



CHARLENE SECONDARY SCHOOL

Kirwala -Kiryandongo district. 5 km off Kampala- Gulu highway

P.O. BOX 131 Bweyale

email: info@charlene.school

Website: www.charlene.school

Tel: 076 540 1475

Tel: 074 995 8256

WhatsApp: 074 349 4723

APPLICATION FORM – HEAD TEACHER

Position: Head Teacher
Reports to: Board of Governors
Location: Charlene Secondary School

To Apply:

- Complete this application Form
- Scan and email to info@charlene.school or
- Deliver to: Bursar Office Charlene Secondary School by: **5pm Tuesday 30th December 2026**

SECTION A: PERSONAL AND PROFESSIONAL INFORMATION

Full Name:	
Nationality:	
Date of Birth:	
ID No:	
Postal Address:	
WhatsApp:	
Email:	

Current Position:	School	
	Position	
	Start Date	
Previous Head Teacher Role	School	
	Position	
	Start Date	
	Finish Date	
Previous Head Teacher Role	School	
	Position	
	Start Date	
	Finish Date	

SECTION B: ACADEMIC QUALIFICATIONS AND EXPERIENCE

Please answer Yes or No within the boxes.

Essential Criteria

Do you have a Bachelor of Education Degree	
Do you have a Masters in Education Administration and Management	
How many years of leadership experience as Head Teacher have you completed	

Desirable Criteria

Have you a proven record of improving academic standards and enforcing student discipline	
Have you experience of managing a large day and boarding school	
Have you experience in school turnaround, crisis recovery	
Have you experience introducing and establishing: (a) A-Level in a school (b) Vocational programmes	

SECTION C: COMPETENCE QUESTIONS

- 1. Describe your vision for Charlene Secondary School and how you would embed this over the next two years?**

- 2. Self-evaluation and monitoring progress are essential to ensure school improvement. How will you embed this culture throughout the school with specific reference to classroom teaching.**

3. Describe how you manage school finances for competing programmes and a time when you had to manage an in-year budget deficit.

4. Describe how you have previously improved teaching and learning and examination performance in a school, what you did, who was involved and how successful it was.

SECTION D: REFEREES

Provide three professional referees (at least two must be a recent Chair of the Board of Governors).

	Referee 1	Referee 2	Referee 3
Name			
Name of School			
Position / Role			
Contact Number			
Email Address			

CONTRACT TERMS

- Full-time appointment.
- Performance-based contract, renewable based on results.
- Remuneration package commensurate with responsibility and experience.

DECLARATION

I certify that the information provided is true and accurate.

Signature:

Date: