Job title: Registrar of Uganda Nursing School Bwindi

As a registrar you will be directly responsible to the principle tutor.

JOB PURPOSE

To carry out the professional duties of a teacher as circumstances may require and in accordance with the Uganda Nursing School Bwindi policies under the direction of the Principal in order to achieve the goal

To be an effective professional who demonstrates thorough curriculum knowledge, manage/lead can teach and assess effectively, take responsibility for professional development and has students who achieve well.

AREAS OF RESPONSIBILITY AND KEY TASKS

Planning, Teaching and Class Management

Teach students by planning their teaching to achieve progression of learning by:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge students and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Be aware of and make provision for students with unique individual needs;
- Providing clear structures for lessons maintaining pace, motivation and challenge;
• Making effective use of assessment and ensure coverage of program of study;
• Ensuring effective teaching and best use of available time;
• Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behavior, standards of work and assignments;
• Using a variety of teaching methods to:
  ➢ Match approach to content, structure information; present a set of key ideas and appropriate vocabulary.
  ➢ Use effective questioning, listen carefully to students, give attention to errors and misconceptions.
  ➢ Select appropriate learning resources and develop study skills through library, ICT and resources.
• Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
• Evaluating own teaching critically to improve effectiveness;
• Ensuring the effective and efficient deployment of classroom support;
• Liaise with the Subject Leader to ensure the implementation of department policy and best practice.

Monitoring, Assessment, Recording, Reporting

• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
• Mark and monitor students' work and set targets for progress;
• Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
• Undertake assessment of students as requested by examination bodies, departmental and school procedures;
• Prepare and present informative reports to parents;
• Undertake assessment of students and participate in the school’s system reporting to parents.

Curriculum Development

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• Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

Administrative/operational duties

• Register students with Uganda Nurses and Midwifery Examination Board.
• Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
• Communicate, as appropriate, with parents of students and professional bodies outside the school concerned with the welfare of students.

Work with the administrative assistant to;

• Ensure that the school property is maintained in good order
• Ensure that all consumables are purchased in time and a buffer stock is maintained at all times
• Ensure that catering areas meet the requirements for hygiene and food safety.
• Overseeing the management of the student’s uniform.
• Advise on and take the appropriate physical security measures within the school for protection of both staff and students

Manage and maintain the school physical structures i.e. maintaining good lighting and ventilation in all school buildings.

Other Professional Requirements

• Have a working knowledge of teachers' professional duties and legal liabilities;
• Operate at all times within the stated policies and practices of the school;
• Know subject(s) or specialism(s) to enable effective teaching;
• Take account of wider curriculum developments;
• Establish effective working relationships and set a good example through adherence to professional conduct;
• Take responsibility for own professional development and duties in relation to school policies and practices
• Work cooperatively with the other teachers to ensure smooth running of the institution.
• Liaise effectively with parents and governors.

Disclaimer

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from your supervisor to undertake work of a similar and your level that is not specified in this job description.

I agree that the above duties constitute my job description

Signed by employee…………………………. ...Date…………………………

Signed by supervisor……………………………..Date…………………………..