Sir Harry Johnston International School

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VACANCY ANNOUNCEMENT: Cambridge Programmes and School Quality Coordinator

Reporting To: Deputy Principal
Grade/Status: Senior Leadership Position (Below Deputy Principal; at par with School Administrator)

1.1 Purpose of the Position

To provide strategic leadership, coordination, quality assurance, and regulatory oversight for the full Cambridge International continuum (Cambridge Early Years to GCE Advanced Level), ensuring compliance with Cambridge Assessment International Education standards and supporting the school's transition to full Cambridge independence outside the British Council associate model.

1.2 Strategic Objectives

i. Ensure successful launch of Cambridge Early Years and GCE pathways (September 2026/2027).
ii. Lead transition to independent Cambridge school status.
iii. Oversee implementation of Insight baseline and value-added testing systems.
iv. Establish a robust internal quality assurance and inspection framework.
v. Ensure all pathways meet international compliance standards.

1.3 Key Responsibilities

A. Cambridge Programme Leadership

i. Coordinate all Cambridge pathways: Cambridge Early Years (CEY), Cambridge Primary, Cambridge Lower Secondary, IGCSE, AS and A Level.
ii. Liaise directly with Cambridge Assessment International Education.
iii. Oversee Cambridge administrative officers (per pathway) who receive coordination allowances.
iv. Supervise registration, entries, timetables, coursework moderation, and compliance.
v. Ensure exam security and integrity systems are fully compliant.
vi. Lead preparation for Cambridge inspections and quality reviews.

B. School Quality Assurance and Inspection

i. Develop and implement a School Quality Assurance Framework aligned to Cambridge standards.
ii. Conduct internal inspections across all three schools.
iii. Monitor teaching quality, assessment practices, and learner outcomes.
iv. Coordinate Heads of Departments and School Leads in improvement planning.
v. Produce termly Quality Assurance reports for SLT and the Board.

C. Data, Evaluation and Insight Systems

Oversee implementation and analysis of: Baseline testing, Cambridge University Press and Assessment Insight tools: MIDYIS, YELLIS, ALIS

D. Academic Monitoring and Standards

i. Ensure alignment of schemes of work to Cambridge frameworks.
ii. Monitor assessment moderation across subjects.
iii. Standardize reporting practices across schools.
iv. Ensure progression continuity CEY → A Level.
v. Lead intervention strategies for underperforming cohorts.

E. School Coordination (Three-School Oversight)

i. Harmonize academic calendars and reporting structures.
ii. Coordinate cross-school professional development.
iii. Ensure consistency in policy implementation.
iv. Support school leads in operational academic matters.

F. Strategic Development

i. Support expansion of subject offerings at GCE level.
ii. Prepare the school for Cambridge Independent status.
iii. Develop long-term academic growth projections.
iv. Contribute to strategic planning and accreditation readiness.

1.4 Qualifications and Experience

Essential:

i. Bachelor's Degree in Education / Business Administration or related field.
ii. Proven experience in Cambridge curriculum leadership.
iii. At least 2 years of teaching/administrative experience in Cambridge International programs**.**

iv. Experience coordinating external examinations.
v. Strong understanding of CEY through A Level progression.
vi. Experience in inspection, monitoring, and evaluation.
vii. Strong data literacy (value-added systems experience preferred).
viii. Strong knowledge of Cambridge curriculum frameworks and assessment systems.
ix. Excellent organizational, communication, and leadership skills.
x. Ability to work collaboratively with staff, students, and parents.

Desirable:

i. Previous Cambridge Coordinator and Schools Coordinator/ Quality control experience.
ii. Experience with Insight tools (MIDYIS, YELLIS, ALIS).
iii. Experience in multi-school coordination.

1.5 Key Competencies

i. Strategic thinking.
ii. Regulatory compliance expertise.
iii. Data analytics capability.
iv. Inspection leadership.
v. Academic quality assurance.
vi. Strong communication and reporting skills.
vii. High integrity and confidentiality.

How to Apply

Interested candidates should submit: Application letter, Updated CV with two traceable referees and Copies of their certificates via https://sirharryszomba.com/vacancies by **05th October, 2026**

Only shortlisted candidates shall be contacted for interviews.