

## JOB DESCRIPTION

Role Headlines	
<b>Role Title and Department</b>	<b>School Improvement Officer (Mastercard Foundation - LiT)</b>
<b>Compensation</b>	Officer Grade (TBD)
<b>Location and Travel</b>	Field based with 80% field travels.
<b>Reporting to</b>	School Improvement Supervisor
<b>Line Management Responsibility</b>	None
<b>Budget Holder Responsibility</b>	Joint budget implementation for System Strengthening.

### Job Summary

This position is critical to supporting PEAS and in particular System Strengthening unit to scale up and implement its 'System Strengthening pillar' with focus responsibility on the Mastercard foundation - LiT project. The role mandates the School Improvement Officer as a link between the PEAS and the project implementation teams at school level. The School Improvement Officer will lead on the implementation of the designed programme, coordinate and track the project implementation in liaison with School Improvement Supervisor, System Strengthening Manager and other consortium implementation teams.

### Purpose

To provide effective project implementation and liaison to ensure sustainable delivery of the PEAS system strengthening strategy with focus on the LiT project. Success in this role means successful implementation of I&I hybrid model under LiT project with evidence of impact in the project schools and meeting donor expectations as committed to by PEAS.

### The key roles and responsibilities will include:

#### 1. Support planning and Implementation of interventions.

- Work collaboratively with the School Improvement Supervisor to develop and adopt effective OKRs aligned to LiT system strengthening strategies and PEAS strategic goals.
- Conduct school inspections and school improvement initiatives in collaboration with regional DES teams and district inspectors of schools.
- Generate and share quality school level inspection reports to with impact actions to inform the development of School Improvement Plans (SIPs).
- Coordinate and support school leaders to generate quality school improvement plans supported by the inspection reports.
- Conduct periodical visits to schools to monitor progress on SIP implementations and referencing data and available tools to identify areas of support for the school leaders.
- You will be the focal person for all LiT project activities implementation, working collaboratively with the School Improvement Supervisor to ensure best practices for SIP implementation and a commendable project implementation trajectory.

- Ensure effective utilization of allocated resources by the project team, including vehicles, motorcycles, lap-tops etc.

## 2. Capacity Building

- As a trainer and coach for the school leaders allocated, you will support with development of content and deliver training programs to build your team's capacity in both soft and hard skills.
- Coach and mentor school leaders and inspectors, to enhance their skills and knowledge to enable implementation of the System strengthening strategy.
- Identify training or skill gaps among school leaders for further training and skill enhancement.

## 3. Collaboration and Partnerships

- Foster productive collaboration and engagement with fellow SIOs, School Improvement Supervisor and System Strengthening Manager, local governments and to some extent consortium partners to ensure effective delivery of the System Strengthening Strategy.
- Share learnings from schools and local government education officers and fostering a spirit of collaboration among school leaders under LiT to enable peer learning among school leaders.

## 4. Reporting and Documentation

- Prepare and submit monthly activity reports to the School Improvement Supervisor using available reporting format.
- Liaising with any authorised research partners to support documentation of project implementation activities.
- Participate in any MEL activities aimed at generation of data to support reporting and progress tracking.
- Use available functional tools to document and provide data to support further reporting, planning and decision making.

## PERSONAL SPECIFICATION

- Self-directed, self-starter and able to manage multiple priorities with minimal supervision.
- Operating or working in a setting where teamwork and resourcefulness are highly valued.
- Willingness to travel and spend some time in challenging environments.
- Capacity to effectively work under pressure within specific set timelines.

## Experience & Qualifications

### Essential

- Bachelor's degree in education or an education related discipline, a MA in education Management and Administration is an added advantage.
- At least 3 years' experience in education management at the level of Head teacher
- Significant and strong knowledge of secondary school inspections processes
- Strong understanding of Uganda education system and its policies for operating secondary schools.
- Knowledgeable with effective strategies for turning around underperforming schools through leading and monitoring a rigorous school improvement process.

- Strong understanding of high-quality school management and drivers of school quality
- Considerable experience in networking and building partnerships.

### Desired

- Post graduate training in education management, public administration, or related discipline.
- Experience in developing and implementing professional school inspection systems and processes that drive school improvement.
- Experience in school evaluations and reporting through critical analysis of school data
- Track record of improving student learning outcomes through teacher training and school support.
- Driving license

### Skills, Knowledge & Personal Attributes

- In-depth knowledge of current national and local government education policies and guidelines.
- Mentoring, supporting, guidance and counselling skills.
- Data collection skills through relevant observations, interviews and focus group discussions.
- Persuasive strategic communication skills and ability to effectively build consensus among multiple stakeholders.
- Demonstrated ability to prioritize use of time and limited resources toward meeting ambitious and measurable objectives.
- Ability to work under minimum supervision.
- Skills in computer literacy especially word, excel, power point.
- Able and willing to travel frequently to the field.

### VALUES AND APPROACH

Anyone we hire will be able to demonstrate their alignment with PEAS' values, which are:

- **Focus on lasting change:** 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.
- **Be collaborative not competitive:** We put true impact before personal or organizational glory. We collaborate within and beyond the organization to maximize collective impact Be Honest 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.
- **Champion empowerment:** We hold each other to account. We maximize autonomy by providing high quality support to decision-makers throughout the organization.
- **Be entrepreneurial:** 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.
- **Adopt a growth mindset:** 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.

- **Look at the evidence:** 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.

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.

We are committed to staff development and encourage applications from all backgrounds. Ongoing training and learning opportunities are available.