# AR Phonics Officer Vacancy

African Revival is an international charity with a head office in London, UK, and field offices in Gulu, Uganda, and Zambia. At African Revival, we believe that education is the key to overcoming poverty, and our vision is an Africa where every child has equal access to quality education.

African Revival is recruiting for the following position:

**Position: PHONICS OFFICER**

***Reports to:*** *Education Coordinator, Programmes Manager*

**What is Phonics?**

Phonics is a method of teaching reading and writing that focuses on sounds. In the English language there are only 26 letters in the alphabet, however there are 44 sounds and 120 main ways of writing these sounds. Phonics teaches children to recognize and write these sounds by training them to correlate these different sounds (phonemes) with letters (graphemes). A written language is basically a kind of a code. Teaching phonics is just teaching children to crack that code by learning to recognize the sounds of letters and different letter combinations.

**Position Summary:**

The Phonics Officer is responsible for the implementation of all the components of the Phonics Teacher Training programme, which aims to train teachers in phonics methodology. Job responsibilities include, but are not limited to, the following key areas:

* Training of teachers and school administration in phonics methodology
* Support supervision in partner schools
* Budgeting and financial planning
* Monitoring and Evaluation
* Report writing

**Requirements:**

* Minimum of a degree in primary education or related field
* Minimum of 3 years’ experience in the Education sector
* Ability to train staff in effective teaching methods
* Ability to monitor and evaluate education programs
* Willing to reside in the project location, Amuru/ Nwoya district and ready to travel to the sites for supervision regularly
* Must have a valid riding permit

**Position Responsibilities:**

1. **Teacher Training**

* Coordinate and schedule training sessions at partner schools
* Prepare all training materials and coordinate movement plan
* Train teachers in phonics methodology
* Train teachers to plan, make lesson schemes and prepare instructional activities

1. **Support Supervision & Follow-up**

* Ensure phonics is being implemented by trained teachers in the classroom
* Monitor standard of phonics instruction
* Check the schemes of work and lesson plans as well as the variety of student-centered methods
* Observe and evaluate pupil’s performance and development with teachers and school administration
* Assist trained teachers where necessary to effectively teach phonics
* Be a mentor to the trained teachers by performing certain pastoral duties including but not limited to support, counselling them with academic challenges and providing encouragement

1. **Keep project records**

* Maintain accurate and complete records of student’s progress and development
* Keep a record of all lesson plans and schemes of work used by trained teachers
* Update all necessary records accurately and completely.
* Provide regular reports as required by donors

1. **Budgeting and Financial Planning**

* Submit budget request and monthly reports and accountabilities of the expenses to African Revival Programmes Manager and Finance Manager
* Supervise the financial transactions and ensure appropriate financial records for all programs and activities are maintained

1. **Communications &Public Relations**

* Compile case studies of project activities and success stories to inform stakeholders of progress.
* Liaise with appropriate government officials and bureaus and implementing partners



**African Revival (Uganda)**

**Plot 2-4a Faustino Oceng Road**

**PO BOX 1331, Gulu**

[**www.africanrevival.org**](http://www.africanrevival.org)

**How to Apply:**

Send soft copies of your CV, Cover Letter and completed African Revival Application form to: [sophie.c.hicks@gmail.com](mailto:sophie.c.hicks@gmail.com) **and cc** [**scovia.ekit@africanrevival.org**](mailto:scovia.ekit@africanrevival.org)

Hand deliver hard copies to our Country office in Gulu, plot 2-4A Faustino Oceng Road (Moroto Road)/ Pece Lukung.( Cuk pa’ Atuku) or Nwoya and Amuru Offices.

**NB: Hard copies of AR Application forms can be picked from Our Gulu, Amuru and Nwoya Offices. Applications without the required documents will not be considered.**

**Deadline for submission is 5:00pm Monday**

**10th October 2016**