Open Arms Village and Open Arms Academy P.O Box 2964-30100 Eldoret, Kenya. Tel: 0736 437 142 HR.Kenya@openarmsvillage.org

JOB ADVERTISEMENT – HEAD ECDE TEACHER

Open Arms Academy is located in Mlango, Eldoret. The School provides quality education to children from Open Arms Village Homes, as well as children from vulnerable households in the communities around Open Arms. The Academy runs from Pre-Primary, Primary and Junior Secondary School. Open Arms Academy is operating under the umbrella of Stand By Me – Kenya (SBM-K). As part of our strategy to enhance education for our learners, Stand By Me Kenya is seeking to recruit a **Head ECDE Teacher.**

Job Roles:

ECDE Leadership Roles

- Develop measurable termly goals for the ECDE Cluster, which you and your team will work towards.
- Discuss and implement strategies to enhance preparation and content delivery, utilize diverse teaching methods, improve classroom and school learning environment, maximize learning times, and improve subject and overall performance.
- Mentor teachers in the ECDE Classes and develop individual teacher and ECDE Cluster evaluation processes to determine what is working and what can be done better.
- Work with the Head teacher and/or Deputy to carry out classroom lesson observation for ECDE class teachers.
- Liase with the Head teacher and/or Deputy in identifying and procuring of relevant teaching and learning resources and ensure their use and care.
- Work with the Deputy Head teacher to ensure that school assessments and examinations are administered in a timely manner, results analysed and proposals given for improvement.
- Work with the Head teacher and/or Deputy to appraise the teachers in ECDE Cluster during the annual performance reviews.
- Support colleagues during team teaching activities, organise trainings and mentor collegues as needed.

Teaching Role

i) Preparation of content and classroom activities as guided by the Grade and Subject curriculum:

- Preparation for subjects using Teachers' Guides, text books, online research, and other relevant materials.
- Creative preparation of teaching aids and other teaching materials.
- Development of lesson plans, schemes of work, progress records, records of work covered, Individualized Education Programs (IEPs), attendance register, health records and positive behaviour reinforcement records.
- Take part in peer lesson observations and share good teaching and learning practice.

ii) Adequate delivery of curriculum within the set timelines:

- Teach in class and attend to all lessons as scheduled.
- Teach using diverse teaching methods for subject delivery, such as individual presentations, group work, demonstrations, field excursions, projects, nature walks, debates, practical activities and experiments.
- Provide children with stimulating activities which will positively increase their curiosity and enhance their ability to learn such as role play, dramatisation, debates and peer teaching.
- Prepare and implement remedial programs for pupils requiring extra help and/or accelerated programs for those lagging behind in their learning.

iii) Ongoing evaluation of progress in learning:

- Assessment of pupils and preparation of assessment reports.
- Development of individual progress reports.
- Regular self evaluation and peer review on preparation and teaching methods.
- Actively organize, train and engage pupils in life skills and co-curricular activities such as clubs, sports, music etc.

- Regular supervision of children in classrooms and around the School to ensure the safety of all children at all times, both as a class/subject teacher and as teacher on duty.
- Other responsibilities as deemed necessary.

POSITION	Head ECDE Teacher (1 Post)
QUALIFICATIONS	• Minimum of Diploma in ECDE, P1 Certificate is an added advantage. • TSC Registration is required. • CBC training will be an added advantage.
WORK EXPERIENCE	• Atleast 5 years leadership experience in managing ECDE classes. • At least 8 years ECDE classroom experience in a classroom of not less than 15 learners.
REQUIRED SKILLS	• Ability to communicate effectively (verbally and in writing) • Basic knowledge of Microsoft office (MS Word, Excel, PowerPoint) will be an added advantage. • Knowledge of Kenyan educational laws and child protection policies. • Participation/training in co-curricular activities such as sports, music, foreign language, educational indoor games (chess/scrabble, etc.) will be an added advantage.
OTHER REQUIREMENTS	The candidate must be able to meet deadlines, be motivated and organized, and have a passion for children. As a Christian organization, we are seeking a candidate that is a practising Christian. This position requires one to extend work hours in the evenings and on some weekend.
PLACE OF WORK	Mlango - Eldoret, Kenya
CLOSING DATE	10th February 2023

We are looking for a passionate and highly motivated teacher to join our teaching staff and the wider Stand By Me Kenya family to help us positively impact the lives of the children under our care. Candidates who meet the above qualifications are required to make their applications by sending:

1. Cover Letter indicating why you are the best fit for the job.
2. Updated Curriculum Vitae demonstrating your qualifications and experience.
3. Copies of testimonials (all in one PDF format) to the below address or delivered by hand to our offices or by post not later than **10th February, 2023.**

The Human Resource Manager, Stand by Me, Kenya
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