



AJAYI CROWTHER UNIVERSITY, OYO

PMB 1066, Oyo, Oyo State, Nigeria. Email: registrar@acu.edu.ng Website: www.acu.edu.ng

INTERNAL AND EXTERNAL ADVERTISEMENT FOR VACANT POSITION OF HEAD TEACHER IN THE UNIVERSITY STAFF SCHOOL

Appointment is open to suitably qualified candidates for vacant position of Head Teacher in the University Staff School.

A GENERAL REQUIREMENTS

1. Qualifications

- a. Applicant must possess a good Bachelor degree in Education with minimum of Second Class Lower division and relevant experience in primary school management and administration plus registration with TRCN.
- b. A master's degree and Montessori training is an added advantage.
- c. Applicant should be thirty-five (35) to sixty-two (62) years old maximum at the time of application.

2. Work Experience

- a. A candidate must have at least minimum of five (5) years cognate work experience as a Head Teacher Deputy Head Teacher, or a minimum of 10 years as a principal Teacher Grade I.

3. Duties

- a. coordinating and general overseer of the school;
- b. treating of all correspondences inward and outward;
- c. coordination and supervision of the Teachers and infrastructures;
- d. responsible to the Staff School Management Board for the day to day running of the School;
- e. oversees the administrative and educational activities of the School;
- f. attend meetings of the Board;
- g. continue to make learning qualitative and memorable experience for every child;
- h. value every child and strive to ensure that both Pupils and Staff have high aspirations for achievement;
- i. be a positive role model to other staff and stakeholders;
- j. be full of creativity with the ability to motivate children and Staff, inspiring all to reach their potential;
- k. demonstrate strong leadership and people management skill with the ability to further develop the leadership team and;
- l. must be an excellent classroom practitioner with the ability to inspire and set high standard and expectations in all aspects of school and Community life.

C. METHOD OF APPLICATION

Candidates are required to submit **Fifteen (15)** type-written copies of their applications, credentials and updated Curriculum Vitae giving information in the University format as follows:

- i. Full names with surname in Capitals
- ii. Date of birth, town and state of origin
- iii. Nationality
- iv. Religion and Denomination
- v. Current Postal Address
- vi. E mail Address
- vii. Permanent Home Address (with Telephone No)
- viii. Marital Status
- ix. Name and ages of children
- x. Institutions attended with dates
- xi. Academic Qualifications
- xii. Working Experience

xiii. Present employment, status, salary and employer

xiv. List of publications in details (*as required*)

xv. Extra-Curricular activities

xvi. Name & Address of 3 Referees who must be requested by the applicant to forward directly to the Registrar, confidential reports on him/her indicating the post desired.

NOTE:

Applicants should note that the appointment is a tenure based of three (3) years renewable once subject to outstanding performance.

CLOSING DATE

All application letters should be addressed to the Registrar, Ajayi Crowther University, P.M.B. 1066, Oyo, Nigeria not later than 4 weeks from the date of this publication.

Sgd.
J.E.T. Babatola, *JP, Ph.D., FCIA, FNIM, FIMC, FCAD, ACIPM, ACIS*
Registrar and Secretary to Council
8th August, 2024