

Deputy Principal

Kigali, Rwanda

Overview

Pharo Foundation is a mission-driven, impact-oriented organisation that designs, funds, and operates economic development programmes to achieve its vision of a vibrant, productive, and self-reliant Africa.

The Foundation drives its impact through two key approaches:

1. **Pharo Development** is our non-profit arm, investing in public goods and development projects with the aim of making an impact in our three mission areas: **Education, Water and Economic Productivity**.
2. **Pharo Ventures** is our for-profit, patient-capital investment vehicle thriving to make impactful investments into critical value chains and aiming to capture value in Africa.

Pharo Foundation is actively building its portfolio in Rwanda and is committed to expanding our footprint to positively impact the country. To date, we have successfully launched Pharo School Kigali and a Teacher Capacity Building program to enhance quality and access to education for pre-primary and primary school students.

We are a diverse, multicultural, and passionate organisation, with over 700 employees in Ethiopia, Kenya, Rwanda, and Somaliland. Our headquarters are in Nairobi, Kenya, and we have a liaison office in London, UK.

Opportunity

The Deputy Principal plays a key leadership role within the school, supporting the Principal in the overall management and strategic direction of the institution. This role involves leading, teaching and learning initiatives, managing staff performance and development, fostering student wellbeing, and ensuring compliance with school policies and educational standards. The Deputy Principal also acts as a key liaison among staff, students, parents, and the wider school community, promoting a positive and inclusive school culture. In the absence of the Principal, the Deputy Principal assumes full responsibility for the leadership and day-to-day operations of the school.

Key Relationships

Role: Deputy Principal

Location: Kigali, Rwanda

Report to: Principal

Contract Type: Full time

Functional relationships:

- Teachers
- Operations Officer

Duties and Responsibilities

Academic Leadership

- Oversee the development, delivery, and review of the Cambridge curriculum (Primary)
- Monitor teaching quality and ensure alignment with Diplôme d'Études en Langue Française (DELF) and Cambridge Assessment International Education (CAIE) standards.
- Support departments in curriculum mapping, lesson planning, and assessments.
- Lead internal and external academic audits, ensuring compliance with DELF and CAIE requirements.

Cambridge Coordination

- Serve as the primary liaison with DELF and CAIE.
- Manage registration of the school and candidates for DELF and Cambridge exams.
- Organise and oversee all CAIE and DELF (checkpoint)
- Ensure proper conduct of exams and adherence to CAIE and DELF exam regulations.
- Coordinate training and professional development related to CAIE and DELF programmes.

Staff Management and Development

- Mentor and support teaching staff in delivering CAIE and DELF curriculum effectively.
- Lead in-house professional development sessions and recommend external training.
- Conduct classroom observations and provide constructive feedback.

Student Progress & Data Management

- Oversee academic tracking and interventions to support student achievement.
- Analyse data from assessments to inform teaching and learning strategies.
- Ensure timely reporting of academic progress to parents and school leadership.

Curriculum and Policy Development

- Update and maintain school academic policies, including assessment and homework policies.
- Introduce innovations in teaching and learning aligned with global best practices.
- Instruct the specific lessons assigned in the timetable.
- Preparation of the annual school timetable and school calendar.
- Ensure that all Child Protection policies are fully implemented.

Parental and Community Engagement

- Conduct academic orientation sessions for parents.
- Address academic concerns and build strong parent-school partnerships.

Qualifications and Requirements

- A bachelor's degree in education or a related field (master's degree preferred) with at least A Postgraduate Certificate in Education (PGCE) or equivalent teaching qualification.
- Minimum of 5–7 years of teaching experience, preferably within the Cambridge curriculum.
- Previous experience in academic leadership or curriculum coordination in a Cambridge/DELTA school.
- Experience in curriculum planning, assessment, and school improvement initiatives.
- Proven leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Data-driven decision-making and experience with student performance analysis.
- Ability to lead professional development and support teacher growth.
- Strong organisational and time management skills.
- Commitment to safeguarding and promoting student welfare.

Personal Attributes

- Visionary and reflective with a passion for education and continuous improvement.

- High integrity, resilience, and adaptability in a dynamic school environment.
- Cultural sensitivity and experience working in diverse, international school communities.
- Must be willing to use modern teaching practice which leads to play based learning.
- Excellent communication and instructional skills in French, English or both.
- Excellent interpersonal skills, with the ability to interact with students, parents, teachers, and support staff.
- Should be organised, energetic and self-directed, with the ability to interact at all levels.
- Optimizing diversity, strong intellect, and vision, aligning performance for success.
- Must be willing to live in Gasabo district

Application Procedure

- We will review completed applications on a rolling basis. If we identify an outstanding candidate early in the process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply as early as possible. Due to the high volume of applications, we regret that we will only contact shortlisted candidates.
- You are required to attach a detailed CV and cover letter.
- Click on this Link to apply: <https://a.peoplehum.com/2twqd>