Established in November 2017, **Mading & Mading Consulting** is a Juba-based agency that works with local and international organizations on soft skills development, recruiting and hiring, English language learning, and leadership training.

**Job Title: Deputy Head Teacher**

**Sector: Education**

**Employment Category: Fixed Term**

**Employment Type: Full-Time**

**Location: Munuki Payam**

**Opening: 14 December 2018**

**Closing: 28 December 2018**

**ORGANIZATION DESCRIPTION**

**St. Mark Orthodox School**

In 2012, to address a desperate need for quality education, the Coptic Church established the co-educational St Mark’s School in the neighborhood of Munuki. The school is situated within a secure compound, surrounded by 20 foot walls, steel gates and security guards. The building, itself, is a magnificent structure with electricity generated from eco-friendly solar panels and access to clean well water. There is a fully functional kitchen and toilet facilities.

The school offers a basic curriculum, including English, math and music. We are endeavoring to introduce games, art and geography, as well as an English phonics program, while working to establish teacher training and staff support through cooperation with GESS (Girls Education in South Sudan) and World Relief.

**The Opportunity:**School leaders at St Mark’s are critical in supporting our vision. As the Deputy Head Teacher at St Mark’s, you will establish a culture of high expectations that includes the shared belief that every student can learn and deserves a high quality education. You will develop future leaders via frequent feedback, coaching, and mentoring, and act as a driving force in the improvement of our school’s growth and development of teachers as well as students. Your professional learning community will provide a supportive and collaborative environment to fuel your growth and development. Together, we will ensure every scholar receives the support and instruction needed to be successful!

The Deputy Head Teacher is responsible for supporting and assisting the Head Teacher in their absence with building a culture that fosters respect and is driven by the principles of St. Mark’s School. This valuable role integrates strong models of relationship development, collaborative learning and conflict resolution skills so that our students thrive in their learning environments.

**What You Will Do:**

* Implement, model and enforce policies and practices as they relate to student discipline and St Mark’s cultural norms
* Respond to complaints or investigations involving student behavior and document, manage and report on student discipline data
* Participate in parent conferences involving matters related to discipline and attendance.
* Oversee and develop student mediation/conflict resolution programs
* Respond to and participate in complaints or investigations of student misbehavior. Work with school site staff in determining and making appropriate recommendation for resolutions
* Plan and organize extracurricular activities that support the development of student interpersonal skills and relationships
* Lead student life activities including athletics, social activities, music and drama activities, student governments, assemblies, contests and publications and provide supervision of students during school sponsored activities
* Effectively build and maintain relationships with parents, community stakeholders, sponsoring district and neighborhood schools that establish mutual trust, respect and cooperation
* Act as a resource partner to school faculty with classroom management including support of academic programs are operating in a professional manner and in compliance with applicable regulations
* Lead projects as assigned by Head Teacher; lead and participate in appropriate staff meetings and trainings
* Manage emergency issues in alignment with St Mark’s practices while ensuring the learning environment is positive and productive
* Demonstrate knowledge of, and support, St Mark’s mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**What You Will Bring:**

* Bachelor’s Degree required; Master’s Degree preferred
* 3+ years working as a full-time teacher, required
* 5+years teaching and/or administrative experience, preferred
* Knowledge of applicable and appropriate strategies of conflict resolution methods
* Knowledge of how to interact, develop interpersonal relationships and work collaboratively with persons from varying backgrounds and experiences
* Knowledge of human behavior and performance, including individual differences in ability, personality, interests and motivation and the ability to make assessments and recommendations accordingly
* Knowledge of business and management principles and processes involving; program development, planning, resource allocation and coordination of people and resources.

**How to apply:**

Submit a CV to Mading & Mading Consulting by email: madingconsulting@gmail.com or in person at Royal Hotel, Hai Amarat (200 meter west of Crown Hotel). Please specific the position of interest. For more details, feel free to contact Saree Mading at either of the phone numbers above.