



## 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

### 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: