

## JOB OPPORTUNITY

**PEAS** (Promoting Equality in African Schools) is social enterprise with a mission to ‘expand access to sustainably delivered, quality secondary education across Africa’. PEAS establishes and operates affordable secondary schools in Uganda and Zambia in areas where access to quality secondary education is limited due to cost and geographical barriers. PEAS launched an ambitious strategy in 2021, aimed at expanding Access to Quality education, ensuring schools are Sustainable and investing in systems strengthening. With over 30 secondary schools in Uganda educating over 16,000 students, 58 staff at the Country Office and 1000 staff working in the network schools, PEAS intends to expand its geographical coverage and impact.

PEAS Uganda is seeking to fill the following vacancy:

Job Title: **Senior School Support Officer**  
Reporting to: **School Support Manager**  
Location : **Fort-Portal**

### Job Summary:

This is a pivotal role at PEAS, as the Senior School Support Officer is the individual who delivers direct support to our schools and is accountable for improving their performance alongside our fantastic school staff. To excel in this role, you will be someone who relishes the opportunity to build relationships with and mentor others. You will have a clear vision for the key ingredients of a great school and a commitment to deliver that for every PEAS student. You should be a credible educator whose opinion is valued by our school staff and communities, and you should not be afraid to take difficult decisions to ensure that the PEAS mission and approach is achieved in every school and classroom.

This is not an office-based role so to be successful as a Senior School Support Officer, you should be passionate about being in the field, and doing hands on support to schools.

### Roles and Responsibilities

#### 1. School supervision

- School impact: Fully accountable for driving performance across Access, Quality and Sustainability in a cluster of 3-5 PEAS schools, line managing the school Leaders of each school and sharing their goals.
- School compliance: Ensure that schools are operating in accordance with PEAS and GoU policies.
- Performance management: Work alongside the Head of School Network to deliver annual performance appraisal of school leaders.

#### 2. School support

- Build a strong positive cluster culture where all schools identify and are proud to be part of their cluster, promoting healthy relationships, collaboration, and support to one another.
- Deliver high quality coaching to school leaders and training for teachers.
- Coordinate all support from other teams within PEAS Country Office, ensuring that support is delivered when it is needed but is never a distraction from the key activity of educating our students.
- Support school leaders to set, review and implement school improvement plans.
- Support schools with teacher recruitment and deliver high quality teacher inductions
- Interpret and use school-level data to provide relevant and practical support to schools including how to use the functionalities of their School Information System effectively.
- Conducting lesson observations alongside school instructional leadership teams and provide high quality feedback and action steps which are routinely followed up.
- Responsible for ensuring key communications are shared between the schools and country offices
- Serve as the Child Protection Focal Person for their cluster, delivering child protection training at school-level and leading investigations and case management.

#### 3. Representing PEAS in our schools and communities

- Attend all BoG meetings for all assigned cluster schools.
- Identifying, inducting, and training BoG members
- Attend and speak at community and BoG community engagement activities.
- Support school leaders with community engagement and marketing/enrolment activities
- Will see as an independent advisor for case management and principal or support investigator wherever a Child Protection, Adult Safeguarding, Anti-Corruption, or Staff Disciplinary concern arises.

#### 4. Inspections

- Be seconded for up to 3 weeks each year to another region within Uganda to serve as Junior Inspector during the inspection of up to 5 schools in another cluster.
- Uphold PEAS’ standards through the PEAS inspection process, and act as a confidential and independent quality assurer alongside the Senior Inspector.

#### 5. Line Management

- Build a strong team spirit aligned with PEAS values and culture, offering leadership, motivation, and support for employee development
- Set clear goals and high expectations of those that you line manage, hold regular 1-2-1s to discuss progress towards goals and carry out annual progress reviews in line with PEAS annual progress cycle
- Recognise and encourage strong performance of team members and address poor performance effectively and efficiently

#### 6. Wider impact

- Reserve 10% time to work on special projects which can benefit the whole school network (e.g. Livelihood project; pedagogy review project)
- Upon occasion, work with the UK Technical Team to share PEAS expertise with external organisations and/or deliver a project to support a partner organisation

### Experience & Qualifications:

- Bachelor’s in education, Minimum of two years’ experience serving as a school leader, Experience in delivering training to school leaders and teachers, Background knowledge in Child Protection and Safeguarding practices, Experience working in rural communities and passion for work in the field, Driving license for car or motorcycle (and willingness to self-drive)

### Desired

- Strong understanding of school governance structures in Uganda and/or previous experience in school governance
- Desire to learn and quickly build knowledge of international best practices across pedagogy, assessment, teacher and leader training and development.

**How to Apply for the job:**

Suitable and qualified candidates should follow this link: <https://www.peas.org.uk/work-with-us/> to access the full job description and fill the application form for the job. Closing date for applications is **10/02/2024**. Once the recruitment team has completed the shortlisting process, the successful applicants will be invited for an interview for further consideration.

PEAS is an equal opportunity employer that does not discriminate in its recruitment practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. PEAS is committed to the protection of children, and we do not employ people whose background is not suitable for working with children. DEI approach is prioritizing increasing gender parity in leadership roles; we strongly encourage applications from female candidates.

*Detailed Job descriptions can be downloaded from PEAS website: [www.peas.org.uk](http://www.peas.org.uk)*