Uganda Counseling and Support Services                 

Plot 450 Kalungu Park Lane, Bunga, Kampala

 P.O. BOX 71405 Kampala Phone: +256 789 482 888

  E-mail: admin@ugandacss.org Web: [www.ugandacss.org](http://www.ugandacss.org)

**HEADTEACHER JOB OPPORTUNITY.**

**Job Overview:**

 Uganda Counselling and Support Services seek to recruit highly competent, motivated, and professional individuals to fill the position of Head Teacher.

Duty Station

Duty stations for this role will be Bulike in Luuka Districts respectively.

 Job Summary:

The Head Teacher will take overall responsibility for the management of our primary school in accordance with both UCSS policies and the laws of Uganda.

Key Duties and Responsibilities:

1. In charge of overall administration and management of the school.
2. Plans for the physical development of the School and Professional development of the staff;
3. Plans organizes, directs and coordinates the teaching programs and activities of staff and students;
4. Ensures that all pupils pay school fees and keeps the school’s cash flows healthy,
5. Builds strong strategic relationships between the school and all stakeholders – parents, ministry officials, board, community etc
6. Ensures proper planning, budgeting and accountability for the school activities and resources in consultation with the school management committee;
7. Coordinates the functions of the school management committee and accounts to them and the Ministry of Education and Sports;
8. Supervises and appraises all the employees of the school;

1. Directs activities concerning pupil admissions, provision of supplies and welfare of pupils.
2. Performs any other duty assigned by the relevant authority.

**Qualifications**

* A Bachelor’s Degree in Education or diploma in primary education
* Registered teacher with the ministry.

Minimum of twelve years teaching experience as a qualified primary teacher, three of which should have been at Deputy headteacher level and two at principal Education Assistant or five years at senior level with administrative responsibilities such as Head of Department, or co-curricular activities etc.

* Must have attended at least three workshops/seminars and three short courses relative to the profession

Key competences.

* Guidance and counselling;
* Child development skills;
* Good communication and interpersonal skills;
* Computer literacy skills
* Curriculum Development;
* Comprehension and Interpretation;
* Report writing skills and record keeping
* Financial management skills;
* Human resource management skills;
* Environment and primary Healthcare
* Public relations skills;
* Safety and precautionary measures and Support for Special Need students.
* Preference would be someone from Kamuli or nearby districts
* Good at English, Lusoga or Luganda

The suitable and interested candidates must be born again and should submit their applications on the provided email- **E-mail: careers@ugandacss.org**

before 30/09/2024 at 11:59pm.

For more information contact: **+256 789 482 888.**

Only successful candidates will be contacted