



# CHARLENE SECONDARY SCHOOL

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

P.O. BOX 131 Bweyale

email: [info@charlene.school](mailto:info@charlene.school) Website: [www.charlene.school](http://www.charlene.school)

Tel: 076 540 1475 Tel: 074 995 8256 WhatsApp: 074 349 4723

## VACANCY ANNOUNCEMENT HEAD TEACHER

Charlene Secondary School, a large day and boarding secondary school Kiryandongo invites applications from **experienced, principled, education leaders** for the position of **Head Teacher**.

The school is entering a **critical renewal and growth phase**. It is expanding its **vocational curriculum**, strengthening a broad range of **co-curricular talent development programmes**, and preparing to introduce **A-Level education**. Following a period of mismanagement and recent industrial unrest Board of Governors seeks a Head Teacher with the vision, authority, and integrity to **restore stability, and lead academic excellence**.

### Key Responsibilities

The Head Teacher will:

- Provide strong, visible, and ethical leadership to restore calm, discipline, and stability.
- Redefine and embed the school's **ethos and values**, inspired by *Charlene's Story*.
- Strengthen academic performance through effective supervision of teaching and learning.
- Prepare the school for the **introduction of A-Level programmes**.
- Oversee the expansion and quality assurance of **vocational and skills-based programmes**.
- Promote excellence in **co-curricular and talent development activities**.

### Qualifications and Experience

#### Essential

- Bachelor of Education Degree
- Masters in Education Administration and Management
- A minimum of five years experience as Head Teacher

#### Desirable

- A proven record of improving academic standards and enforcing student discipline
- Experience managing large day and boarding schools
- Experience in school turnaround, crisis recovery
- Experience establishing A-Level
- Experience establishing Vocational programmes

### Personal Attributes

The successful candidate must be:

- A person of **high integrity and moral authority**.
- Firm, fair, and consistent in enforcing discipline.
- Passionate about academic excellence and character formation.
- An effective communicator and relationship builder.
- Visionary, yet detail-oriented and operationally strong.

### Safeguarding Commitment

Charlene Secondary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to demonstrate a strong commitment to child protection and undergo appropriate background checks.

### Contract Terms

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

### To Apply:

- Complete the attached application form
- Scan and email to [info@charlene.school](mailto:info@charlene.school)  
or
- Deliver to The Bursar's Office. Charlene Secondary School  
by **5pm Tuesday 30th December 2026**



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## Head Teacher – Job Description

**Position Title:** Head Teacher

**Reports to:** Board of Governors

**Location:** Charlene Secondary School

### Qualifications and Experience Required

#### Essential

- Bachelor of Education Degree
- Masters in Education Administration and Management
- At least five years experience as Head Teacher

#### Desirable

- Proven record of improving academic standards and enforcing student discipline.
- Experience managing large day and boarding schools.
- Experience in school turnaround, crisis recovery
- Experience establishing A-Level
- Experience establishing Vocational programmes

#### Contract Terms

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

## 1. Overview of Job

The Head Teacher of Charlene Secondary School is a transformational leader responsible for guiding the school from instability to renewed excellence. The leader must rebuild trust, define a new ethos grounded in *Charlene's Story*, strengthen academic performance, restore discipline, and establish efficient systems as the school prepares to strengthen its vocational programmes, co-curricular activities and introduce A-Level studies.

## 2. Core Leadership Skills

### 1. Vision Builder

- Creates and communicates a compelling school vision inspired by *Charlene's Story*—one that emphasises integrity, resilience, innovation, and excellence.
- Sets clear goals for academic improvement, discipline, and co-curricular growth.

### 2. Culture Shaper

- Re-establishes a stable, respectful, and values-based school culture following recent unrest.
- Promotes a climate where students feel safe, staff feel valued, and parents feel respected.
- Models ethical behaviour and professionalism always.

### 3. Restorative Leader

- Leads healing, reconciliation, and trust-building among students, staff, and the parent community.
- Ensures that discipline processes are firm, fair, consistent, and supportive of character growth.

## 3. Key Leadership Competencies

### 1. Strategic Thinking & School Improvement

- Develops and implements a 2-year recovery and growth plan.
- Anticipates future needs, including the rollout of A-Level, vocational programmes & co-curricular.
- Uses data to drive decision-making, track performance, and ensure accountability.

## **2. Academic Excellence & Instructional Leadership**

- Strengthens quality of teaching, learning, and assessment.
- Ensures curriculum coverage, lesson planning, and examination readiness.
- Promotes Continuous Professional Development (CPD) and mentorship for teachers.
- Demands excellence while guiding teachers to achieve it.

## **3. Discipline & Student Welfare Leadership**

- Establishes a safe, orderly, and respectful environment.
- Takes initiative-taking steps to prevent unrest and manage grievances.
- Oversees robust child protection, guidance, counselling, and boarding welfare systems.

## **4. Systems, Policies & Operational Efficiency**

- Builds a professional management framework through well-crafted policies and procedures.
- Ensures systems run consistently in timetabling, communication, finance, discipline, and record keeping.
- Introduces modern approaches to school administration and accountability.

## **5. Community & Stakeholder Engagement**

- Communicates openly with parents, the Board, staff, and local authorities.
- Established a functioning Board of Governors with sub committees to ensure good governance.
- Ensures Parent Association is established and represented on Board of Governors
- Represents the school with confidence and professionalism in all forums.

## **6. Human Resource Leadership**

- Inspires, motivates, and mentors teachers and support staff.
- Sets elevated expectations and ensures proper supervision, appraisal, and staff discipline.
- Builds a united team aligned with the school's values.

## **7. Financial Prudence & Resource Management**

- Ensures transparent financial operations and adherence to budgets.
- Protects school property and promotes efficient resource use.
- Prioritises infrastructure development relevant to academics, vocational training, and boarding.

## **4. Essential Personal Attributes**

- **Integrity & Moral Authority**  
A leader whose word can be trusted, acts with honesty, fairness, and transparency.
- **Courage & Stability Under Pressure**  
Capable of leading through conflict, crisis, or resistance to change.
- **Empathy & Emotional Intelligence**  
Understands the experiences and motivations of students, staff, and parents.
- **Resilience & Determination**  
Committed to restoring the school, no matter the challenges.
- **Professional Confidence**  
Able to make firm decisions, enforce standards, and provide direction.
- **Visionary but Practical**  
Sees the big picture while ensuring day-to-day operations are effective and organised.

## **5. Leadership Outcomes Expected**

The Head Teacher will be judged by their ability to achieve the following:

- **Stability and discipline restored** across the school.
- **A clear, lived school ethos** grounded in Charlene's Story.
- **Efficient systems** and comprehensive school policies in place.
- **Successful expansion** of vocational, academic, and co-curricular programmes.
- **Strong academic improvement** in UNEB and DIT performance.
- **Parent trust rebuilt** and community confidence strengthened.
- **A united, motivated staff team** committed to professionalism.

### **To Apply:**

- Complete the attached application form
- Scan and email to [info@charlene.school](mailto:info@charlene.school)
- or Deliver to The Bursar's Office, Charlene Secondary School  
by **5pm Tuesday 30th December 2026**



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## 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](mailto:info@charlene.school) or
- Deliver to: Bursar Office Charlene Secondary School by: **5pm Tuesday 30<sup>th</sup> December 2026**

## SECTION A: PERSONAL AND PROFESSIONAL INFORMATION

<b>Full Name:</b>	
<b>Nationality:</b>	
<b>Date of Birth:</b>	
<b>ID No:</b>	
<b>Postal Address:</b>	
<b>WhatsApp:</b>	
<b>Email:</b>	

<b>Current Position:</b>	School	
	Position	
	Start Date	
<b>Previous Head Teacher Role</b>	School	
	Position	
	Start Date	
	Finish Date	
<b>Previous Head Teacher Role</b>	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:



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## TEACHING VACANCIES

Charlene Secondary School (CSS), a large day and boarding school invites applications from **dedicated, disciplined, and values-driven teachers** to join a **newly constituted staff team** as the school enters an important phase of renewal and growth. Guided by strong Christian values and the ethos of *Charlene's Story*—service beyond self—CSS is expanding its **vocational curriculum**, developing **co-curricular talent development programmes**, and introducing **A-Level classes**.

This is a unique opportunity for committed educators who want to be part of a **school rebuilding journey** and make a lasting impact on learners and the wider community.

### Available Teaching Positions

We are seeking teachers in the following subjects and combinations:

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

## Qualifications and Experience

### Essential

- Bachelor's Degree in Education
- Specialisation in at least two of the listed subjects above
- Willingness to contribute to at least one co-curricular/ talent development activity
- Familiarity with the competence-based curriculum

### Desirable

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

### Personal Attributes

- Strong commitment to **academic excellence and student success**
- High levels of integrity, resilience, and emotional maturity
- Positive attitude, adaptability, and willingness to serve in a rebuilding school environment.
- Excellent communication and interpersonal skills

## Key Responsibilities

Teaching & Learning

Pupil Discipline & Pastoral Care

Leading a co-curricular talent development activity

Teamwork & School Development

## To Apply:

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**or**

- Deliver to The Bursar's Office, Charlene Secondary School

Application Deadline: **Tuesday 30th December 2026**



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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

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**Application Deadline: Tuesday 30th December 2026**



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### APPLICATION FORM – Subject Teacher

**Position:** Subject Teacher

**Reports to:** Director of Studies, Deputy & Head Teacher

**Location:** Charlene Secondary School

**To Apply:**

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- Deliver to: Bursar Office Charlene Secondary School by: **5pm Tuesday 30<sup>th</sup> December 2026**

#### SECTION A: PERSONAL AND PROFESSIONAL INFORMATION

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

Current Position:	School	
	Subject (s) Taught	
	Start Date	
Previous School	School	
	Subject (s) Taught	
	Start Date	
	Finish Date	
Previous School	School	
	Subject (s) Taught	
	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 specialise in at least TWO of the subjects listed in Table 2.	
Are you confident in delivering the competence-based curriculum	
Are you willing to facilitate at least one co-curricular activity listed in Table 3	

Desirable Criteria

Do you have experience of teaching 'A' level	
Have you ever had experience of teaching in a boarding school	
Do you have experience in facilitating any co-curricular activities	
Have you a sound knowledge of the Ugandan Secondary School Curriculum	

**Table 2** Please tick the boxes of the subjects you are qualified to teach.

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

**Table 3.** Please tick the boxes of the Co-Circular activities you would be prepared to lead and facilitate?

Debating		Chess		Coding		P7 Student Mentoring	
Football		Dance		Mock Trials		Public Speaking	
Volleyball		Gardening		Yoga		History Club	
Choir		Math Club		Martial Arts		Art	
Other							

**SECTION C: COMPETENCE QUESTIONS**

1. Explain how you deal with a continuously disruptive and uncooperative student in the classroom.

**2. How do you instill a love of learning within your classroom to encourage student motivation and participation.**

**3. What active learning teaching practices will you bring to the classroom to ensure student engagement in the lesson.**

## **SECTION D: REFEREES**

Provide three professional referees (one must be from your current employer and if you are newly qualified one from your university)

	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 qualifications and experience

## **DECLARATION**

I certify that the information provided is true and accurate.

**Signature:**

**Date:**