

Job Advert: Part-Time School Quality Assurance Officer

Location: Mombasa, Kenya

Position Type: Part-Time

Job Title: School Quality Assurance Officer (Proficient in CBC & IGCSE)

About Us:

We are a leading educational institution committed to providing top-quality education through the Competency-Based Curriculum (CBC) and the International General Certificate of Secondary Education (IGCSE). We are seeking a passionate and skilled professional to join our team as a **Part-Time School Quality Assurance Officer**.

Role Overview:

The School Quality Assurance Officer will be responsible for evaluating and enhancing the overall quality of teaching, learning, and administrative practices in line with the CBC and IGCSE frameworks. The ideal candidate will work closely with school management, teachers, and other stakeholders to ensure continuous improvement and compliance with educational standards.

Key Responsibilities:

- Conduct periodic reviews and assessments of the school's CBC and IGCSE curricula implementation.
- Monitor and evaluate the effectiveness of teaching methodologies and student performance.
- Ensure compliance with both CBC and IGCSE standards and guidelines.
- Provide feedback, training, and recommendations to teaching staff for curriculum improvement.
- Develop and implement school quality assurance policies and procedures.
- Prepare detailed reports on findings and progress in quality assurance efforts.
- Support school management in maintaining a high level of educational quality.

Qualifications and Experience:

- Bachelor's degree in Education or a related field.
- Proficiency and experience with both the CBC (Competency-Based Curriculum) and IGCSE (International General Certificate of Secondary Education).
- Minimum of 3 years of experience in education, preferably in a quality assurance role.
- Strong understanding of the latest educational trends and assessment techniques.
- Excellent communication, analytical, and organizational skills.
- Ability to work independently and collaboratively with different school departments.

Preferred Skills:

- Experience with both national and international curriculum standards.
- Ability to conduct classroom observations and provide constructive feedback.
- Strong leadership and mentorship abilities.

Application Process:

Interested candidates should submit their CV and a cover letter to **hr@singawa.co.ke**. Kindly include "School Quality Assurance Officer - Part-Time" in the subject line of your email. Only shortlisted candidates will be contacted.

Application Deadline: 7TH OCTOBER 2024

Join our team and help us shape the future of education in Kenya!