

**Organization:** Silverleaf Academy Ltd, Tanzania

**Location:** Silverleaf Academy Usa River Campus, Tanzania, with travel to other campuses

**Position:** Chief Academic Officer

**Contract Type:** Full Time

**Contract Duration:** 2 years

**Line Manager:** Managing Director

**Direct Reports:** Education Officers, Education Associates, School Manager(s), School Head Teacher(s)

### **Organisation**

Silverleaf Academy is a chain of affordable private pre-primary and primary schools in Tanzania educating children aged 2-14. Our mission is to provide lower-middle-income families in Tanzania with highest quality learning at the most affordable levels. Using the national Tanzanian curriculum, Silverleaf schools deploy an inclusive, tech-supported curriculum inside every classroom, and adopt an innovative team-teaching approach and in-service training program. Our schools are specifically designed to build both student academic competencies and wider life, leadership and learning skills. It is our promise to our students and their parents that Silverleaf students will not leave school without full mastery of the basic skills of writing, reading and math, while also being prepared for a world where critical thinking, team collaboration, and entrepreneurship are paramount. Silverleaf currently has one fully operational campus in Usa River serving approximately 400 pre-primary to standard 7 students. By January 2025, the target is to grow the Usa River campus to over 1,000 daycare up to standard 7 students. In addition, the organization will set the foundation for acquisition of two new campuses serving a further 500 students by January 2025.

### **Role**

The Chief Academic Officer is responsible for providing strategic leadership and direction for academic programs, for developing and implementing academic policies and procedures, overseeing faculty and staff, and working to ensure the success of students. The Chief Academic Officer will play a key role in expanding the school to three campuses by standardizing curriculum, coaching teachers, mentoring teachers, standardizing positive reinforcement, and adding technology.

### **Key Performance Indicators**

1. Student-Centered Learning Proficiency: Percentage of students actively engaged in inquiry-based, collaborative, and personalized learning experiences.
2. Student Academic Achievement Rate: Percentage of students achieving or exceeding grade-level proficiency in core subjects.
3. Life Skills Mastery Rate: Percentage of students demonstrating proficiency in critical life skills, including empathy, problem-solving, and communication.
4. Effective Technology Integration Index: Assessment of the meaningful integration of technology into classroom instruction, fostering digital literacy and critical thinking.
5. English Language Proficiency: Assessment of students' mastery of the English language, including reading, writing, and verbal communication.

## Responsibilities

1. Strategic Leadership:
  - Develop and implement strategic education plans for all schools across the Silverleaf network, aligned with Silverleaf's mission and core values.
  - Identify and assess new academic programs and initiatives, including those that integrate technology.
  - Work with the CEO to develop and implement budget and resource allocation plans for the academic division.
2. Curriculum Development and Implementation:
  - Develop and implement a standardized curriculum across all three campuses, ensuring that it is aligned with best practices and meets the needs of all students.
  - Collaborate with teachers to develop and implement lesson plans and assessments that integrate tablets and technology hubs into classrooms.
  - Monitor the implementation of the curriculum and make adjustments as needed.
3. Teacher Coaching and Mentoring:
  - Coach and mentor teachers to ensure that they are delivering high-quality instruction, including using technology effectively in the classroom.
  - Provide feedback and support to teachers on their lesson plans, assessments, teaching methods, and use of technology.
  - Develop and implement professional development programs for teachers on how to use technology in the classroom.
4. Positive Reinforcement:
  - Standardize positive reinforcement practices across all three campuses, creating a positive and supportive learning environment for students.
  - Develop and implement a system for tracking and rewarding student achievement, including the use of technology.
  - Train teachers on positive reinforcement strategies.
5. Technology:
  - Integrate technology into the curriculum and instruction in a meaningful and effective way.
  - Develop and implement a technology plan for the academic division.
  - Manage the academic division's technology budget and resources.
  - Provide training and support to teachers on how to use technology in the classroom.
6. Student Performance:
  - Oversee the academic performance of all students.
  - Analyze student data to identify areas for improvement.
  - Develop and implement strategies to improve student outcomes, including the use of technology.

7. Faculty and Staff Supervision:
  - Supervise and evaluate faculty and staff using learning journey rubrics and tools.
  - Provide feedback and support to help them improve their performance, including their use of technology in the classroom.
  - Conduct regular performance reviews.
8. Budget and Resources:
  - Manage the academic division's budget and resources.
  - Ensure that resources are used efficiently and effectively.
  - Develop and submit budget proposals to the executive Director and Managing Director.
9. External Representation:
  - Represent the school at external events and meetings.
  - Build relationships with other schools, universities, and educational organizations.
  - Promote the school's academic programs and achievements, including the use of technology in the classroom.
10. Thought Leadership:
  - Build and codify intellectual property of the organization concerning education model delivery across schools in Tanzania.
  - Build and codify intellectual property of the organization concerning optimized school network management in Tanzania.
  - Position Silverleaf as a thought leader in the design and delivery of education programming in Tanzania.

### **Basic Qualifications**

- Master's degree in education or a related field
- 7+ years of experience in an academic leadership role in international contexts
- Strong track record of success in improving student outcomes
- Expertise in curriculum development and implementation
- Ability to coach and mentor teachers
- Strong leadership and interpersonal skills
- Excellent communication and organizational skills
- Fluency in English. Knowledge of Swahili preferable
- Experience with educational technology (in class and for school administration)

### **Characteristics**

The Academic Dean should possess exceptional communication skills, fostering strong relationships with faculty, students, and parents. They will need to be a strategic thinker, adept at setting academic goals and driving initiatives to achieve them. They will demonstrate a commitment to inclusivity and diversity, ensuring every student receives an enriching education.

## Values

An essential part of the Silverleaf model is adherence to the core values of the organisation. These values are ingrained in our approach and extend to staff, students, parents and partners alike. They are used throughout organisational processes and decision-making to guide what we do. For staff, adherence to these values is mandatory and forms the cornerstone of performance reviews.

1. Lead the Way - Demonstrate the principles of servant leadership by practicing empathy, considering needs of others, and setting a good example for peers in your community.
2. Speak, Listen, and Learn - Work together by sharing your ideas in an organized way, listening to the views of others, and considering different perspectives and angles.
3. Ask Why and Why Not - Think critically and use evidence to support your decisions, to find proactive ways to challenge what is possible and to innovate for positive changes.
4. Build for the Future - Look beyond today and equip yourself with the skills, attitudes and tools required to be a socially responsible global citizen in the world of tomorrow.
5. Unwavering Mission Focus - Set clear goals and be disciplined, diligent and determined in achieving them to the very best of your ability, regardless of the obstacles that may arise.

To apply for this role, please send your CV and cover letter to [hr@silverleaf.co.tz](mailto:hr@silverleaf.co.tz) and copy in [richard@silverleaf.co.tz](mailto:richard@silverleaf.co.tz). Kindly include the job title in the subject line of your email.

Alternatively, you can also send us your CV and an introductory note directly via our website at <https://www.silverleaf.co.tz/talent-pool>. Please make sure you specify the job title in the “anything else you would like us to know about you” section.