



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

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
- or Deliver to The Bursar's Office, Charlene Secondary School
by 5pm Tuesday 30th December 2026