

Career

GUIDELINES FOR STAFF RECRUITMENTS INTO THE NIGERIAN DEFENCE ACADEMY BOARDING SECONDARY SCHOOL AFAKA

Welcome to the Nigerian Defence Academy Boarding Secondary School, Afaka-Kaduna (NDABSS Afaka). The NDABSS - Afaka is located within highly inspiring premises of the Nigerian Defence Academy, Kaduna. It is a school grounded in discipline, cultivating values that develop self-reliant critical thinkers, who are responsive to changes, socially sensitive, sound in reasoning and stand out in global contexts.

We are recruiting Vice principals, teachers and support staff who are an essential part of the school community, driving the execution of our mission and vision. We require quality educators that can add value to our Junior Secondary Educational Program of the Nigerian Defence Academy Boarding Secondary School, Afaka.

Table 1: Teaching Staff Junior Secondary School

Qualifications:

Interested Educators who wish to apply for any role in **Table 1:**

1. A minimum of second class lower in the relevant field.
2. A minimum of two-three years of teaching experience.
3. Degree Certification in Education (B.Ed / M.Ed) or Additional qualification of PGDE.
4. Membership of Teachers' Registration Council of Nigerian (MTRCN) is an additional advantage.
5. Computer literacy with proficiency in the use of Microsoft Word, Excel and Powerpoint is mandatory.
6. Must have a very good grasp of their subject content.
7. Excellent communication and interpersonal skills.
8. A commitment to fostering a diverse and inclusive learning environment.
9. Competency in classroom technology and digital tools.

10. A Good sense of fairness and judgement.

Key responsibilities:

- **Curriculum Planning:** Evolve and execute effective lesson plans that align with the school's curriculum and educational standards.
- **Student Support:** Identify and treat the peculiar learning needs of individual students, providing necessary support required using a learner-centred approach.
- **Classroom Management:** Design a safe, respectful, and inclusive classroom environment that inspires student engagement and active participation.
- **Instructional Delivery:** Deliver engaging and differentiated instruction to meet the varied needs of students, promoting critical thinking and problem-solving skills.
- **Parent and Guardian Communication:** Establish and maintain **approved** communication lines with parents and guardians to review student progress and tackle concerns or enquiries.
- **Assessment and Progress Tracking:** Regularly evaluate student performance, issue constructive feedback, and maintain accurate records of student progress.
- **Collaboration:** Collaborate with colleagues and other school staff to improve the overall educational experience and advance a positive school ethics, customs, tradition and culture.
- **Professional Development:** Keep updated with educational trends and research, continuous participation in professional development opportunities to improve teaching practices.
- **Classroom Resources:** Manage teaching aids, classroom materials, resources, and technology effectively to enhance the teaching-learning experience.

To apply, Kindly click on the apply now button to go through our online application process

Subject to teach....

1. A detail Curriculum Vitae,
2. An application letter addressed to: The Commandant, Nigerian Defence Academy Boarding Secondary School Afaka - Kaduna.
3. Photocopies of certificates obtained.

Table 3: Non Teaching Staff Vacancies

NON-TEACHING STAFF VACANCIES

We are recruiting to fill the position of:

Job Title: Vice Principal - Academics

Job Description

The Vice Principal Academics is responsible for supervising and overseeing all academic affairs.

He/ She serve in a Leadership capacity, reporting to the Commandant and is responsible for coordinating all the academic schedule of duties as it relates to academic matters of the School.

Responsibilities

Professional Leadership:

- Supervision of Teaching and Learning Programme (Academic Programme)
- Oversee the implementation of the Electronic Learning Strategy on ICT development and learning.
- Supervise and co-ordinate all the academic affairs of the school and ensure a high level of excellence as regards the school's academic activities on a daily basis.
- Supervise the Academic schedules of duties in relation to academic matters.

- Ensure the compliance of learners and academic staff to rules and regulations pertaining to curricular and co-curricular activities.
- Liaise with the Vice Principal (Admin.) where appropriate.
- Address the implementation of the academic suggestions of the Quality Assurance Unit.
- Implementation of Standards and Norms of Nigerian Curricular.
- Oversees the Academic Programme of the school and reports lapses (weaknesses) to the Commandant.

Performance Management & Assessment:

- Co-ordinates the adequate writing of lesson notes weekly by all educators and ensuring the appropriate use of teaching aids during lessons.
- Oversees the adequate teaching of every lesson by the educators and ensure that no lesson is missed by any educator.
- To ensure that the Notes for students are marked by the subject teachers/ Duly endorsed and countersigned by the relevant supervisor.
- Periodically appraises the educators, supervisors and HODs, the librarian and guidance counselors and submit the reports to the principal.
- As the chairperson of the School Continuous Assessment Committee, he or she is to ensure the effective performance of this committee.
- Does regular and formal classroom visits.
- Ensures that stipulated examination syllabus and curricular are available and fully implemented.
- Ensures that supervisors and Heads of Departments submit periodic reports on educators in their respective departments.
- Ensure the completion of the school diary appropriately with the following entries:
 1. Scheme of work
 2. Topics taught during the week

- Ensures that the academic standard of the School is of the highest quality and excellence.
- Manage Internal and External Examinations and Tests.
- To be able to determine, organize and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Supervise educational programs designed for the school.
- Evaluate Diction Programme of Learners and Educators observing classes on a regular basis.
- Submits to the Commandant, reports of curricular and co-curricular activities including constraints and recommendations on monthly basis and as the need arises.

Admin & Personal Management:

- To co-ordinate the activities of all teaching staff in relating to the discharge of their duties effectively, yielding adequate results in the academic standard of the school.
- Responsible for all curricular and co-curricular activities of the college.
- Responsible for maintaining and updating all records pertaining to curricular and co-curricular activities of the college.
- Ensure that all academic staff updates their knowledge and keep abreast of developments in their respective discipline through active participation in subject associations, seminars, workshops and conferences where relevant.
- Responsible for deploying personnel and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.
- Ensure active participation of learners in Co-curricular activities both internally and externally (in and outside the School)
- Ensure that all teaching-learning materials required for the smooth operation of curricular and co-curricular activities are made available and utilized appropriately.

Communication & Relationship Management:

- To ensure that constructive working relationships are formed between staff and pupils
- Responsible for coordinating marketing and admissions activities in the school, ensuring an improvement in enrollment into the school.
- To provide feedback to the Commandant as required on the Performance Management of Academic staff at the school.
- To communicate directly with parents through the use of electronic and print media and also during Parents Teachers Association meetings.
- Ensures that the term reports of all learners are ready on time for distribution to pupils.
- Provide monthly report to the Commandant, on key responsibility areas

Education and Experience

- Masters degree (M. Ed), other relevant post-graduate degree/professional qualification will also be an advantage
- Minimum cognate and working experience of at least 6 years at a management level preferably & at least 3 years as a Vice-Principal and 5 years as a Teacher.
- Good understanding of the Nigerian Curriculum.
- Have a critical understanding of the most effective teaching, learning and behavior management strategies, including how to select and use approaches that personalize learning to provide opportunities for all learners to achieve their potential.
- Have an extensive and deep knowledge and understanding of their subjects/curriculum areas and related pedagogy gained for example, through involvement in wider professional networks associated with their subjects/curriculum areas.
- Have an extensive knowledge on matters concerning equality, inclusion and diversity in teaching.
- Have an excellent ability to provide learners, colleagues, parents and carers with timely, accurate

and constructive feedback on learners' attainment, progress and areas for development that promotes pupil progress

- Understanding of differentiation in learning of the pupils.

Skill and Competencies

The prospect must demonstrate:

- Leadership and effective supervision skills
- Performance evaluation skills.
- Decision-making skills
- Time management skills.
- Team building skills.
- Analytical and problem-solving skills
- Effective verbal and listening communication skills.
- Stress management skills
- Strong People management skills
- Excellent IT skills

Application Closing Date

18th, June, 2024.

How to Apply

Interested and qualified candidates should:

[Click here to apply online](#)

Subject to teach....

1. **A detail Curriculum Vitae,**
2. **An application letter addressed to : The The Commandant, Nigerian Defence Academy Boarding Secondary School Afaka-Ibadan**
3. **Photocopies of certificates obtained.**

Full Name *

Email *

Phone *

Cover Letter *

Upload CV/Resume *

No file chosen

Maximum allowed file size is 2 MB. Allowed Type(s): .pdf, .doc, .docx

Attach your Certificate(s) (WAEC/ BSC/MSC/NYSC) *

Drop files here or click to upload

You can upload upto 5 files, 2 MB per file.

Allowed Type(s): .pdf, .png, .jpg

Name of Next of Kin *

Phone Number of Next of Kin *

List of Qualifications with dates:

Institutions Attended with Dates:


Upload 2 Reference Letter one of which should be from your Academic Supervisor. Please note that **family members** are not allowed to provide reference letters.

Relationship with Next of Kin *

Father Mother Brother Sister Wife Husband Child Guardian Uncle Aunty Cousin Friend

How did you hear about this position? *

By using this form you agree with the storage and handling of your data by this website. *

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Job Title: Vice Principal - Administration

Location: Afaka-Kaduna

Job Description

The Vice Principal Administration is responsible for supervising and overseeing all academic affairs of the school. He/ She serve in a Leadership capacity, reporting to the Commandant and is responsible for coordinating all the academic schedule of duties of the educators as it relates to academic matters of the School.

Responsibilities

Professional Leadership:

- To assist the Commandant in the overall supervision of the teaching and non-teaching staff as well as students with respect to the daily movement of staff, regular attendance and punctuality at school and in classes.
- Co-ordinate all the Administrative affairs of the school and ensure a high level of excellence as regards the school's administration on a daily basis.
- Oversee the neatness of the entire school and respective offices and classrooms from time to time.
- To see to the adequate maintenance of the school buildings, equipment and furniture and liaise with School's logistics team for repairs and refurbishment whenever necessary.
- To manage the School's co-curricular activities throughout the school and ensure that all members of staff play active roles in this important aspect of school life.
- Responsible for all administrative matters as they affect staff and students.
- To maintain and update all records as they affect the administration of the school
- To liaise with VP (Academic) as appropriate.

- Responsible for the proper maintenance of all infrastructures, materials and the general environment of the school.
- Supervise the Administrative schedules of duties of the administrative staff as it relates to administrative matters.
- Ensure the compliance of learners and administrative staff to rules and regulations pertaining to curricular and co-curricular activities.

Performance Management & Assessment:

- To ensure that the heads of administrative units submit periodic reports on administrative staff.
- To appraise periodically all heads of units reporting to him/her and to forward the same to the Commandant.
- To appraise, collate and submit to the Commandant the budgetary needs of the school for each term and session.
- To ensure that all non-academic staff complies with stipulated rules and regulations of the school as appropriate.
- To monitor the supply and utilization of all materials required for the day to day running of the school.
- To submit reports to the Commandant of all administrative matters relating to the school on a monthly basis and as the need arises.
- To ensure that all appropriate uniforms are made available to all relevant categories of staff.
- Does regular and formal classroom visits.
- Ensures that stipulated examination syllabus and curricular are available and fully implemented.
- Ensures that Heads of Departments submit periodic reports on educators in their respective departments.
- Manage the administrative aspect of the Internal and External Examinations and Tests.
- Submits to the Commandant reports on co-curricular activities including constraints and recommendations on monthly basis and as the need arises.

Admin & Personal Management:

- To Supervise the Administrative schedule of the Supervisors and the Registrar relating to the discharge of their duties effectively, yielding adequate results in the administrative standard of the school
- To draw up daily or weekly duty roaster for teachers and prefects and ensure that they carry out their duties effectively every week.
- To monitor the performance of the non-teaching staff.
- Responsible to take charge of non-academic co-curricular activities.
- Responsible to teach a minimum of Four periods per week.
- To maintain time and movement books for all staff
- Responsible for all co-curricular activities of the college.
- Responsible for maintaining and updating all records pertaining to curricular and co-curricular activities of the college.
- Responsible for deploying personnel and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.
- Ensure that all materials required for the smooth operation of curricular and co-curricular activities are made available and utilized as and when appropriate.
- To maintain a register of all students on house basis and to make available such lists to the hostel masters and mistresses.

Communication & Relationship Management:

- To ensure that constructive working relationships are formed between staff and pupils
- Responsible for coordinating marketing and admissions activities in the school, ensuring an improvement in enrollment into the school.
- To provide feedback to the Commandant as required on the Performance Management of Administrative staff at the school.
- Performs any other duties that may be assigned to him by the Commandant.

- Provide monthly report to the Commandant on key responsibility areas

Skills and Competencies

The applicant must demonstrate:

- Leadership and effective supervision skills
- Performance evaluation skills.
- Decision-making skills
- Time management skills.
- Team building skills.
- Analytical and problem-solving skills
- Effective verbal and listening communication skills.
- Stress management skills
- Strong People management skills
- Excellent IT skills

Education and Experience

- Masters degree (M. Ed), other relevant post-graduate degree/professional qualification will also be an advantage
- Minimum cognate and working experience of at least 6 years at a management level preferably & at least 3 years as a Vice Principal and 5 years as an Educator.
- Good understanding of the Nigerian Curriculum.
- Have a critical understanding of the most effective teaching, learning and behavior management strategies, including how to select and use approaches that personalize learning to provide opportunities for all learners to achieve their potential.
- Have an extensive and deep knowledge and understanding of their subjects/curriculum areas and related pedagogy gained.
- Have an extensive knowledge on matters concerning equality, inclusion and diversity in teaching.
- Have an excellent ability to provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development that promotes pupil progress

- Understanding of differentiation in learning of the pupils.

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HOSTEL STAFF CAPACITY

For efficient hostel management, we hope to hire the following staff.

- | | | | |
|----|--|---|----|
| a. | Head of Boarding whose post and role is parallel with vice principal but in charge of hostel administration. | | |
| b. | Catering Officer | - | 1 |
| c. | Male Hostel Parents | - | 2 |
| d. | Female Hostel Parents | - | 2 |
| e. | Head Nurse | - | 1 |
| f. | Nurses (1 male and 1 female) | - | 2 |
| g. | Watchmen | - | 8 |
| h. | Caterers (males and females) | - | 12 |
| i. | Stewards | - | 6 |
| j. | Cleaners (2 males and 2 females) | - | 4 |

Head of Boarding. The Head of Boarding shall be non-academic civilian staff, who must be an experienced professional in any relevant youth development career with exemplary commitment to boarding

education. He must possess a minimum of bachelors' degree. The duties of Head of Boarding are as follows:

- (1) Responsible to the Commandant on boarding matters.
- (2) Supervises, coordinates, organizes and controls the house masters/mistresses and hostel parents.
- (3) Draws-up hostel inspection rosters for the staff.
- (4) Serves as a member of the school's Sports Committee.
- (5) Serves as a member of school's Disciplinary Committee.
- (6) Holds regular meetings with house masters/mistresses and hostel parents.
- (7) Reports and refers all disciplinary cases and problems from the various houses.
- (8) Monitors students' wellbeing, safety, security and growth.
- (9) Ensures that best practices in hostel parenting and housekeeping is upheld at all times.
- (10) Reports all maintenance issues for prompt repairs.
- (11) Leads and manages the day-to-day operations of the boarding house.
- (12) Performs other tasks as may be assigned by the Head of School.

Hostel Parent. The Hostel Parent shall be an experienced adult male or female civilian staff with a minimum of Bachelor degree in Behavioral related field who must exhibit the intellectual and emotional maturity required to nurture and teach daily living skills and home management/good grooming of students. The duties of the Hostel Parents are as follows:

- (1) Responsible to the Head of Boarding on hostel management.
- (2) Mentors students.
- (3) Attends to students' concerns and challenges.
- (4) Helps students to develop healthy relationships and maintain dignity and self-esteem.
- (5) Protects the rights and dignity of individual students.
- (6) Recognises students' physical and mental health care needs and refers to medical services when appropriate.
- (7) Teaches, coaches and models personal hygiene.
- (8) Attends to moral, spiritual and character development of students.
- (9) Performs other tasks as may be assigned by the Commandant.

Counsellor. The Counsellor shall be a professional with a minimum qualification of Bachelor of Education in Guidance and Counseling or any other relevant discipline and 3 years of counselling experience in a secondary school. The duties of the Counsellor are as follows:

- (1) Proffers solutions to social vices among students.
- (2) Documents records of students counselled.

- (3) Supports the Hostel Parents to ensure friendly and conducive environment for the students.
- (4) Partners with Chaplain/Imam for socio emotional well-being of staff and students.
- (5) Conducts needs assessment as an instrument of appraisal and a tool for improving the hostel life of students.
- (6) Conducts periodic training seminars for staff and students.
- (7) Disbands unwholesome student pairing through effective counselling.
- (8) Performs other tasks as may be assigned by the Commandant.