

Peponi House School, Nairobi

The Headmaster invites applications for the post of **HEAD OF JUNIORS** which becomes vacant in September 2018.

The School

Peponi House is a co-educational, multi-ethnic, day prep school set in a beautiful location in the north-western suburbs of Kenya's capital city. The school was founded in 1985 and has expanded rapidly to its current size, enjoying an enviable reputation amongst the group of IAPS schools in Kenya.

There are 370 pupils in the school, with similar numbers of boys and girls. Children join in Year 2 and leave at the end of Year 8.

The British National Curriculum provides the main influence on teaching and learning, with children being prepared for Common Entrance and Scholarship examinations to senior schools in Kenya and the UK. Cultural, sporting and extra-curricular activities are very important.

There are forty full-time teachers, seven full time teaching assistants and four part time games coaches.

The school has an active board of Directors who, together with the Head, provide the school with its policy and direction. To this end, the Directors, Headmaster and Bursar hold formal monthly meetings.

Peponi School, in Ruiru, is the destination for 75% of our Year 8 pupils. Children at Peponi School start in Year 9 and leave after A Level. Further information about the schools can be found on the website www.peponischool.org

Mission Statement

Peponi House is a multi-cultural community which encourages respect for self and others. Our emphasis is on excellence, through a broad, balanced education which aims to maximize the potential of each pupil as a whole person.

Aims

- In all senses to embrace our motto: "a school of many nations, a family of one"....
- To provide a secure, happy, caring environment which puts the child first.
- To offer a stimulating, positive learning experience.
- To develop children's skills, knowledge and understanding, so that they may succeed to the best of their ability.
- To develop children's creativity, individuality and self-confidence.
- To foster Christian values and to show respect for other faiths and cultures.
- To teach children the importance of fitness and health, and to appreciate that success is born of hard work, collaboration and 'fair play'.
- To develop responsible, caring citizens who will ultimately become independent, self-motivated young people.
- To help children discover a sense of spirituality and wonderment.

These aims are encapsulated in our PEPONI House Points:

Personal Effort; Performance; thinking of Others; Neatness; being Impressive.

Job Description – Head of Juniors (Years 2, 3 and 4)

General

- Member of the Senior Leadership Team (SLT)
- Assisting the Headmaster and the SLT in the day to day running of the school
- Assisting with the development of the school improvement plan
- Overseeing personnel issues and providing the Headmaster with support and advice as the need arises
- Maintaining high morale within the school and leading by example
- Assisting with the Headmaster and the SLT in determining academic staffing requirements and in appointing new staff
- Assisting the Deputy Heads with the appraisal programme and the induction of staff, monitoring and supporting the process of both new and established staff
- Organising in conjunction with the Headmaster whole school and individual Continued Professional Development (CPD)

Teaching and Learning

- Teaching a 50% commitment within the school
- An expectation to contribute to the busy life of the school through the extra-curricular programme
- Demonstrate the highest standards in planning and assessment
- Constantly reappraising professional performance, participating in training courses and keeping informed of current legislation and best practice

Administration

- To oversee all aspects of the Junior School: curriculum; planning; documentation; displays; staffing; drama productions
- Overseeing the deployment and training of teaching assistants
- Assessment of pupils prior to entry into Years 2 3 or 4
- Organising the Year 2 assessment days and working closely with the local kindergartens
- Proof reading any correspondence that is being sent out from school by staff, including all end of term reports

Administration

- Ensuring equal opportunities for Staff and pupils regardless of gender, ability and culture
- Organising the termly rota for Junior Assembly
- Organising and chairing relevant meetings to include the weekly Junior Department meetings
- Attending meetings and undertaking duties as reasonably requested by the Headmaster

Skills and Characteristics (Person Description)

- Vision and leadership with ambition and great energy
- Outstanding communication skills, commanding respect from pupils, staff and parents
- A track record of outstanding teaching skills with high personal standards
- Excellent administrative and organisational abilities with accomplished ICT skills
- A team player with sound interpersonal skills and sensitivity
- An understanding of, and commitment to the school's ethos
- Enthusiasm and a keen sense of humour

Any and all other duties and responsibilities that may reasonably be requested, from time to time, by the Headmaster.

Benefits

- Generous salary, commensurate with experience.
- Membership of school pension scheme.
- Private medical insurance for self and family.
- Generous concessions on school fees for children at both Peponi House and Peponi School.
- Return flights (Nairobi - Home Country - Nairobi) for self and family after the first two years of service, and annually thereafter.

Application

The application should include a letter of application and a completed application form.

Shortlisted candidates will be informed on or before Tuesday 13th February.

Interviews for those living in Kenya will be held at a time to be agreed between the school and the candidate. Interviews in London will take place during the week beginning Monday 19th February.

Interviews by Skype will be considered for those shortlisted candidates living outside either Kenya or the UK.