



## Job Specification

Role	Function
Education Coordinator	Responsible for designing the core components of the PEAS education programme for implementation by PEAS' Senior School Support Officers, in particular the tools and materials required to drive consistent high-quality education in PEAS schools
Reports to	Remuneration
Head of School Network	Competitive
Duty Station	Line Management Responsibility
Kampala	None

## Who we are

PEAS is an international education not-for-profit with the mission to 'expand access to sustainably delivered, quality secondary education across Africa'.

Since 2008, PEAS has built and operated high quality low-cost not-for-profit secondary schools in close partnership with government in communities where there is urgent unmet demand for secondary education. We currently run 30 secondary schools in Uganda and 6 in Zambia serving over 19,000 students (about the seating capacity of Madison Square Garden).

After several rigorous external studies in recent years, we know that our school model works. In Uganda, PEAS students are from the poorest communities and have worse primary school exam results than average. However, once they enroll in a PEAS school, they make faster academic progress than their more privileged peers. Importantly, this is achieved at a lower cost per student than in other school types.

PEAS Uganda has about 50 staff at the Country and cluster office and over 900 staff working in the network schools. We work in close partnership with the governments of Uganda & Zambia and local communities to help every learner in our schools to gain the knowledge and skills needed to lead a fulfilling and socially responsible life.

## Overview of the role

The Education Coordinator will report to the Head of School Network and be part of the program team at Uganda country office. They will be responsible for leading and supporting the development of teacher training programs, leadership development and key tools, in order to drive greater consistency and quality of teaching and learning. The role will also involve coordinating education programs across the PEAS school network which drive the quality and equity of our schools.

The role will work closely with Head of School Network, School Support Manager, Senior School Support Officers, and Global Education Technical Team.

The Education Coordinator will be part of ensuring PEAS' school support is best-in-class, by providing the programs team with robust tools and materials that contribute to our education philosophy of helping children lead fulfilling and socially responsible lives. The position holder will be responsible for refining our School Leader and Teacher development program to ensure strong implementation, and ensuring effective delivery of the curriculum so that all PEAS students are supported to fulfil their potential.



This is an outstanding opportunity for an exceptional educationist with a strong understanding of best practice in teacher and school leader development and proven track record in successfully driving network or school level consistency, teacher and leadership development.

### **Responsibilities of the role**

#### **Lead the design and ensure strong implementation of PEAS' Curriculum and Assessment Approach**

1. Work with the programs team to identify priority areas for standardized curriculum and assessment across the network
2. Liaise with schools to develop assessment schedules and materials for the network
3. Proactively use data to identify gaps in curriculum implementation and develop solutions to address these, such as training or guidance
4. Liaise with NCDC to ensure PEAS' effective alignment to national curriculum and assessment and stays up to date with any updates
5. Lead the implementation of remedial and innovative education programs across the network

#### **Lead the Design of PEAS' Teacher and Leader Development Approach and High-Quality Materials and Tools**

1. Support Senior School Support Officers to conduct Professional Development needs assessments for both teachers and school leaders
2. Lead and coordinate development of training programme and sessions and supporting materials for school leaders
3. Lead development of teacher professional development programme, sessions and supporting materials
4. Coordinate the development and implementation of Senior School Support Officer training modules and professional development

#### **Coordination and Management**

1. Coordinate the implementation of key projects to drive quality and equity, to ensure they are consistently embedded across the network by PEAS' six clusters
2. Coordinate school resource needs evaluation and utilization across the network, particularly teaching and learning materials such as Textbooks, Science and computer laboratory equipment
3. Coordinate the Programs team to use PEAS' strong M&E data to design school-specific interventions, such as the school support strategy following examination results each year
4. Coordinate the PEAS' program, in terms of its demands on school leader and teacher time
- 5.

#### **Documentation and Reporting**

1. Plan and facilitate termly meeting to review Education Program implementation progress against targets using PEAS Education Roadmap
2. Maintain records of workshops, trainings and meetings conducted
3. Contribute to PEAS' reporting to donors on a quarterly basis



## Person Specification

### Essential

- **Qualifications:** Either (1). Bachelor in Teacher Education, (2). Bachelor in Education (Arts or Science) – Secondary, (3). Bachelor in Educational Psychology or 4. International equivalent
- **Contextual experience:** Experience teaching in a very low-cost context and in secondary schools
- **Management Experience:** Minimum of 5 years coordinating education activities, with at least 2 years in a management position
- **Trainer of trainer:** Experience developing and delivering training of trainer sessions and adult training sessions that effectively strengthen capacity and cascade key information or skill development
- **Critical Thinking and Problem solving:** Ability to get things done and drive progress by focusing on solutions as opposed to problems.
- **Project management:** Experience in supporting remote teams and individuals to deliver a project in a high quality and timely way
- **Values driven:** Demonstrates PEAS values of: Be collaborative not competitive, Champion Empowerment, Be Entrepreneurial, Adopt a Growth Mindset, Focus on Lasting Change, Be Honest, and Look at the Evidence.
- **Great people skills:** Able to work effectively and collaboratively to deliver goals effectively through others.
- **Excellent English communication skills** (both oral and written)
- **Excellent Computer Skills** (i.e. Word, Excel, PowerPoint, etc.).

### Desirable

- **Contextual Experience:** Experience working in Uganda Secondary School context or interacting closely with Uganda Secondary school systems, understanding of Uganda National Curriculum, Uganda National Examination Assessment and Ministry of Education and Sports' Basic minimum requirements for operating secondary schools.
- **Research and study:** Academic experience beyond a Bachelors, exploring the topics relevant to this role
- **Donor reporting:** Experience working with institutional donors and/or writing complex reports
- **Partnerships:** Experience of working in partnership with other education organisations or NGOs to deliver impact for your own organisation
- **Project Management:** Qualification in Project planning and management

### Application process

- Closing date for applications not later than **31<sup>st</sup> May 2024 at 5pm EAT.**

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



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committed to the protection of children, and we do not employ people whose background is not suitable for working with children.