



CHARLENE SECONDARY SCHOOL

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

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Subject Teachers - Job Description

Position: Subject Teachers

Report to: Director of Studies

Location: Charlene Secondary School

Qualifications and Experience Required

Essential

- Bachelor's Degree in Education
- Specialisation in at least two of the subjects listed below
- Willingness to contribute to at least one co-curricular/ talent development activity
- Familiarity with the competence-based curriculum
- Sound knowledge of the Ugandan secondary school curriculum.

Desirable

- Experience of teaching at A-Level
- Experience teaching in a boarding school setting

Mathematics, Physics, Chemistry, Biology, Geography, History, English Language, Entrepreneurship, Swahili, ICT, Christian Religious Education (CRE) Fine Art, Agriculture, Physical Education (P.E.)

Contract Terms

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

1. Overview of Job

The Subject Teacher will deliver high-quality, competence-based teaching and learning aligned with the new Ugandan curriculum, while contributing to a stable, disciplined, and caring school environment. Teachers will play a critical role in rebuilding the spirit and mission of the school through professionalism, teamwork, strong pastoral care, and excellent learner outcomes.

2. Key Responsibilities

A. Teaching and Learning

- Teach assigned subject(s) effectively at O-Level, with readiness to support A-Level delivery as programmes are introduced.
- Prepare **detailed schemes of work and lesson plans** in line with the National Curriculum Development Centre (NCDC) competence-based curriculum.
- Deliver **engaging, learner-centred, and inclusive lessons** using active learning strategies.
- Integrate assessment for learning, project-based learning, practical work, and continuous assessment.
- Differentiate instruction to meet diverse learner needs, including high achievers and learners requiring support.

B. Assessment, Monitoring, and Evaluation

- Design and administer continuous assessments, tests, and examinations in line with school and UNEB requirements.
- Maintain accurate records of learner progress and provide timely, constructive feedback.
- Participate actively in **self-monitoring and self-evaluation** processes to improve teaching quality
- Use learner performance data to inform planning, intervention, and improvement strategies.

C. Classroom Management and Discipline

- Establish and maintain a **well-managed, disciplined, and respectful classroom environment**.
- Apply **positive behaviour management strategies** consistent with school policy
- Address indiscipline fairly, and consistently, promoting restorative practices where appropriate.
- Model high standards of professionalism, punctuality, dress, and conduct at all times.

D. Pastoral Care and Student Welfare

- Provide **excellent pastoral care**, acting in loco parentis to both day and boarding learners.
- Support learners' emotional, social, spiritual, and moral development.
- Identify and report safeguarding, welfare, or child protection concerns promptly.
- Serve as a class teacher, house tutor, or mentor when assigned.

E. Co-Curricular and Talent Development

- Actively support and participate in **co-curricular activities**, clubs, sports, arts, and talent development programmes.
- Contribute to vocational skills development and practical learning initiatives.
- Encourage learner leadership, teamwork, creativity, and resilience.

F. Teamwork and School Development

- Work collaboratively with colleagues to build a **strong, united, and supportive staff team**.
- Participate in staff meetings, professional development, mentoring, and team-building work
- Contribute ideas and effort to rebuilding school systems, routines, and culture.

G. Professional Conduct and Ethos

- Uphold and promote the **ethos, values, and Christian foundation of Charlene Secondary School**, as expressed in Charlene's Story.
- Build trust with learners, parents, colleagues, and the wider community.
- Adhere strictly to school policies, child safeguarding standards, and the Teachers' Code of Conduct

H. Curriculum and Pedagogical Expectations

- Strong understanding and implementation of the **competence-based curriculum**.
- Emphasis on practical skills, problem-solving, creativity, and real-life application of knowledge.
- Use of ICT and innovative teaching approaches where appropriate.
- Commitment to continuous professional improvement and reflective practice.

2. Personal Attributes

- Strong commitment to learner success and academic excellence.
- High levels of integrity, resilience, and professionalism.
- Positive, calm, and firm approach to discipline and behaviour management.
- Excellent communication and interpersonal skills.

3. Accountability

The Teacher reports to the **Director of Studies, Deputy** and **Head Teacher** and is accountable for:

- Learner progress and achievement
- Quality of teaching and learning
- Classroom discipline and pastoral care

To Apply:

- **Download and complete the attached application form**
- **Scan and email to: info@charlene.school**
or
- **Deliver to The Bursar's Office. Charlene Secondary School**
Application Deadline: Tuesday 30th December 2026