

**Title:** Leadership Development Coordinator

**Ref No:** TFU/2023-004

**Positions:** 1

**Reporting to:** Head of Programs

**Contract duration:** 1 year (renewable)

**Duty station:** Central Uganda.

### **About Teach For Uganda**

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background will attain an equitable and quality education in Uganda. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to improving the education outcomes of less-privileged children while developing their leadership skills in a 2-year teaching fellowship. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga with 150 partner schools, 325 fellows and 58 Alumni.

As a non-profit organization working towards achieving an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self-driven, honest, a strategic thinker, detail oriented and has a knack for numbers to add to our dynamic staff and help fulfill our mission.

### **Position overview**

The Leadership Development Coordinator will manage, support and train a team of 6-8 Leadership Development Officers (LDOs), and will be responsible for their development and growth in ensuring that their Fellows succeed in the classroom and as alumni.

### **Roles and Responsibilities**

#### **Vision, goals and strategy setting (10%)**

- Create and effectively execute the strategy for improving Coach and Fellow effectiveness to achieve expected student learning outcomes
- Support Coaches in setting visions, long-term goals and benchmarks for their own leadership development, fellow growth and student achievement
- Collaborate with the Training Coordinator to reflect on progress towards goals, continuous professional development and effectiveness of the team

#### **Program Design and management (30%)**

- Develop a training calendar/plan for LDOs and identify their training needs and work with the Training Coordinator to plan, design and execute training and ongoing support to cultivate leadership skills among the LDOs.
- Collaborate with the Training Coordinator to plan and execute a 4-week residential teacher training for fellows and track their progress to qualify for Fellowship placements.
- Design a coach handbook to guide the LDOs in executing their duties.
- Continuously explore innovative and effective coaching approaches and leadership styles to inform and improve the training content of LDOs as well as provide coaching resources to LDOs
- Collaborate with the Training Coordinator to design a training curriculum for LDOs
- Develop a comprehensive plan for Fellow placement and management during teaching practice and placement for 2 years.
- Create and implement an induction training plan for new LDOs

To nurture leaders who are committed to advancing equitable access to quality education in low-income communities.



- Provide input to the Fellow Training calendar and support the delivery of Fellow training sessions.
- Participate in programme reviews to revise/develop TFU country programme strategy
- Organize and conduct quarterly reviews and planning meetings with fellows and LDOs to share experiences, learning and develop work plans for the next period.

#### **Team Leadership and Management (30%)**

- Oversee the coaching, support and motivation provided to Fellows by LDOs through weekly team meetings and individual meetings.
- Be a point of escalation for issues around performance, grievances, and conflict resolution with Fellows.
- Conduct performance reviews and manage careers with respect to performance and career development for the LDOs.
- Foster a strong work culture by setting monthly SMART goals, regularly reviewing progress and adjusting accordingly to achieve them.
- Conduct coaching observations, model world-class coaching practices, and provide effective feedback to LDOs to support their Leadership growth

#### **Stakeholder management (10%)**

- Develop, strengthen & maintain external partnerships with district authorities, NGOs, and Schools to inform, complement and enhance support for both Fellow and LDO growth and development.
- Support the school placement process for the region by conducting inception and review meetings with school leaders of the identified schools for placements.
- Work with the Training Coordinator to facilitate teacher and head teacher training.
- 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 to represent TFU interests.

#### **Impact assessment and solution development (15%)**

- Assess the needs of each coach and differentiate support accordingly.
- Problem solve and develop solutions for challenging professional issues faced by coaches and fellows.
- Collect and analyze student data to measure Fellow's impact on student achievement and evaluate the effectiveness of training and support on fellows such as student data, schooldata, fellow data.
- Support the LDOs to conduct an accurate diagnosis of their fellows and categorize them according to the 4 levels of development, track their progress and provide differentiated support to move them from one level to another
- Assess the growth and development of LDOs based on the LDO rubric
- Work with MEAL to develop M&E tools and regularly collect data to measure program impact on fellows, students, teachers and head teachers

#### **CROSSFUNCTIONAL SUPPORT (5%)**

- Support the RSM team with selection of the best candidates for the Fellowship program.



**TEACH  
FOR UGANDA**

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- Provide support in matriculation by speaking to Fellows about any queries / doubts they may have regarding the fellowship
  - Support the partnership team by sharing monthly success stories of impact.

**Education and Experience:**

- Bachelors degree in Education or related field from a reputable University. A post graduate training in a related field is an added advantage
- 5+ years' experience in implementing teacher professional development interventions
- Management and coaching experience are highly desired.
- More than 5 years of classroom experience.

**Skills, Knowledge and Abilities**

- Excellent vision-setting, strategic thinking and project management ability
- Deep knowledge of and experience in leadership development and/or adult learning theory and practice
- Ability to analyze and synthesize data
- Comprehensive knowledge of excellent teaching and leadership development and understanding of how to translate this into training content
- Deeply understands the mission of Teach For Uganda and strongly believes that every child can learn and achieve high results.
- Experience in budget development and management
- Report writing skills

**How to Apply:**

Please email your resume with 3 professional referees, a copy of your valid riding license and a one-page cover letter to [jobs@teachforuganda.org](mailto:jobs@teachforuganda.org). Please indicate the position applied for in the subject line of your email by **12<sup>th</sup> June, 2023**. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at [www.teachforuganda.org](http://www.teachforuganda.org).