

RECRUITMENT FOR ANFEN HEAD OFFICE

DEPUTY HEAD OF SCHOOL



Dear Prospective Candidate,

Thank you for your interest in the Deputy Head of School position at Adolescent Non-Formal Education Network (ANFEN). You could be the next valuable addition to our incredible team, and we are excited to begin this conversation with you.

The purpose of this letter is to share the mission, vision, values¹, objectives and culture of ANFEN. Finding the right synergy between us will be essential in selecting the perfect candidate for this role.

Recruitment Process

We recognize that you likely have extensive experience. However, the recruitment process will focus on your achievements in previous roles. We want to understand how you have been a key player and a game changer in your past positions. The selection process will involve shortlisting candidates, followed by three key stages before the final appointment:

- i) Interview.
- ii) Assignments to be completed within a reasonable timeframe.
- iii) Assessment and self-assessment.

About ANFEN

ANFEN is a 25-year-old non-profit organisation dedicated to the social reintegration of pushed-out learners - approximately 1,000 students each year - through non-formal education across 21 centres: 18 in Mauritius and 3 in Rodrigues. The past five years have been a period of exciting growth, with the launch of ANFEN Training Institute (MQA- registered) and École Culinaire Aline Leal (Vocational). We are now in the next phase: ANFEN 2.0, with enhanced programmes in pedagogy, psychosocial support, vocational training, and employability readiness.

Your Role & Impact

By joining our team, you will directly and indirectly contribute to the following objectives:

- i) Develop and enhance expertise in managing a Technical and Vocational Education and Training (TVET) center, with a special focus on innovative pedagogy, psychosocial support, and employability readiness.
- ii) Ensure all educators in the network receive training in inclusive pedagogy through our MQA-approved course: Inclusive Pedagogy for Educators (IPE).
- iii) Integrate Social and Emotional Learning and Trauma-Informed Practices into our educators' training.
- iv) Incorporate the latest teaching strategies and pedagogical approaches into our students' learning process.
- v) Enable each center to develop and consolidate its own psychosocial roadmap to ensure the provision of a conducive environment for non-formal learning for the youth.

¹ See website: www.anfen.mu

- vi) Actively include our youth in the development of the services provided, in order to benefit from their perspective and enhance the relevance and impact of ongoing initiatives.
- vii) Establish two additional TVET centres by 2027.
- viii) Develop and deliver training programmes to strengthen capacities of affiliated members and other NGOs in the fields of Psychosocial Support, Pedagogy, Human Values and Employability.
- ix) Fundraise through various means to ensure the financial sustainability of the entire ANFEN network.
- x) Advocate towards the recognition and sustainability of non-formal education in Mauritius.

Safeguarding Commitment

Safeguarding children, adolescents, and vulnerable individuals is a priority for ANFEN. All successful candidates will be subject to a rigorous selection process, in accordance with our "Politique de Sauvegarde de l'Enfant", to ensure a safe and protective environment for our beneficiaries.

Are You Up for the Challenge?

At ANFEN, our work culture is built on:

- Inclusion
- Difficult conversations
- A Growth Mindset²
- Recognition based on effort, progress, learning, and achievement
- Collaboration between team members, partners, and beneficiaries

If you believe in this mission and are eager to develop a growth mindset, send us your Curriculum Vitae and Motivation Letter. Make sure your application highlights:

- Your past professional achievements
- Your current and desired skills
- Your alignment with the objectives listed above.

We look forward to receiving your application as per the conditions outlined in the advertisement below. We wish you a fulfilling career where you will create a lasting impact!

Yours sincerely,
Management

² **Growth Mindset**, The power of believing that you can improve | Carol Dweck:
https://www.youtube.com/watch?v=_X0mgOOSpLU

WE ARE HIRING



Deputy Head of School

Purpose of the Position:

The Deputy Head of School supports the Head of School in ensuring the effective day-to-day management and smooth operation of the institution. The role contributes to maintaining a safe, supportive, and high-quality learning environment while supporting staff, students, programme implementation, and operational processes. The Deputy Head of School acts on behalf of the Head of School when required and assists in achieving the school's mission and objectives.

General Requirements:

- A degree or diploma in Education, Management, or a related field.
- Experience in teaching, programme development, and/or educational administration.
- Acceptable years of experience in a similar or supervisory role.
- Strong organisational and leadership skills.
- Ability to work collaboratively with educators, students, and stakeholders.
- Good communication and interpersonal skills.
- Experience in student support and guidance would be an advantage.

Main Duties and Responsibilities:

- Assist the Head of School in implementing policies and procedures to ensure the smooth operation of the school.
- Support the management of day-to-day school operations and ensure continuity of activities.
- Supervise and provide guidance to educators, trainers, and staff on a daily basis.
- Monitor trainers and educators to ensure course preparations, course outlines, lesson planning, and course content are completed and delivered in a timely manner.

- Support student supervision and contribute to maintaining a safe, inclusive, and supportive learning environment.
- Provide guidance and support to students, including assisting with student welfare and behavioural matters where required.
- Assist in monitoring student attendance, performance, and engagement.
- Collect, compile, and assist in analysing data relating to student performance and programme outcomes.
- Support the coordination and implementation of school programmes, events, and activities.
- Liaise with parents, guardians, and external stakeholders when required.
- Contribute to building and maintaining positive relationships with community partners and stakeholders.
- Assist in ensuring compliance with institutional policies and relevant regulations.
- Prepare reports and administrative documentation as required.
- Act on behalf of the Head of School during absences or delegated periods.
- Undertake any other duties assigned by the Head of School or management.

Key Competencies

- Leadership and teamwork
- Planning and organisational skills
- Communication and interpersonal skills
- Problem-solving and decision-making
- Student-centered approach
- Ability to multitask and work under pressure
- Adaptability and initiative
- Genuine commitment to working with disadvantaged youth

Please send your CV, motivational letter, copies of your relevant qualifications to ANFEN by:

- **Post:** ANFEN, 389, Royal Road, Rose-Hill; or
- **Email:** anfen.recruitment@gmail.com

ANFEN reserves the right to call for interview only shortlisted candidates and thanks you for your interest in partnering with us to support our adolescents.



Adolescent Non Formal Education Network (ANFEN)

389, Royal Road, Rose-Hill | Telephone: 465 1484/ 52547943 | Website: www.anfen.mu