



“NOT TO BE SERVED BUT TO SERVE”

P.O.BOX: 7486 Kigali

July 13th 2017

JOB ADVERTISEMENT

Wellspring Academy is a non-denominational Christian school that was created with a vision of producing a new generation of Servant leaders to bless Rwanda and display the best of Rwanda to the world.

Wellspring Academy is a complete school from Kindergarten through grade 12. The Academy delivers the Cambridge Curriculum from the primary section through high school.

Wellspring Academy seeks to recruit highly skilled, dedicated, and experienced and Christ centered staff for the following positions hereafter.

Distinguishing characteristics

Becoming a staff at Wellspring Academy requires:

- To be a maturing disciple of Jesus Christ – thoroughly committed and practicing basic disciplines which stimulate growth in Christ
- Decision analysis and decision making abilities, in determining how best to aid students in the learning process
- Frequent meetings with school administrators, teachers, and other staff to communicate information, data, and alternative problem solutions
- To passionately embrace and pursue a Christ-centered vision for her/his life.

Wellspring Academy has the following available Vacancies;

- 1. Mathematics-Physics teacher for Secondary 1 and IGCSE**
- 2. Biology Teacher for IGCSE & A LEVEL**
- 3. Geography Teacher for IGCSE for IGCSE and/or A level**
- 4. History teacher for IGCSE and/or A level**

Duties and responsibilities

- Teaches courses in mathematics and/or physics, Biology to secondary students, following appropriate curriculum publications as guidelines in teaching individual course content
- Conducts teaching and instructional activities, using educational equipment, materials, books, and other learning aids
- Provides instruction in citizenship, in Christian values and other subject matter specified by the school policies and administrative regulations
- Provides group and individual instruction to motivate students, and effectively utilizes the time available for instructional activities
- Maintains appropriate standards of student behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures as well as Christian values
- Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities

Professional standards

- Supports the aims, mission and vision of Wellspring Academy
- Treats all members of the school community with respect and consideration
- Treats all students fairly, consistently and without prejudice
- Sets a good example to students in terms of appropriate dress, punctuality and attendance
- Thinks creatively and to find innovative teaching methods and practical outcomes
- Develops and monitor strategies to maximize student potential
- Works hard with competing deadlines
- Believes in the importance of teamwork

Qualifications and experience:

- Possession of a bachelor's degree in education is required, Masters is preferred.
- At least three years of teaching experience in an International school with Cambridge System.

5. Cambridge Coordinator and/or Career Guidance Counselor.

Duties and responsibilities

- Coordinate the academic syllabuses for Cambridge secondary one and two, General Certificate of Education Advance subsidiary and advance level.
- Manage Cambridge international examinations (CIE) direct examinations website for running and processing of syllabus entries.
- Monitor candidates during examinations and ensure those who need special considerations are attended to according to laid down Cambridge procedures.
- Acting as the point of contact between the Examination center (Wellspring Academy) and Cambridge International Examinations/British council
- Advise the school on Cambridge professional development workshops offered by Cambridge international examinations for training of teachers.
- Advise subject teachers on syllabuses and syllabus components.
- Manage candidates' results website by providing candidates with login details for their results and further assist them for inquiries which may arise.
- Help candidates process results appeals and details amendments for cases which may arise.
- Arrange for courier of examinations to Cambridge and receive and process all the parcels from Cambridge international examinations.
- Train invigilators on running of the examinations for the exam day invigilation
- Make entries concerning candidates doing exams in a particular session, enter the Internally assessed Components (Marks), enter the Predicted or forecasted grades for all students etc
- Be in charge of all things related to International exams between Wellspring Academy and Cambridge /British Council.
- Marking work, giving appropriate feedback and maintaining records of students' progress and development;

- Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- Assist all students with providing information on different universities/colleges with courses that align with what students at Wellspring Academy studied.
- Assist students in the application process to different universities after high school.
- Provides appropriate information to school personnel related to the comprehensive school counseling program.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding the requirements involved in acquiring scholarships relatively to financial needs of the family to steer in the right direction.
- School Career guidance Counselor liaise and network with other professionals, parents and guardians both informally and formally and share the outcomes with immediate supervisors;

Qualifications and experience:

- Possession of a bachelor's degree in education is required, Masters degree is preferred.
- At least three years of teaching experience in an International school with Cambridge System or in service as a Cambridge Coordinator and/or academic counselor.

6. Deputy Principal in charge of Primary section

Job description

1. To play a full role in the senior management of the school.
2. To take a lead in relation to certain activities. These will include curriculum planning, strategic planning, policy development in certain areas and leadership of all WSA wide quality issues.
3. To contribute to the work of the school in a variety of ways not specifically listed.
4. To share with other members of the senior management team line management responsibility for team leaders and coordinators.
5. To deputise for the Principal as required.

Specific Duties:

1. Curriculum:

- to lead on planning for the implementation and delivery of the WSA curriculum aiming at fulfilling WSA vision and mission
- to lead on curriculum strategy, both in relation to national policy and local and partnership needs
- to lead on arrangements for student assessment, monitoring and review
- oversight of the provision of learning resources to support curriculum delivery

2. Planning:

- playing a lead role in bringing together and producing the school development plans, strategic plan, etc
- Initiate the approval process of the school budget and plans (action, strategic)
- contributing significantly to policy development in certain areas, including leading on the promotion of healthy relationship teachers-students
- ensure efficient and effective use of buildings and rooms.

3. Quality:

- liaison with external quality agencies
- lead on the self-assessment review
- coordinate and oversee the work of the teachers on Quality Education
- maintain detailed analysis of student achievements and to prepare results for presentations and publications as necessary
- liaise with MINEDUC/Local Administration regarding achievements/appeals
- lead WSA in its preparation for any inspections
- lead on the maintenance of WSA quality systems for student higher education references
- evaluate teachers regarding their performance and advise the Principal accordingly

4. Students:

- play a full part in the operation of WSA marketing events
- participate in the programme of guidance interviews arranged for all students
- accept responsibility for the maintenance of student discipline as appropriate
- Responding to complaints and other issues as appropriate.

Qualifications and experience:

- Possession of a Masters or higher degree in education, Educational Leadership, Management with Education or any other related field.
- At least three years of leadership in an International school with Cambridge System.

Interested candidates should send an **application letter and updated Curriculum Vitae** in English, including 3 names of professional referees to info@wellspringacademy.org

Only electronic applications will be accepted. Deadline for receiving applications is **August 12th 2017 at 5:00 pm**

Note that **only shortlisted candidates** will be contacted for the interview.

The successful candidate should expect to start the job on **August 21st 2017**