



Block 244, Plot 5151 Majid Musisi,
Kampala, Uganda
info@teachforuganda.org
www.teachforuganda.org

Title: Program Officer

Number of Positions: 2

Reporting to: Senior Program Officer - Bunyoro

Contract duration: 1 year (renewable)

Duty station: Kikuube

About Teach For Uganda

We are an indigenous non-profit Organisation that nurtures leaders who are committed to advancing equitable access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship. We recruit, train and place graduates from varied academic backgrounds to serve as full-time teachers (fellows) in underserved primary schools to improve foundational literacy and numeracy skills for children while developing their leadership skills. Our fellowship is also open to government teachers who are committed to transforming their classroom practice and professional development. Post fellowship, our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. TFU currently operates in 10 districts i.e. Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Mayuge, Namutumba, Hoima, Kikuube and Kagadi.

Position Overview

The Program Officer (PO) is responsible for training, coaching and managing the Teach For Uganda Fellows both before and during their fellowship to ensure that they grow and develop as effective classroom and community leaders. The POs play a fundamental role in TFU's work, as they are directly in charge of delivering continuous pedagogical and leadership support to Fellows.

Roles and Responsibilities

Fellow Management and Support (40%)

- Directly manage and support at least thirty-three (33) Fellows placed in TFU partner schools
- Coach Fellows by conducting bi-weekly classroom observations and coaching conversations while providing feedback on instructional techniques, classroom management, and curriculum; modeling learner-centered teaching and sharing best practices and resources.
- Support Fellows in setting long-term goals and benchmarks for their leadership development.
- Collaborate with the Senior Program Officer (SPO), Program Coordinator and Design and Training team to reflect on progress towards departmental and individual goals, continuous professional development training and fellow performance
- Seek out and create opportunities for professional exposure, development and mentorship during the fellowship to prepare Fellows for success as alumni.
- Conduct weekly team meetings with fellows to check in on their well-being, progress on goals and set new ones, celebrate successes and share updates and events/activities for the week
- Manage issues around performance, grievances, and conflict resolution among Fellows.
- Update the fellow tracker every month

Program Design (30%)

- Guide and coach fellows to develop and implement their respective classroom visions
- Plan and execute monthly communities of practice to share experiences, innovations and emerging best practices for fellows to learn from peers.
- Plan and facilitate sessions in various thematic areas at pre-service and in-service for Fellows, with guidance and support from the Design and Training team.
- Plan, forecast, manage and coordinate logistics to ensure training sessions achieve the intended goals and outcomes.
- Collaborate with the Design and Training team to train fellows on pedagogy, leadership and project planning, management and implementation to aid the design and execution of the community impact projects
- Participate in the selection and training of fellows

Stakeholder Management (10%)

- Engage and maintain strong working relationships with School Management, District Education Office and other stakeholders.
- Collaborate with the SPO to plan and facilitate headteachers' termly meetings
- Compile and share monthly progress reports with key stakeholders
- Serve as a point of contact between partner schools and the organization.

Impact Assessment and Solution Development (20%)

- Problem-solve and develop solutions for challenging professional issues faced by Fellows.
- Support fellows to conduct beginning and end-of-term assessments of learners using the TARL assessment tool.
- Support Fellows to analyze student data and use it to inform classroom instruction to improve student learning outcomes
- Conduct an accurate diagnosis of your fellows, categorize them according to the 4 levels of development and provide the appropriate coaching and support for their development and support
- Collect and analyze data to measure Fellows' impact on student achievement and evaluate the effectiveness of training and support.

Minimum Requirements:

- Bachelor's degree in Education or a related field from a reputable University.
- 3+ years of full-time teaching experience
- Coaching experience in education programs is highly desired.
- Computer skills and experience in using Microsoft Word packages and Google Drive is required
- The ability to ride a motorcycle and possession of a valid riding license is a **MUST**.



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Safeguarding

TFU has zero tolerance for sexual exploitation and abuse. As the PO, you will be expected to ensure the TFU's safeguarding and child protection policy as well as the girls' education strategy is embedded in program implementation per the principles of the policy. In doing so, the PO will ensure fellows and TFU associates understand their responsibilities and ensure adherence to these provisions at all times.

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize *their fullest potential*.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **25th January, 2024**. Your cover letter should include why you are interested in Teach For Uganda and in this position. **Applications will be reviewed on a rolling basis.** Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org