



Job pack: School Leadership and Management Advisors

Country	Various countries
Employer	
Duration	12 to 24 months
Job purpose	To support the development of school leadership and management at school levels to significantly <i>increase capacity of principals and deputy principals to support primary grade teachers in language and literacy.</i>

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1. Job Description

Responsibilities	Key Performance Indicators	Competencies	Skills and Knowledge
<ul style="list-style-type: none"> • Provide training to school managers on time and project management, competency development and strategies to ensure that sufficient time is allocated to the reading curriculum. Address issue such as absenteeism; prompt class start and finish times • Provide training to school managers on Curriculum leadership focusing on planning and monitoring the delivery of the reading curriculum and addressing the often absent, provision and management of books • Provide school leaders with the tools to address the out of school factors; • Participate in selection of project participants • Guide School Leaders in face-to-face and online communities of practice through interaction on websites and social media • Facilitate regular peer learning • Share relevant qualitative and quantitative data at project and national level 	<p>Reporting to: Mentoring Programme Manager</p> <p><i>Objectives will be confirmed in a three way discussion between the volunteer, employer and VSO in the first three months of the placement.</i></p> <p><i>Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ in reality and therefore the postholder will need to be prepared to be flexible and adapt to their environment as necessary.</i></p>	<ul style="list-style-type: none"> • Building and Sustaining working relationships The social skills to build and actively maintain working relationships that foster teamwork and collaboration with others for the benefit of a common goal. • Open Minded and Respectful A non-judgemental approach that values other people and culture. • Seeking and Sharing Knowledge Recognition that learning is a two-way and continuous process. • Facilitating Positive Change The ability to analyse problems and develop lasting solutions in line with VSO approaches. • Adaptability A flexible approach and the ability to adapt behaviour to different situations. • Resilience The self-confidence to work with a variety of situations, diverse people and ambiguity. 	<p>Successful candidates are likely to have the following skills, knowledge and experience:</p> <ul style="list-style-type: none"> • An education degree or Post-Graduate certificate of education • Min. 6 years' experience of school leadership or education management focused on improving language learning outcomes and strengthening school management • Fluent English speaker • Good written skills in English • Able to produce accurate, reflective reports with reference to qualitative and quantitative data <p>Further context:</p> <p>Demonstrate that the quality of school leadership is strongly linked to school improvement and learning while facilitating an environment that supports the improvement of language teaching and learning, teaching and resources. Focus on out-of-school factors will include parental involvement and socio-economic circumstances. The inclusion of both school principals and deputy principals will ensure that developed competencies and resources are continuously available at each school.</p>

Responsibilities	Key Performance Indicators	Competencies	Skills and Knowledge
Responsible to:			

2. Personal considerations

In addition to the job description, the following information should be used when considering whether a placement is suitable for you.

Personal health considerations

If you have a significant current or past medical condition and/or you have general concerns about staying healthy as a volunteer, please use this information to assess whether this placement will be suitable for you. All volunteers require medical clearance from a VSO medical adviser before they are able to take up a placement with VSO. Occasionally, VSO may consider that this placement is too great a risk for you in terms of your personal health and you would be advised to consider a different placement. For further guidance about medical assessment and volunteering with a medical condition please see the [frequently asked questions on VSO website](#).

The standard and quality of local medical care and support available at this placement will depend on its location within the country. Health facilities are likely to be more poorly resourced in rural areas in terms of medical expertise, equipment, infrastructure and regular supplies of medication. However, this may not be the case in the capital city or in a larger town, where in some countries there may be a reasonable standard of medical care.

Before completing a job application, please seek advice from the VSO International Medical Team if you:

- *have an ongoing medical condition*
- *have had a medical condition in the past that might recur*
- *take any regular medication (other than contraception)*

If you wish to discuss your personal circumstances or health concerns in confidence with VSO's medical team before you apply for this placement please contact medical@vsoint.org.

Further information on VSO's work in each of the countries we work in can be found on the [VSO website](#).