

EDUCATION AND SPORTS JOB DESCRIPTIONS

Job Title	:	District Education Officer
Salary Scale	:	U1 E
Reports to	:	Chief Administrative Officer
Responsible for	:	Principal Education Officer Principal Inspector of Schools Sports Officer

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the District.

Key Outputs

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training/upgrading programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities in the district coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised;
and
- ix. Updated teachers' personnel data bank maintained.

.Key Functions

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Coordinating school inspection and sports programmes; and

vi. Maintaining an updated teachers' personnel data bank.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelors Degree in Education from a recognized University or Institution.
- Masters Degree in Education Planning and Management or other Human Resources or Managerial field from a recognized University or Institution.

(ii) Experience

At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

(i) Competences

- Planning, organizing, and coordinating;
- Human resource management;
- Managing employee performance;
- Knowledge management;
- Accountability;
- Communication;
- Concern for quality and standards
- Time management.

Job Title : **Principal Education Officer**

Salary Scale : U2

Reports to : District Education Officer

Responsible for : Senior Education Officer

Job Purpose

To support the District Education Officer in the implementation of education policies, plans, programs and strategies.

Key Outputs

- i. Teacher's performance monitored;
- ii. Data on education managed;
- iii. Technical advice and guidance to head teachers and school management committees provided;
- iv. Periodic reports prepared and submitted to District Education Officer;
- v. Advice on appointments of school management committees or board governors provided; and
- vi. Collaboration with school foundation bodies enhanced.

Key Functions.

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to District Education Officers ;
- v. Advising on the appointment of school management committees or board of governors; and
- vi. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized University or Institution.
- A Post Graduate Diploma in Education Planning and Management from a recognized university or Institution.

(ii) Experience

At least six (6) years working experience, three of which must have been at senior education officer level in the Public Service.

(iii) Competences

- Planning, organizing, and coordinating;
- Human resource management;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management

Job Title	:	Principal Inspector of Schools
Salary Scale	:	U2
Reports to	:	District Education Officer
Responsible for	:	Senior Inspector of Schools

Job Purpose

To promote and maintain high quality educational standards.

Key Outputs

- i. Work plans and Budgets prepared;
- ii. Inspection programmes managed;
- iii. Inspection undertaken and Reports prepared;
- iv. Inspections Reports evaluated;
- v. Educational activities monitored; and
- vi. Technical support and guidance provided.

Key Functions

- i. Preparing work plans and budgets;
- ii. Managing inspection programmes;
- iii. Carrying out inspection and preparing inspection reports;
- iv. Evaluating Inspection reports;
- v. Monitoring educational activities; and
- vi. Providing technical support and guidance.

Personal Specification

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized university or institution.
- A Post Graduate qualification either a Diploma or Masters in Education Planning and Management from a recognized university or Institution.

(ii) Experience

At least six (6) years, three (3) of which must have been at senior Inspector level in the Public Service.

(iii) Competences

- Concern for quality and standards
- Accountability;
- Coaching and mentoring
- Teamwork;
- Communication;
- Time management

Job Title : **Senior Education Officer**
Salary Scale : U3
Reports to : Principal Education Officer
Responsible for : Education Officer

Job Purpose:

To support the implementation of educational policies, plans and Programmes.

Key Outputs

- i. Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered;
- ii. Educational institutions monitored and status reports produced;
- iii. Education management systems and plans developed; and
- iv. Teachers' administrative issues attended to.

Key Functions

- i. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
- ii. Monitoring Educational institution and producing status reports;

- iii. Developing Education management systems and plans; and
- iv. Attending to Teachers' administrative issues.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized university or institution.
- A post graduate Diploma in Education planning and Management.

(ii) Experience

At least three (3) years working experience in the teaching profession and education management as Education officer.

(iii) Competences

- Planning, organizing and coordinating;
- Human resource management;
- Coaching and mentoring;
- Communication;
- Concern for quality and standards
- Time management.

Job Title : **Senior Inspector of Schools**
Salary Scale : **U3**
Reports to : **Principal Inspector of Schools**
Responsible for : **Inspector of Schools**

Job Purpose:

To inspect and support the enforcement of quality educational standards.

Key Outputs:

- i. School inspection undertaken and reports prepared;
- ii. Monitoring and evaluation reports prepared;
- iii. Teacher/ staff development programmes conducted;

- iv. Technical support and guidance to educational institutions tendered;
- v. Collaboration with key stakeholders promoted;
- vi. Co-curricular activities coordinated;
- vii. Educational policies interpreted and disseminated to stakeholders;
- viii. County school inspectors supervised; and
- ix. Approval of private education providers done.

Key Functions

- i. Undertaking school inspection and preparing reports thereof;
- ii. Preparing monitoring and evaluation reports;
- iii. Conducting teacher staff development programmes in collaboration with other Stakeholders;
- iv. Tendering technical support and guidance to educational institutions;
- v. Promoting collaboration with key stakeholders;
- vi. Coordinating co-curricular activities;
- vii. Interpreting and disseminating educational policies to stakeholders;
- viii. Supervising county school inspectors; and
- ix. Approving operation of private education providers.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized university or institution.
- A post graduate Diploma in Education planning and Management.

(ii) Experience

At least three (3) years working experience in the teaching profession and education management as Education officer.

(iii) Competences

- Delegation;
- Human resource management;
- Managing employee performance;
- Concern for quality and standards;
- Accountability;
- Teamwork; and
- Communicating effectively.

Job Title : **Education Officer (Special Needs)**
Salary Scale : U4
Reports to : Principal Inspector of schools
Responsible for :

Job Purpose

To implement the special needs education policies, plans and programmes.

Key Outputs

- i. Learners with special educational needs identified and enrolled;
- ii. Work plans and Budgets prepared;
- iii. Special needs education reports produced;
- iv. Teachers of learners with special educational needs trained;
- v. Supportive devices for children with special educational needs availed;
- vi. Learners with unique special educational needs referred for further help;
- vii. Communities mobilised and sensitised about the value of special needs education;
- viii. Collaboration with key stakeholders coordinated;
- ix. Counselling, guidance and Support supervision to teachers and school management committees of learners with special needs provided; and
- x. Monitoring reports prepared.

Key Functions

- i. Identifying and enrolling children with special educational needs into schools;
- ii. Preparing work plans and budgets;
- iii. Producing reports on special needs education;
- iv. Training teachers of children with special educational needs;
- v. Collaborating and coordinating with other stakeholders to acquire supportive devices for children with special educational needs;
- vi. Referring learners with unique educational needs for further help;
- vii. Mobilising and sensitising Communities in support of special needs education;

- viii. Identifying and opening up links for children with special needs; and
- ix. Providing counselling, guidance and support supervision to teachers and management of children with special needs.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education with a bias in Special Needs Education from a recognized university or institution.

(ii) Competences

- Negotiation and mediation;
- Planning, organizing and coordinating;
- Guidance and counseling
- Communication; and
- Time management.

Job Title	:	Sports Officer
Salary Scale	:	U4
Reports to	:	District Education Officer
Responsible for	:	Assistant Sports Officer

Job Purpose

To develop and promote sports and games in the District.

Key Outputs

- i. Work plans and budgets prepared;
- ii. Sports and games programmes/timetable drawn;
- iii. Sports and games activities supervised;
- iv. Sports talents identified and promoted;
- v. Sports courses organised;

- vi. Community sensitised on sports and game policies;
- vii. Sports equipment purchased; and
- viii. Sports facilities in the District preserved and rehabilitated.

Key Functions

- i. Preparing work plans and budgets;
- ii. Drawing up sports and games programmes/timetable;
- iii. Supervising sports and games;
- iv. Identifying and promoting sports talent;
- v. Organising sports courses;
- vi. Mobilising and sensitising the community on sports and games policies;
- vii. Purchasing of sports equipment; and
- viii. Preserving and rehabilitating existing sports facilities in the District.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelor Degree in Education with a bias in Sports Science or An Honours degree in Sports Science from a recognized university or institution.

(ii) Competences

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Communication;
- Concern for quality and standards;
- Teamwork; and
- Time management.

Job Title : **Inspector of Schools**

Salary Scale : U4

Reports to : Senior Inspector of Schools

Job Purpose

To inspect and support the enforcement of educational standards.

Key Outputs

- i. Periodic inspection of schools carried out;
- ii. Support supervision to teachers provided;

- iii. Teachers' performance monitored;
- iv. Minimum Educational standards enforced;
- v. Inspection reports prepared; and
- vi. Teachers guided and counseled.

Key Functions

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counseling to teachers.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

- Records and information management;
- Planning, organizing and coordinating.
- Communication;
- Networking;
- Concern for quality and standards;
- Assertiveness and self confidence; and
- Teamwork.

Job Title : **Assistant Sports Officer**

Salary Scale : U5

Reports to : Sports Officer

Responsible for :

Job Purpose

To assist the sports officer in the development and promotion of sports and games in the District

Key Outputs

- i. Work plans prepared.
- ii. Sports and games activities/programmes coordinated.
- iii. Sports talents identified, developed and promoted.
- iv. Sports and games facilities and equipment availed.
- v. Status of sports facilities and equipment determined.
- vi. Sports and games stakeholders sensitised and mobilised on sports and games development.

Key Functions

- i. Preparing work plans;
- ii. Coordinating sports and games activities/programmes within the District.
- iii. Identifying, developing and promoting sports talents
- iv. Availing sports and games facilities and equipment;
- v. Determining the status of sports facilities and equipment;
- vi. Sensitising and mobilising sports and games stakeholders on development of sports and games.

Person Specifications

(i) Qualifications

- Should hold a Diploma in Education with a bias in Sports Science or a Diploma in Sports Science from a recognized university or institution.

(ii) Competences

- Coaching and mentoring;
- Planning, organizing and coordinating;

- Concern for quality and standards;
- Communication;
- Teamwork; and
- Time management.

EDUCATION AND SPORTS- MUNICIPAL COUNCIL

Job Title	:	Principal Education Officer (Municipality)
Salary Scale	:	U2
Reports to	:	Town Clerk
Responsible for	:	Education Officer Inspector of Schools Assistant Sports Officer

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the Municipality.

Key Outputs

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities and programmes coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

Key Functions

- i. Implementing Education laws, policies and regulations;

- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Organizing and facilitating Teachers' training programmes;
- vi. Coordinating school inspection and sports programmes;
- vii. Coordinating Educational activities and programmes;
- viii. Maintaining an updated teachers' personnel data bank; and
- ix. Supervising and monitoring Educational curricular, examinations and sports events.

Person Specifications

(i) Qualifications

- An Honours Bachelors Degree in Education from a recognized University or Institution.
- A Post Graduate Diploma in Education Planning and Management from a recognized university or Institution.

(ii) Experience

At least six (6) years working experience three (3) of which must have been at senior education officer level in the Public Service.

(i) Competences

- Planning, organizing, and coordinating
- Knowledge management;
- Human resource management;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management.

Job Title	:	Education Officer
Salary Scale	:	U4
Reports to	:	Principal Education Officer
Responsible for	:	Assistant Education Officer

Job Purpose

To support the Principal Education Officer in the implementation of education policies, plans, programs and strategies.

Key Outputs

- i. Teacher's performance monitored;
- ii. Data on education managed;
- iii. Technical advice and guidance to head teachers and school management committees provided;
- iv. Periodic reports prepared and submitted to Principal Education Officer;
- v. Advice on appointments of school management committees or board governors provided; and
- vi. Collaboration with school foundation bodies enhanced.

Key Functions.

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to principal Education Officer;
- v. Advising on the appointment of school management committees or board of governors ; and
- vi. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

- Planning, organizing, and coordinating;
- Managing employee performance;
- Accountability;
- Problem Solving Decision Making;
- Communication; and
- Concern for quality and standards.

Job Title	:	Inspector of Schools
Salary Scale	:	U4
Reports to	:	Principal Education Officer
Responsible for	:	Assistant Inspector of Schools

Job Purpose

To promote and maintain high quality educational standards.

Key Outputs

- i. Work plans and Budgets prepared;
- ii. Inspection programmes managed;
- iii. Inspection undertaken and Reports prepared;
- iv. Inspections Reports evaluated;
- v. Educational activities monitored; and
- vi. Technical support and guidance provided.

Key Functions

- i. Preparing work plans and budgets;
- ii. Managing inspection programmes;

- iii. Carrying out inspection and preparing inspection reports;
- iv. Evaluating Inspection reports;
- v. Monitoring educational activities; and
- vi. Providing technical support and guidance.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

- Records and information management;
- Concern for quality and standards;
- Accountability;
- Teamwork;
- Communication; and
- Time management.

Job Title : **Assistant Education Officer**

Salary Scale : U5

Reports to : Education Officer

Responsible for :

Job Purpose:

To support the implementation of educational policies, plans and Programmes.

Key Outputs

- i. Monitoring and evaluation Reports prepared;
- ii. Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered;
- iii. Educational institutions monitored and status reports produced; and

- iv. Education management systems and plans developed.

Key Functions

- i. Preparing Monitoring and evaluation Reports;
- ii. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
- iii. Monitoring Educational institution and producing status reports; and
- iv. Developing Education management systems and plans.

Person Specifications

(i) Qualifications

- Should hold a Diploma in Education from a recognized institution.

(ii) Competences

- Planning, organizing and coordinating;
- Coaching and mentoring;
- Records and information management;
- Communicating effectively;
- Concern for quality and standards; and
- Time management.

Job Title : **Assistant Sports Officer**
Salary Scale : U5
Reports to : Principal Education Officer
Responsible for :

Job Purpose

To develop and promote sports and games in the Municipality.

Key Outputs

- i. Work plans and budgets prepared;
- ii. Sports and games programmes/timetable drawn;
- iii. Sports and games activities supervised;
- iv. Sports talents identified and promoted;
- v. Sports courses organised;
- vi. Community sensitised on sports and game policies;
- vii. Sports equipment purchased; and
- viii. Sports facilities in the Municipality preserved and rehabilitated.

Key Functions

- i. Preparing work plans and budgets;
- ii. Drawing up sports and games programmes/timetable;
- iii. Supervising sports and games;
- iv. Identifying and promoting sports talent;
- v. Organising sports courses;
- vi. Mobilising and sensitising the community on sports and games policies;
- vii. Purchasing of sports equipment; and
- viii. Preserving and rehabilitating existing sports facilities in the Municipality.

Person Specifications

(i) Qualifications

- Should hold a Diploma in Education with a bias in sports science from a recognized institution.

(ii) Competences

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Communicating effectively;
- Concern for quality and standards; and
- Teamwork.

Job Title : **Assistant Inspector of Schools**

Salary Scale : U5

Reports to : Inspector of Schools

Responsible for :

Job Purpose

To inspect and support the enforcement of educational standards in the Municipality.

Key Outputs

- i. Periodic inspection of schools carried out;
- ii. Support supervision to teachers provided;
- iii. Teachers' performance monitored;
- iv. Minimum Educational standards enforced;
- v. Inspection reports prepared; and
- vi. Teachers guided and counseled.

Key Functions

- i. Carrying out periodic inspection of schools;

- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counseling to teachers.

Person Specifications

(i) Qualifications

- Should hold a Diploma in Education from a recognized institution.

(ii) Competences

- Records and information management;
- Planning, organizing and coordinating;
- Communicating effectively;
- Networking;
- Concern for quality and standards; and
- Time management.

Job Title	-	Head Teacher
Reports to	-	Sub County Chief
Salary Scale	-	U4

Job Purpose

To manage and provide technical guidance/ leadership in the academic and administrative programmes to the institution.

Output:

- To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- To be in charge of overall administration and management of the school;
- To plan for the physical development of the school and professional development of the

staff;

- To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- To initiate development projects for the school and mobilize resources for their implementation;
- To supervise and appraise all the staff and employees of the institution and assess their performance;
- To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- To direct activities concerning student admissions, provision of supplies and welfare services;
- To participate in the implementation of the Education Sector reforms related to primary education; and
- To plan and chair meetings on the school.
- To conduct any other duties

Person Specification:

(i) Qualification

- Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;
- Must have attended at least four workshops/seminars and four short courses relevant to the profession;
- Registered with the Ministry of Education and Sports; and
- Minimum of fifteen years working experience, three of which should have been at Principal

- level with administrative responsibilities or as Deputy Head Teacher.

(ii) Competences

- Organization skills;
- Child Development skills ;
- Management skills, Teaching skills;
- Communication/ Presentation skills;
- Interpersonal skills;
- Evaluation skills;
- Human Resource Management skills;
- Financial Management skills;
- Record Keeping skills;
- Public relations skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Job Title - **Deputy Head Teacher**

Reports to - Head Teacher

Salary Scale - U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

Output:

- To prepare schemes of work/lesson plans and teach students according to the set timetable;

- To assist the Head teacher in the overall administration and management of the school;
- To supervise the non-teaching and support staff;
- To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- To enforce discipline in the school;
- To organize and assist in the management and implementation of the curriculum;
- To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- To act as the minute secretary of the Management Committee;
- To co-ordinate periodic reviews of the school curriculum;
- To ensure integrity of internal and external exams administration and supervision;
- To prepare the academic plans, programmes and schedules (time table) of the school; and
- To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

(i) Qualification

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession
- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level and two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co curricular activities etc.

(ii) Competencies

- Guidance and counseling;

- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Job Title - **Principal Education Assistant**

Reports to - Deputy Head Teacher

Salary Scale - U5

Job Purpose

To plan, teach, instruct and evaluate the primary school learners and to manage the activities and resources of the department.

Output:

- To prepare the schemes of work and lesson plans in line with the approved curriculum on weekly and termly basis;
- To conduct lessons and remedial work according to the set timetable;
- To participate in setting, administering and marking internal and external examinations;
- To carry out continuous assessment and evaluation of pupils performance;
- To coordinate departmental academic programmes/work plans;
- To plan and prepare the academic programmes/work plans and supportive budgets;
- To advice on purchase and usage of learning aids/ materials;

- Responsible for a group of pupils on academic and social affairs;
- To mentor other teachers;
- To participate in the implementation of education sector reforms related to Primary Education
- To act as a mentor to other teachers;
- To guide and counsel pupils and subordinates in the department; and
- To participate in the self assessment and appraisal of the Senior Education Assistants.

Person specification:

(i) Qualifications

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education Sports
- Must have attended at least two workshops/seminars and two short courses relevant to the profession.
- Minimum of nine years teaching in the primary sector with at least three years as Senior Education Assistant.

(ii) Competencies:

- Guidance and counseling skills;
- Pedagogical skills;
- Psychological skills;
- Child development skills;
- Computer Literacy Skills;
- Good communication and interpersonal skills;
- Record keeping skills;
- Environment and Primary Healthcare;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Job Title - **Senior Education Assistant**
Reports to - Principal Education Assistant
Salary Scale - U6

Job Purpose

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Duties and Responsibilities

- To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- To conduct lessons and remedial work according to the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils performance.
- To develop and improve on learning aids/ material
- To carry out child studies and keep a profile for each pupil in the class
- To guide and counsel pupils.
- To participate in class and departmental meetings.
- To serve as teacher on duty.
- To participate in co - curricula activities and link the school to the community.
- To participate in the self assessment and appraisal of the Education Assistants.

Person Specification:

(i) Qualifications:

- Minimum of a Grade III teaching certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

(ii) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Good communication and interpersonal skills,
- Computer Literacy Skills, Record keeping,

- Environment and Primary Healthcare,
- Safety and Precautionary measures,
- Support for Special Needs students.

Job Title	-	Education Assistant
Reports to	-	Senior Education Assistant
Salary Scale	-	U7

Job Purpose

To teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Output:

- To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- To conduct lessons and remedial work according to the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils performance.
- To prepare and select appropriate learning aids/materials for classroom teaching.
- To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- To guide and counsel pupils.
- To participate in class meetings.
- To serve as classroom teacher.
- To participate in co - curricula activities and community activities.
- To conduct any other duties assigned that are related to the profession.

Person Specification:

(i) Qualifications:

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports
-

(ii) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,

- Psychological skills,
- Child development skills,
- Computer Literacy,
- Record keeping,
- Good communication and interpersonal skills,
- Environment and Primary Healthcare,
- Safety and Precautionary measures,
- Support for Special Needs students.