



RISING ACADEMY
PARTNERSHIP SCHOOLS

Management Opportunity at Rising Academies Liberia

The Rising Academy Network (RAN) operates a number of government schools as part of the Liberian Education Advancement Program (LEAP). Our mission is to provide the highest quality learning at our network of inspiring schools. Find out more at www.risingacademies.com.

RAN is hoping to find exceptional leaders to join our team of **School Performance Managers** and help us take our organisation to the next level. The specific details of the role can be found below.

- **The deadline for applications is May 31st, 2019**
- Applications can be delivered to our offices at Sophie Junction, Congo Town, Tubman Boulevard, Monrovia (Flash Vehicles compound) or emailed to liberia-jobs@risingacademies.com
- In your covering letter and/or the subject line of your email, please indicate the role you are applying for.
- Carefully review the application requirements for the role for which you are applying, and make sure you include all the information requested. Incomplete applications may be rejected.
- Shortlisted candidates will be invited to attend an assessment center. This will include multiple in-person interviews as well as general and job-specific competency tests.
- We regret that due to the expected volume of applications, we will not be contacting unsuccessful candidates.

School Performance Manager

We are seeking ambitious, motivated and highly organized education professionals to support the management of our school network. The individuals will report to the Academic Manager and play a major role in ensuring outstanding education is delivered to the children enrolled into our schools. This position will be a full-time post.

Key responsibilities:

As School Performance Manager, you will oversee a cluster of Partnership Schools in a given geographic area. In each school, you will take responsibility for helping staff and school leaders achieve outstanding results for their students. As the face of Rising Academies HQ, you will be an ambassador and role model of Rising's values and ethos in all that you do. Through weekly visits to every school, students, teaching staff and school leaders should come to see you as part of the team, always challenging them to do better while supporting them every step of the journey.

Your specific responsibilities will include:

1. School monitoring and oversight

- Building strong relationships with School Leaders through regular school visits
- Ensuring that schools operate to Rising Academies' expectations regarding school hours, routines, timetable and key non-negotiables
- Checking and monitoring school data to ensure accurate reporting. With the involvement of HQ, analysing school data to identify areas for school improvement
- Implementing Rising Academies' school inspection and evaluation program
- Ensuring that schools diligently follow Rising Academies' Child Protection Policy

2. Improving teaching and learning

- Overseeing a systematic program of lesson observation and teacher target setting
- Delivering training sessions
- Supporting the continuous improvement of curriculum resources
- Ensuring the effective implementation of school interventions

3. Effective communications and stakeholder management

- Being the primary channel of continuous communication between HQ and schools
- Keeping RAN HQ apprised of progress and challenges within each school, including raising issues on behalf of school staff when necessary
- Supporting School Leaders to build and maintain positive relationships with parents, the surrounding community and key stakeholders

4. Staff development

- Helping build and maintain positive staff morale
- Building capacity of School Leadership teams to implement school development plans
- Supporting the working relationship between Principals and Master Teachers
- Supporting the staff appraisal and disciplinary process

5. Improving the network

- Learning from the successes and challenges of each school, and using these to improve the quality of other schools in the network
- Proactively sharing with RAN HQ the lessons learned, to feed in to an ongoing network-level system of school improvement
- Connecting schools within the network to create opportunities for shared learning, healthy student competition and Rising celebrations

Education, experience and skills required:

- The highest levels of integrity and trustworthiness
- Minimum 4 years of professional experience in the education sector
- University level post-graduate and/or undergraduate degree (preferably with teaching qualification)
- Exceptional English language skills (written and spoken)
- Keen attention to detail
- Strong organizational and record keeping skills
- Proficient in MS Word, Excel, Gmail (email) and use of the internet
- Strong relationship building skills and teamwork
- Willingness to learn, give and receive feedback, and try new approaches
- Ability to work independently and multi-task
- Passionate about improving the quality of education

We will consider all applicants that meet the skills and education requirements.

Salary and benefits:

- Competitive for the role and experience of the candidate
- Bonuses linked to tenure and high performance
- Significant opportunity for increased responsibility and promotion based on performance

Application requirements:

- Up-to-date CV / résumé with a minimum of 2 independent references
- Cover letter
- Short essay (600-800 words max) in response to the following question: “What are the 3 most urgent challenges facing Liberian education? If you were the Minister of Education, how would you fix them?”