;
- Teach subjects of specialization to impart knowledge, skills and attitudes to learners;
- Ensure discipline in school is maintained and arbitrate any disputes;
- Embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- Serve as a role model and maintain learner discipline to create conducive environment for learning.

- Engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents.

QUALIFICATIONS/EXPERIENCE

MUST be a born again Christian;

Certificate/Diploma in ECDE

Knowledge on competency Based Curriculum methodologies

Minimum 1 year experience

Be registered with the Teachers Service Commission and in possession of TSC teacher certificate;

Have at least 1 year of teaching experience;

Computer proficiency in general office software applications.

Method of Application Interested candidates who meet the above qualifications should Physically Submit their applications and supporting documents to Mescal's Children's Centre of Hope located near Ebukuya Primary School, Luanda Township between the hours of 8am to 5pm. Or email to Mescalschildren@gmail.com to reach us not later than Friday, 23rd April, 2021. Address the application letter to the; Assistant Director, Mescal's Children's Centre of Hope Kenya P.O. Box 4105-33, Maseno Only shortlisted candidates will be contacted.