
Title: Senior Program Officer
Number of Positions: 1
Reporting to: Program Coordinator
Contract duration: 1 year (renewable)
Duty station: Central Uganda.

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 kids 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. We currently operate in 10 districts i.e., Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Mayuge, Namutumba, Hoima, Kikuube and Kagadi.

Position Overview

The Senior Program Officer will manage a group of 15 fellows directly and 4 Program Officers (POs) with a caseload of 33 fellows each. He/she will support the development and growth of Fellows and Program Officers through coaching, training and mentorship to become effective classroom leaders and coaches respectively.

Roles and Responsibilities

Vision, Goals and Strategy Setting (5%)

- Support POs in setting visions, long-term goals and benchmarks for their leadership development, fellow growth and student achievement
- Collaborate with the Design and Training team to reflect on progress towards goals, continuous professional development and effectiveness of the team

Program Design and Management (15%)

- Collaborate with the Design and Training team to plan and execute a 2-week virtual and 3-week residential teacher training for fellows and track progress to qualify for Fellowship placements.
 - In collaboration with the Design and Training team, develop and implement a coach handbook to guide the POs in executing their duties.
 - Continuously explore innovative and effective coaching approaches and leadership styles and mentor coaches.
 - Support the Design and training department to facilitate the training of POs to enhance coaching capacity
- Participate in monthly program coordination meetings

Fellow Management and Support (30%)

- Directly manage and support fellows in at least 5 TFU partner schools

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- 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
 - Update the fellow tracker every month

Team Leadership and Management (30%)

- Oversee the coaching and mentorship sessions to Fellows by POs and provide strategies for improvement
- Manage issues around performance, grievances, and conflict resolution with POs and Fellows.
- Set and communicate realistic work goals and priorities for POs in line with departmental goals and targets
- Conduct bi-weekly coaching observations and model world-class coaching practices for POs
- collaboration with the Program Coordinator, organize and conduct monthly reviews and planning meetings with POs to track progress on goals and set targets for the next period.
- Conduct annual performance reviews for your teams and assess their performance on a bi-weekly basis using the coach reflection tool
- Conduct weekly team meetings with POs 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
- Support the Recruitment Selection and Matriculation (RSM) team with the selection of the best candidates for the Fellowship program.
- Provide support in matriculation by speaking to Fellows about any queries/doubts they may have regarding the fellowship

Stakeholder Management (10%)

- Develop and maintain external partnerships with district authorities, development partners and Schools.
- Support the school placement process for the region by conducting inception and termly review meetings with school leaders.
- Compile and furnish monthly program progress reports to the DEOs and CAOs to enhance visibility and for accountability purposes
- Participate in sector coordination meetings with the local government and other development partners.

Impact Assessment and Solution Development (10%)

- Support the POs to conduct an accurate diagnosis of their fellows and categorize them according to the 4 levels of development.
- Support fellows and coaches to conduct beginning and end-of-term assessments of learners using the TARL assessment tool.
- Support Coaches and Fellows to analyze student data and use it to inform classroom instruction
- Assess the growth and development of POs based on the PO rubric and provide tailored coaching and support to meet their capacity needs
- Work with the Monitoring Evaluation Accountability and Learning team to develop tools and regularly collect data to measure program impact on fellows, students, and head teachers
- In collaboration with the MEAL team, design and conduct coach leadership surveys to identify capacity gaps and share reports with the Design and Training team for planning
- Support the partnership team by sharing monthly success stories of impact on fellows, students and stakeholders

Education and Experience:

- Bachelor's degree in Education or a related field from a reputable University.
- A Post Graduate Diploma in a related field is an added advantage
- 4+ years' experience in implementing teacher professional development interventions
- Management and coaching experience are highly desired.
- 4+ years of classroom experience.
- Computer skills and experience in using Microsoft Word packages and Google Drive is desired
- The ability to ride a motorcycle and possession of a valid riding license is a MUST

Safeguarding

TFU has zero tolerance for sexual exploitation and abuse. As the PC, 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 PC will ensure staff, 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.



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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