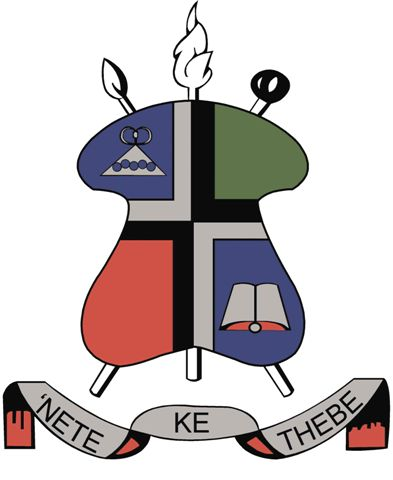
**NATIONAL UNIVERSITY OF LESOTHO**



**Re - Advert for Position of Head teacher - Post No. 1245**

The National University of Lesotho International School [NULIS] seeks to appoint a qualified and experienced candidate to fill the position of Head Teacher. NULIS caters for school children starting from reception class to Grade 12. NULIS is a long standing centre for national and international examinations such as the Primary School Leaving Examination [Grade 7] Check Point Examination [Grade 9], Junior Certificate Examination [Grade 10] and the International General Certificate of Secondary Education [Grade 12].

The Head Teacher of NULIS is responsible for the smooth running of the school, the academic achievements of its pupils, the management of its staff, and the development of school policies.

**Qualification Requirements:**

A Master’s Degree in Educational Administration or equivalent plus a minimum of seven [7] years teaching experience, five [5] of which should be in a management position;

**OR**

A Bachelor’s Degree in Education or equivalent plus a minimum of ten [10] years teaching experience, five [5] of which should be in a management position.

**Experience, Skills and Competencies:**

* Demonstrable experience in managing a school and supervising teachers and other school staff;
* Ability to implement and manage the school policy framework to meet the current global academic standards;
* Proven communication skills, ability to pay attention to detail and proficient managerial skills;
* Strong leadership and interpersonal skills;
* A desire to work with children and young adults;

**Key Performance Areas:**

1. Carry out professional duties in accordance with the terms and conditions of NULIS Board of Governors constitution;
2. Contribute to the strategic development and work of the NULIS Board of Governors and school staff in order to fulfil the Mission Statement;
3. Promote and safeguard the welfare of the students for whom the school and the Board are responsible and those whom they come into contract with;
4. Establish a programme for the school and staff development to keep, lead and direct the teachers to continuously improve their performance and achieve academic excellence;
5. Monitor and evaluate the performance of the school and its achievements responding and reporting to the Board of Governors as required;
6. Ensure good standard and continued educational developments by monitoring performance and working with sectional heads and other senior teachers to ensure good teaching practice, innovation and improvement;
7. Develop a structure for building a school budget based on needs and maintain control of agreed financial budgets to ensure that financial plans are met;
8. Develop and maintain positive relationships with parents and other stakeholders to ensure that they support the school’s direction and understand the school ethos and approach.

**Terms of Employment:**

This position is **initially for a two year contract** with the option for renewal upon satisfactory performance for non-locals or the possibility of a five (5) years renewable contract for locals subject to satisfactory performance as shall be determined by the Board of Governors.

**Application Procedure:**

Interested persons should submit their applications electronically to [dhr@nul.ls](mailto:dhr@nul.ls) on or before **16:30hrs on Friday the 30th November 2018.** Alternatively, hard copies of applications may be delivered to the Director Human Resources, NUL, Roma. Submissions should include a motivation letter not exceeding 300 words, detailed curriculum vitae, certified copies of academic certificates, names and contacts of three **professiona**l referees, with at least one from an institution of higher learning, current or most recent employer.

Applicants must ensure that their referees submit reference letters to NUL. Both the applications and reference letters should be sent directly to the Director Human Resources as shown above.

**Telephone contacts:** +266 22 340 247 **or** 22 340 601.

**DISCLAIMER:** Only short listed candidates will be contacted.