

Job Vacancy: Pre-Primary Class Head Teacher

Organization: Ready for Reading.

Job Title: Pre-Primary Class Head Teacher

Type: Full time

Report to: Director

Duration: 1 Year renewable upon the performance.

Purpose of this Position:

Under the general supervision of the Harmony School Supervisor, to have the knowledge of supporting pre-primary students to develop a wide variety of skills and educational competences.

OVERVIEW:

Ready for Reading (RfR): Ready for Reading is a registered Non-Governmental Organization which has established the 7,800 sq. ft. Rwinkwavu Community Library and Learning Center (RCLLC), located in an underserved rural area in Eastern Rwanda. The initiative serves as a center of opportunity, hope and healing. Ready for Reading seeks to empower all ages of the Rwinkwavu community through literacy, technology and life skills, enhancing academic, social, cultural and economic opportunities for both personal and community growth and enrichment.

Mission

The mission statement of Ready for Reading (RfR) is: To empower the community through literacy, technology, and life skills, enhancing academic, social, and economic opportunities. RfR opened the Rwinkwavu Community Library and Learning Center to enact these principles from the ground up. All of the programming was created with input and direction from the population to be served. The RCLLC is located in the Eastern Province, Kayonza District, Rwinkwavu Sector, and serves the community comprised of surrounding districts including, but not limited to: Rwinkwavu, Kabarondo, Murama, Ndego, Mwiri and Kabare sectors and Nasho in Kirehe District.

Position summary

The Pre-primary Class Head Teacher will be responsible of Planning, organizing and conducts activities to help pre-primary school students to develop a wide variety of skills including speech, reading, writing, motor skills and social interaction.

Typical responsibilities of this job include:

- Planning and structuring learning in both indoor and outdoor environments using a variety of materials and equipment to facilitate students' development
- Providing a variety of experiences and activities to develop motor skills, cooperative social skills, confidence and understanding
- Promoting language development through storytelling, role play, songs, rhymes and informal discussions held individually and within groups
- Observing students to evaluate progress and to detect signs of ill health, emotional disturbance and other disabilities
- Observing nutritional health, welfare and safety needs of students and identifying factors which may impede students' progress
- Discussing students' progress with parents
- Welcoming parents' observation and recording their feedback
- Attending parent meeting every beginning and end of the school term.
- Participating in community and family support programs as appropriate
- Supervising student teachers on placement
- Developing and implementing lessons and work schemes, using the Early Years Foundation Stage as a framework
- Providing a safe and stimulating environment that facilitates learning
- Organizing and supervising play and work activities (for example reading, cooking, music, dancing etc)
- Liaising with parents, careers and professionals such as speech therapists and health visitors
- Maintaining records
- Monitoring and recording progress
- Demonstrated ability to multi-task, perform in a fast-paced environment & respond quickly to situational needs as they arise.

Pre-Primary Class Head Teacher Requirements

- Degree or Diploma in Early Childhood Development or Education
- A thorough understanding of a child development
- Kinyarwanda and English and proficiency is required; French knowledge would be an added value
- Demonstrated oral and written communication skills and ability to work children.
- Adaptability
- Creativity and Patience
- Responsibility
- Resourcefulness
- A good sense of humor

If feel interested or Early Childhood (Pre-Primary School Teacher) is your current occupation then email us your cover letter, CV, and Academic Documents to: info@readyforreading.org with **Application for Pre-primary Class Head Teacher** in subject line. Deadline of receiving applications is Friday January 13, 2023 at 5pm.

Please note that only the selected candidates will be contacted for the interview.