



## ALL SAINTS' CATHEDRAL - NAIROBI

### Vacancy Announcement:

#### Position Details

- **Job Title:** Deputy School Principal
  - **Department:** All Saints Cathedral Schools
  - **Reporting to:** School Principal
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#### Job Purpose

All Saints' Cathedral Schools is seeking a dynamic, visionary, and committed **Deputy Principal** to support the Principal in providing effective leadership and management of both academic and administrative functions. The role focuses on coordinating curriculum implementation, enhancing teaching quality, promoting student achievement, and fostering a positive school environment. The successful candidate will also contribute to holistic learner development through discipline management, pastoral care, and stakeholder engagement.

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#### Key Responsibilities:

1. Serve as the Principal's assistant in overall school leadership and administration.
2. Coordinate academic programs including curriculum delivery, timetabling, and learning resources.
3. Promote continuous improvement in teaching quality through coaching, mentorship, practical lesson modelling, and observation of teachers.
4. Organize teacher training and professional development initiatives.
5. Oversee school transport operations and address related logistics and stakeholder concerns.
6. Support the principal in promoting harmonious relations and linkages between the school, parents and the local community.
7. Ensure proper management and utilization of school resources and stationery.
8. Supervise teacher attendance, classroom setup, and effective lesson delivery.
9. Maintain accurate and up-to-date academic records for all pupils and classes, while systematically tracking and evaluating learners' progress.
10. Provide guidance to the teaching staff in setting educational, targets, goals and objectives.
11. Support pastoral programs in collaboration with the School Chaplain.
12. Manage student discipline in line with school policies.
13. Serve as Secretary to key school committees and meetings.
14. Teach assigned subjects and prepare learners for national examinations.
15. Coordinate remedial programs for learners requiring academic support.
16. Assist in preparing academic and Board of Management reports.

### **Skills and Knowledge:**

- Leadership and management
- Mentoring and coaching
- Decision making and problem solving
- Analytical
- Interpersonal
- Communication
- Computer literate

### **Academic and Professional Qualifications**

- Bachelor's Degree in Education
- 5 years of experience as a Deputy Head Teacher/ Senior Teacher with proven track record of good performance
- Must be registered by TSC

### **Application details**

If your qualifications and experience align with this opportunity, please submit your application, including a detailed CV, copies of academic and professional certificates, testimonials, and the contact details of three referees, not later than 2<sup>nd</sup> May 2026, to:

The Provost,  
All Saints' Cathedral Nairobi  
P.O Box 40539-00100 Nairobi.

Or

Via e-mail address: [hr@allsaintsnairobi.org](mailto:hr@allsaintsnairobi.org)

Or

Dropped at our offices

### ***Please Note:***

- *This position is open to both internal and external candidates.*
- *Only shortlisted candidates will be contacted.*
- *All Saints' Cathedral is an equal opportunity employer.*