



<b>Post:</b>	<b>Consultant Primary Education</b>
<b>Job title in Malawi:</b>	<b>Assistant Primary Education</b>
<b>Responsible to:</b>	Manager Primary Education
<b>Duty Station:</b>	<b>HEAD OFFICE – CHICHIRI – BLANTYRE – MALAWI</b>
<b>Basic Purpose</b>	
<p>The Consultant or Assistant Primary Education will assist the Manager Primary Education in ensuring quality education and a positive pedagogical environment in our primary schools. This role is crucial in ensuring the professional development of teachers, accurate processing of student data and timely communication with donors.</p>	
<b>Main Responsibilities and Duties</b>	
<p><b>Assist the Manager Primary Education</b></p> <ul style="list-style-type: none"> <li>• Support the Manager in the daily operations and strategic planning for primary education.</li> <li>• Participate in meetings and provide updates on the progress of various educational programs.</li> <li>• Provide suggestions to the Manager Primary Education on how to deal in specific situations or solutions to solve problems or changes to improve quality and/or pedagogical climate.</li> <li>• Assist in the implementation of educational policies and procedures.</li> <li>• Conduct regular school visits and classroom observations and ensure compliance with educational standards (results, schemes of work, lesson plans) and policies. Report the outcomes to the Manager Primary Education.</li> <li>• Support the Manager Primary Education in preparing quarterly reports.</li> </ul> <p><b>Contribute to a Good Pedagogical Climate</b></p> <ul style="list-style-type: none"> <li>• Promote a supportive and inclusive learning environment for all students.</li> <li>• Ensure that teaching practices are student-centered and foster critical thinking by asking questions and providing feedback.</li> <li>• Monitor classroom activities and provide feedback to improve teaching methods for a good pedagogical climate.</li> <li>• Organise counselling for learners to guide them as they mature and participate in counselling where applicable.</li> <li>• Contribute to the proper development of slow learners and special needs learners by ensuring appropriate education.</li> </ul>	

### **Coaching of Teachers**

- Be present at the schools on a frequent basis.
- Provide ongoing support and professional development for teachers.
- Execute training sessions and workshops to enhance teaching skills in close cooperation with the HR department and the manager Primary Education.

### **Processing of Learners Data**

- Ensure accurate and timely recording of learners numbers, attendance, grades, and other relevant data. Take care of correct information in EduTrack regarding new children, changes, disciplinary steps and results with recommendation from the manager Monitoring and Development of Programs.
- Maintain and update student records in accordance with organizational policies.
- Analyse student data to identify trends and areas for improvement, in cooperation with the manager Monitoring and Development of Programs.

### **Informing Donors**

- Prepare or coordinate the preparation of the updates for the donors by providing the necessary information to the sponsor administrations of the donor countries.
- Ensure that all communications with donors are timely, accurate, and professional.
- Inform donor countries on new learners or changes regarding the learners.
- Coordinate the work of volunteers coming from abroad for yearly sponsor updates.

### **Administration**

- Assist the manager Primary Education on the preparation, distribution, and administration of examinations.
- Provide monthly enrolment check for all primary schools.
- Further develop the handbook and keep it up-to-date.
- Assist the manager Primary Education on the allocation and utilization of educational resources (like learners and teaching materials, equipment and fabric for uniforms).
- Assist on the coordination of gifts (like passers gifts and Christmas gifts).
- Any other administrative duties as assigned by the manager Primary Education.

### **Competences**

#### **1. Educational Expertise**

- Strong knowledge of primary education principles and practices.
- Strong pedagogical knowledge and skills.
- Experience in developing and implementing educational programs.

#### **2. Leadership Skills**

- Proven ability to coach, train and motivate people.
- Ability to lead by example and inspire others.
- Strong organizational and problem-solving skills.

### 3. Communication and Interpersonal Skills

- Strong social skills and the ability to work well in a team.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with a diverse range of stakeholders.
- Ability to build positive relationships with teachers, students, and the community.
- Cultural sensitivity and adaptability.

### 4. Administrative and Analytical Skills

- Efficient in managing administrative tasks and prioritizing work.
- Proficiency in maintaining organized records and handling correspondence.
- Ability to analyse and interpret student data.
- Strong attention to detail and accuracy.
- Proficiency in using educational software and data management systems.

## Personal attributes

1. Subscribe to the Christian foundation and purpose of the organization.
2. Be a member of one of the Reformed Christian churches.
3. Integrity and Ethics: Demonstrates high ethical standards and integrity in all professional activities.
4. Passion for Education: A deep commitment to improving educational outcomes for children and a passion for educational development.
5. Empathy and Compassion: Understands and responds to the needs and challenges of learners and teachers with empathy and compassion.
6. Initiative and Drive: Proactive in identifying opportunities and challenges, and takes initiative to address them effectively.

## Education & work qualification

1. A Bachelor's degree in Education, Educational Management, or a related field is required.
2. Additional certifications in Education, Pedagogics or Coaching are an advantage.
3. A minimum of 3 years of experience in a teaching or educational management role.
4. Experience working in an NGO or similar organization is preferred.
5. Proven track record in supporting or coaching teachers.
6. Proficiency in Microsoft Office Suite and educational software.
7. Fluency in English.