



Role Headlines	
Role Title	School Improvement Officer
Role Purpose	Responsible for implementing the EBEL approaches to support school leaders in government schools to continuously drive quality improvements and support PEAS system strengthening goals in Ghana.
Contract Length	2 years
Reports to	PEAS School Improvement Coordinator
Location	Lawra, Upper West (with travel between schools in the Municipality)
Budget Responsibility	Adhering to small budget for travel and training costs
Start date	April 2024

About PEAS



PEAS (www.peas.org.uk) is a fast-growing charity with a mission to ‘expand access to sustainably delivered quality secondary education across Africa’. We run the fastest growing network of sustainably financed secondary schools in Africa. At PEAS, we are passionate about delivering quality education at a low cost, so that we are able to educate the poorest rural communities and replicate our model across other communities.

Since March 2023 PEAS has been working closely with the Ministry of Education and Ghana Education Services to support in strengthening the leadership and management in government schools in Lawra, Upper West, through the Enriching Basic Education in Laware (EBEL) programme. The EBE programme works with school leaders and School Improvement Support Officers (SISOs) to strengthen leadership and management, teaching and learning, and safeguarding and child protection practices in primary and junior secondary schools.

Building on the solid foundations of our programme, we want to grow our impact and scale the programme to wider schools across Lawra, and eventually Ghana. Our ambition is to be true exemplars of quality education, and to drive improvements across the Ghanaian education system. We are now looking for a School Improvement Coordinator to join us on this exciting and challenging journey to make our ambition a reality.

How to apply

Please read through the candidate pack thoroughly and if you are excited by the opportunity of the role at PEAS and have meet the essential criteria, you can apply by:

- Completing [this application form](https://forms.office.com/e/Z8H3CYRGQs) (<https://forms.office.com/e/Z8H3CYRGQs>) to share your information and further information about how you meet the requirements for the role; and
- Emailing your CV to ghana.recruitment@peas.org.uk (CVs must be no more than 3 pages).

Please note, only complete applications will be reviewed, and only qualified candidates will be shortlisted and contacted. We will review applications on a case-by-case basis and shortlisted applicants may be invited in earlier than the closing date. We reserve the right to close the application process sooner than the date specified should we receive a high number of qualified candidates.

The deadline for applications is **midnight on Sunday, March 10th**.

Job Summary

The central part of this role will be delivering PEAS' school support programmes – this includes co-delivering PEAS' school improvement by ensuring that all the partner school leaders are effectively delivering a high-quality experience for all learners. This will consist of adapting and designing tools and training from the learnings throughout the EBEL programme; monitoring schools' progress on a regular basis, and coaching and mentoring them to address challenges in order to improve outcomes for learners.

The School Improvement Officer should be an effective communicator and have experience in school leadership. You will work closely with the peer School Improvement Officer and School Improvement Coordinator based within Ghana, as well as members of the PEAS Global team – who will provide technical assistance and support with material and tool development.

To be successful in this role you will need to be a self-starter, able to get stuck in at all levels and support others to drive results. You will be part of a hard- working, growing and highly effective team who support one another to deliver impact. Our team are united by our vision, values and desire to give the highest possible number of students the best possible education and life outcomes.

Measuring Impact

As an organisation, teams and individuals, we have key results that keep us focussed to achieve our overall objectives. The impact of the School Improvement Officer role will be measured against the following key results*:

- Changes in partner school performance, as measured through annual assessments – including:
 - Student and teacher attendance, enrolment and drop-out
 - Student performance
 - Improvements in World Management Survey scores
 - Learning walk scores and frequency and quality of lesson observations
 - Adhering to safeguarding standards and frequency and quality of trainings
 - Survey feedback from partner school leaders
 - Frequency and quality of community engagement activities
- Quality and timeliness of internal programmatic communication, as required.

*These key results can/will be refined, and specific targets set in collaboration with the successful candidate during the induction period. They will also be reviewed and, if necessary, adapted on an annual basis in accordance with the changing needs of the school network and organisation.

Roles and Responsibilities

1. Support partner schools to improve learning quality using PEAS' tools and approaches.

- Quickly develop strong working relationships with school leaders in Government schools
- Work with school leaders to assess schools' strengths and areas for improvement and provide feedback in a constructive manner.
- Support school leaders to develop School Improvement Plans (SIPs) with clear and achievable targets.
- Provide training and coaching to support school leaders to implement SIPs and drive improvement within the school, drawing on PEAS tested tools and approaches.
- Regularly collect data from schools and share with the PEAS team to monitor progress.
- Use data to provide targeted support to schools that helps them improve.
- Provide regular progress updates to the School Improvement Coordinator and contribute to reports when needed.

2. Drive the capacity building of GES officials, namely School Improvement Support Officers (SISOs) to

- Provide training support and strengthen capacity of SISOs to ensure effective complementary supervision of schools
- Ensuring regular collaboration and engagement with SISOs on programmatic updates and programme implementation
- Support SISOs with orientation of PEAS tools to ensure engagement with data collection

3. Support EBEL schools to become "centres of excellence" and best practice for further scaling of the programme

- Work within a team of PEAS and partner organisation staff through peer learning and support, to help drive improvement throughout the programme
- Contribute to plans for teacher training, including taking part in delivering teacher training, conducting observations and supporting peer observations and feedback.
- Provide constructive feedback to peer school support staff to help them increase student learning.

4. Embody PEAS values

- Act with the highest level of professional conduct, while working in and with government schools
- Represent PEAS in government schools, promoting PEAS' values.
- Prioritising students' welfare, adhering to PEAS Child Protection and Adult Safeguarding Policies in all areas of work.

Who we are looking for

The ideal candidate...

Has:

- Minimum of a degree from a recognised university (preferably Social Sciences, Education or Gender)

- Experience working in a school leadership position at a secondary or primary schools
- Experience and knowledge of how to support others to improve education outcomes
- Experience in delivering training and capacity building
- Experience working with complex stakeholder groups in rural low income communities in Ghana

Can:

- Consistently champion PEAS' values
- Lead training sessions, tailoring the content for a range of different audiences (e.g., for school staff, staff who support schools, students)
- Monitor progress and report against key data points
- Confidently use Microsoft Office and workplace technology (e.g., email) to remain in contact with the wider team.
- Be comfortable working and planning to budgets.

Should be:

- Passionate about improving the life chances of all children through educational opportunity.
- Able to quickly build working relationships and coach school leaders and teachers using strong interpersonal skills.
- Well-organised; able to perform multiple responsibilities to strict deadlines, following up with others in PEAS and in other schools for input and progress updates where necessary.
- Target-driven; comfortable with planning to targets and motivated to achieve them.
- Persistent; willing to go the distance to get things done well.
- Collaborative not competitive; working with peers in and across schools and different teams across the organisation and externally to achieve shared objectives








Desirable criteria

- Experience working for/with international NGOs.
- In-depth knowledge of rural context in Ghana and community dynamics

Our values

We welcome all applicants and will always treat every application fairly based on merit. We prioritise local leadership - this is both a principled and pragmatic approach. Investing in high quality local leadership is the right thing to do and it helps us achieve better results.

As an organisation working to expand equitable access with a strong focus on girls', we strongly encourage applications from female candidates.

 <p>Focus on lasting change</p>	<p>Our work should benefit students and communities now and for generations to come and so sustainability is core to everything we do. We take into account the wider consequences of what we do, because what matters is maximum long term impact across society.</p>	 <p>Be Entrepreneurial</p>	<p>PEAS was founded with an entrepreneurial spirit and it is embedded in who we are. We are nimble, ready to respond to new opportunities and challenges. We are not afraid of taking risks and leading the way.</p>
 <p>Be Collaborative not Competitive</p>	<p>We put true impact before personal or organisational glory. We collaborate within and beyond the organisation to maximise collective impact</p>	 <p>Adopt a Growth Mindset</p>	<p>We continually push ourselves to improve. We appreciate and learn from mistakes which we see as a necessary side effect of striving for ever growing impact.</p>
 <p>Be Honest</p>	<p>Trust and integrity are everything. We are transparent about our impact and programmes. We don't support corruption. We don't pay bribes. We don't receive bribes.</p>	 <p>Look at the Evidence</p>	<p>Evidence can be scarce in our sector. We strive to make use of the available evidence while also contributing our own. Our decisions are based on research and data combined with our practical experience.</p>
 <p>Champion Empowerment</p>	<p>We hold each other to account. We maximise autonomy by providing high quality support to decision-makers throughout the organisation.</p>		

PEAS is highly committed to keeping children safe from harm and preventing corruption. We therefore take our responsibility to promote safe recruitment practices very seriously, including conducting appropriate reference and background checks. We also operate a zero-tolerance approach to any PEAS employees who breach our Safeguarding and Anti-Corruption Policies, which all employees are required to sign upon induction.

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.

Only candidates with the right to live and work in Ghana will be considered for this role. PEAS UK does not sponsor work permit applications.