

## **JOB VACANCY ANNOUNCEMENT**

### **ORGANISATION: KIGALI CHRISTIAN SCHOOL**

KIGALI CHRISTIAN SCHOOL (ECOLE CHRETIENNE DE KIGALI) is a private Christian School owned and operated by YOUTH FOR CHRIST/RWANDA which is a missionary movement entrusted with a global vision and committed to a mission of youth evangelism, discipleship, social involvement and leadership development.

In its Strategies, Youth for Christ/Rwanda reaches the youth through Education and thus started, owns and operates **KIGALI CHRISTIAN SCHOOLS (KIGALI and RWAMAGANA CAMPUSES)**.

It is against this back ground that Youth for Christ/Rwanda wishes to recruit competent and qualified persons to fill the following position: **DIRECTOR OF STUDIES (3 positions)**

**Location:** Two in the Primary Schools that is Kigali and Rwamagana, and one in the Secondary School at Kigali

**Nature of Contract:** INDEFINITE

**Job Title:** Director of Studies

**Job summary:** The position of the Director of Studies is a key role within the school and a person of the highest calibre is sought for to fill this position. Candidates should preferably have experience of fast rate private schools offering Rwanda national curriculum and have experience of other curricula. Essential and desirable characteristics, skills, qualities and experience for the post of Director of Studies are listed as well. She/he will have to ensure that the school academic programs at Kigali Christian School are well maintained, discipline is enforced, and the school is effectively and efficiently serving our clients, parents, students and staff.

**Supervisor(s)** School Principal

#### **Requirements:**

- Follower of Jesus Christ and actively involved in a local church;
- Passion to serve and work hard;
- Self-disciplined and teachable;
- Experience as a teacher;
- Passion to see students and staff reach their full potential;

#### **Knowledge and Skills:**

- Proficient with Microsoft Word, Excel, and PowerPoint;
- Familiar with Rwandan curriculum and education system details;
- Fluent in English and Kinyarwanda;

- Able to communicate in French;
- Able to motivate others;
- Familiar with various learning styles, teaching techniques, and ways of evaluation
- Ability to unlearn and be trained contemporary approaches in education;

**Preferences:**

- University degree in Education and qualified teacher status in Rwanda;
- Previous experience in positions of leadership in a school setting;
- Experience in training others;
- Experience with supervising others;
- Professional knowledge and understanding of effective instructional strategies;
- Must have excellent knowledge of health and safety, child protection;
- Must have experience of effective planning, monitoring assessment, tracking and record keeping, promoting high quality teaching and learning.

**Essential Characteristics:**

- An ambitious person with great energy and clear leadership potential;
- Proven record of high level of administration, honest and hard-working;
- Excellent communicator (written and verbal) with parents, students and colleagues;
- Personally committed to continuing professional development and evidence of recent professional development;
- Ability to maintain confidentiality appropriate in the Christian setting;
- A team player with sound interpersonal skills and sensitivity;
- An effective and successful teacher with firm discipline, high personal standards and high expectations of pupils;
- Committed to safeguarding the physical, emotional and mental well-being of young people;
- Remains positive and enthusiastic under pressure;
- Ability to manage own workload effectively and respond swiftly to tight deadlines;
- A willingness to offer and support extra-curricular club activities within the school;
- Must be able to exercise sensitive pastoral and academic leadership and maintain good relationships with staff.

**Duties & Responsibilities:**

- Meet with School Principal weekly for weekly reporting;
- Assign teaching subjects and duties to teachers based on their strengths and qualifications;
- Choose and evaluate curriculum and monitor its implementation;
- Supervise the student evaluation process;
- Oversee the implementation of the School-wide Improvement Plan;
- Promote the Vision and Mission of KCS and YFC/Rwanda;

- Meet with parents that may have concerns related to learning of students;
- Organize special school events in liaison with the staff and management;
- Develop and maintain systems and procedures that enable KCS to operate efficiently and effectively;
- Share good practices with colleagues, leading by example and promoting high standards in the delivery of the curriculum;
- Being proactive and interested in keeping the school up-to-date over the latest educational issues;
- Attending courses and conferences as appropriate to keep up to the contemporary instructional approaches;
- Keep abreast with educational developments in the Rwanda education system, with also regional and global perspectives on education;
- Provide and promote academic liaison among other schools and departments with seminars, debates, academic quizzes, Science fairs, literacy competitions, ...;
- Be fully involved with the life of the school, both inside and outside the classroom;
- Encourage high teaching standards and to act as a role model to colleagues, in and out of the classroom;
- Develop the classroom practice of teachers at the school to ensure the highest possible academic standards;
- Implement initiatives and practices which enhance learning experiences provided to the children;
- Monitor and evaluate the teaching and learning through a programme of curriculum or class observation, including mutual observation and work scrutiny;
- Liaise with the School Principal to produce an effective teaching timetable;
- Set agendas for and distribute minutes of weekly Academic Meetings;
- Work closely with teachers in developing schemes of work and lesson plans;
- Work closely with the ICT teachers in KCS and other personnel in charge of ICT in ensuring that technology plays a vital role in the delivery of the curriculum;
- Ensure that the school's policies are adhered to in respect of teaching and learning and assessment;
- Monitor and develop as necessary the systems in use for reporting student attainment, achievement and progress to parents through the School Principal;
- Develop the staff's use of the School Management System for academic purposes, especially the tracking of students' assessment;
- Keep up-to-date with changes in educational theory and subject requirements from National Curriculum Framework; entrance tests and other requirements;
- Provide relevant data to staff for discussion regarding students' progress after examinations or for future class for which a child may be promoted provisionally;
- With the help of the ICT focal person, upload all relevant information to the website for purposes of school presence and promoting school publicity;

- Organise the administration of school tests and National Examinations;
- Co-ordinate the quarterly Academic Committee Meetings (attended by principal and other members that could be invited from the Office of the School Superintendent)
- Be closely involved in the appointment and induction of new teaching staff;;
- Be involved in the Appraisal and Performance Review of teaching staff;;
- Monitor and liaise with the School Principal to suggest professional development courses attended by staff twice a term or 5 sessions in a year.
- Be responsible for the regular review of whole school curriculum policies and guidelines;
- Add opinion and thought to whole school development issues and execute any related additional roles as may be assigned by the School Principal.

Applicants should note that all of the above will be tested as part of our robust selection process. Candidates shortlisted for interview will be required to provide evidence of qualifications and will be subject to competitive selection tests. The school seeks to appoint somebody with an honours degree, who holds a recognised teaching qualification and has appropriate experience and proven leadership qualities, to take up the appointment in January 2022 or as soon afterwards as possible.

#### **HOW TO APPLY:**

- If you are qualified, send an application letter addressed to the National Director, Youth For Christ/Rwanda, a detailed curriculum vitae (resume), relevant academic documents, contact details of at least three (3) referees to this position, statement of faith and a church recommendation letter. Please submit your application materials in PDF format in either English or French.
- Send your application requirements to: [yfc.eck@gmail.com](mailto:yfc.eck@gmail.com) & [geoffreyrobex@gmail.com](mailto:geoffreyrobex@gmail.com)
- **Applications need to be received no later than November 30<sup>th</sup> 2021, at 5:00 pm (Rwanda time).**

Geoffrey MUTABAZI,  
School Superintendent,  
Kigali Christian Schools, YFC/Rwanda

Done at Kigali on November 15<sup>th</sup>, 2021