

ENGAGE
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SENTINEL
KABITAKA



Candidate Pack

Head Teacher, Sentinel Kabitaka

For January 2026





Dear Candidate,

Please find enclosed further details about the Head Teacher role at Sentinel Kabitaka.

Sentinel Kabitaka school is located in Solwezi in the North Western Province. The school was established in October 2013 with the aim of not only serving the need for high quality education of the surrounding mining community, but also to attract students from across Zambia more widely. The school was commissioned and supported by First Quantum Minerals until the point of sustainability. Three quarters of the student population are day students, although boarding numbers are increasing steadily as new hostels are developed. The school is co-educational throughout.

Sentinel Kabitaka Secondary is fed by two Sentinel primary schools, Sentinel Kabitaka and Sentinel Kalumbila. All Sentinel schools offer a blend of the Cambridge International Curriculum and the national curriculum, with public exams in year 7 (ECZ), year 9 (ECZ) and year 12 (IGCSE). Sentinel is part of the ISASA (Independent Schools of Southern Africa) and ISAZ (International Schools Association of Zambia) associations and enjoys active collaboration with other schools in the region because of this.

The Sentinel group of schools is operated by Educore Services, which also operates two other school groups (Trident and Frontier) aimed at international, national and regional students, and the Educore Academy, which provides in-service teacher training and continuing professional development to our schools, the government and other external partners. There are currently eight schools in the wider Educore family.

Today, 2600 pupils are being educated at Educore schools. Sentinel Kabitaka has grown swiftly to full capacity, and its reputation nationwide as an excellent choice for education has been cemented for several years. The schools' objective is to offer an outstanding and balanced education to its students, competing with the most prestigious schools in Zambia. The blended curriculum taught reflects the diverse student cohort and aims to prepare students to be global citizens.

Do please feel free to contact me with any further queries about the role. If interested, I would also be happy to arrange an informal telephone discussion with our senior team members to help you decide whether this role is for you.

Best wishes and thank you for your interest.

Andrew Whittall

CEO Educore Services





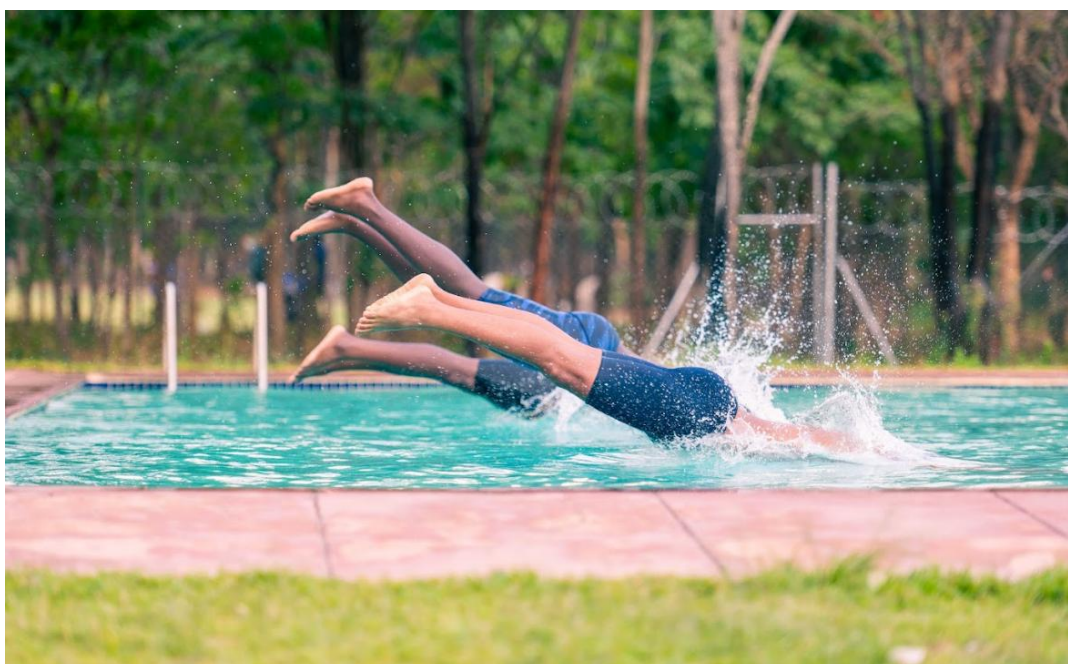
1. Introduction to Educore Services

1.1 Overview

Educore was formed in 2013, with the vision of creating a generation of engaged, enlightened and empowered learners and teachers. Our mission is to provide quality education through all our family of schools, institutions and programmes. We are dedicated to nurturing the potential of each student and fostering a culture of academic excellence, holistic development, and global citizenship. Through high quality teaching, community engagement and curated learning environments, we aim to empower our people to have a positive impact on the people and places around them.

The Educore group currently comprises eight schools and a teacher training academy, situated across Solwezi, Kalumbila Town, and Lusaka. The schools interact very regularly, and the staff and leaders work together, with a focus on collective excellence and the intention to improve educational standards not just within our own schools, but across the region.

Educore Services			
Sentinel Schools	Trident Schools	Frontier Schools	Educore Academy
Sentinel Kabitaka Secondary	Trident College	Frontier Nkisu Primary	Teacher Training
Sentinel Kabitaka Primary	Trident Prep Solwezi		Cambridge CPDQs
Sentinel Kalumbila	Trident Prep Kalumbila		CPD
	Trident Prep Lusaka		Partnerships



Group	Public Exams & Curriculum	Current student numbers
Frontier Schools	Year 7 ECZ (Examinations Council of Zambia) School Certificate Zambian National Curriculum enhanced with Cambridge Lit/Num	830
Sentinel Schools	Year 7 & Year 9 ECZ School Certificate, IGCSEs (AS & A Levels being considered). Cambridge, IPC & National Curriculum blend	1,100
Trident Schools	Preps: Year 6 Cambridge Checkpoint College: Year 9 Cambridge Checkpoint, IGCSEs, AS and A Levels Cambridge curriculum enhanced with IPC at primary stage.	570
Educore Academy	TCZ (Teaching Council of Zambia) certified CPD programmes CPDQ (Cambridge Professional Development Qualifications) Diplomas In-house programmes, training and other support.	15



1.2 Sentinel Schools

Vision: Empowering futures, enriching lives: Sentinel schools leading excellence in education.

Mission: Empower tomorrow's leaders to be self-reliant, responsible, innovative citizens who will add value to society by leading sustainable change and providing knowledge and skills for future development.

Education at all Educore schools, including the Sentinel group, is founded on our six pillars:

1. Academic Excellence
2. Co-Curricular Breadth and Depth
3. Pastoral Care
4. Social Responsibility
5. Teachers and Teaching
6. Sustainability



The Sentinel schools provide all-through education on three school sites, with Sentinel Kabitaka and Sentinel Kalumbila primary schools feeding Sentinel Kabitaka secondary. All three schools are fully coeducational.

While the primaries are both day schools, the secondary is blended boarding and day, with similar proportions of day to boarding scholars as at the College.

These schools offer outstanding education with an international feel to mainly Zambian students from across the country. Sentinel runs national exams (Grades 7, 9 and 12) alongside IGCSEs, and A Levels are to be introduced in the coming year to align with the new (ZECF) Zambia Education Curriculum Framework. These schools also all enjoy beautiful campuses and good sporting and extra-curricular facilities.

1.3 Trident Schools

Vision: Unlock the potential within each child, as we prepare them to take on the mantle of global citizenship in a dynamic and changing world.

Mission: Support students to develop critical thinking and problem-solving skills through meaningful interactions and a caring, child-centred education from teachers from around the world.

Trident College runs from year 7 to year 13 and is coeducational throughout. The school offers both boarding and day in all year groups, with usually around two thirds of the school population boarding.

The schools offer a blend of the Cambridge Primary curriculum in core subjects, enhanced by the IPC (International Primary Curriculum) at the prep schools, followed by IGCSE and Cambridge AS and A Levels. The curriculum reflects our pride in our diverse international cohort of students and staff and our Zambian context. The education offered deliberately channels the six pillars, with the aim of developing rounded individuals who live our values of responsibility, respect, reflection, integrity, and innovation.



The prep schools run from Nursery or pre-Nursery to year 6, also coeducational. The preps are day schools, although a small Year 6 boarding house is open for those students who require it at the College.

Each school is situated in beautiful grounds, with exceptional sporting and extra-curricular facilities.

1.4 Frontier School

Vision: Empowering learners, igniting curiosity, achieving excellence.

Mission: Transforming lives by fostering growth and building character and skills to thrive in a dynamic world.

Frontier Nkisu school, based in Kalumbila, runs from Nursery to year 7. It was founded with the purpose of answering the significant need for outstanding education at a level affordable to the local community, giving parents who would otherwise have to fall back on the pressurised government





schools a choice, and improving access to excellence through its low-cost private school model.

It is a coeducational day school which runs the national curriculum, enhanced in some areas with Cambridge and IPC and a focus on foundational skills in Literacy and Numeracy. We hope to expand this model into secondary and replicate in the future.

1.5 The Educare Academy

Vision: To enable outstanding educators to nurture and create a generation of engaged, enlightened and empowered trainees.

The Educare Academy was founded in 2014 as Zambia's first practice-based initial teacher training college. It trains a small cohort each year (usually around 15 participants) on a fully practice-based programme in all our Educare schools. Participants are outstanding graduates who undertake a fast-track one year Diploma fully embedded in Educare schools, with the dual aim of getting excellent practitioners (who often might not otherwise have considered teaching) into our classrooms, and of supporting the government in its drive to professionalise and improve the standard of teaching across the country.



The Academy is certified to offer CPDQs and CPD courses and has recently received generous funding from the Beit Trust to expand the training programme to other ISAZ schools, and potentially into government schools depending on the success of the pilot phase.

2. Information about Sentinel Kabitaka

2.1 The Six Pillars

The education we provide aims to support students to develop with self-discipline, self-esteem, intellectual endeavour, and a sense of adventure. We ask our students to act as adaptable young people who can perform in a team, while stepping up to lead one when called. Every day our students demonstrate the importance of these and their own personal values to us, and we are endlessly impressed by their community spirit and well-mannered outlook.

As mentioned above, a Sentinel education is founded on our six pillars. In practice, this looks like:

Academic Excellence

Our blended curriculum is designed to prepare our students to enter the global workplace, with the understanding and skills needed to add value to society and thrive both nationally and internationally.

Academic delivery is benchmarked against both the Examinations Council of Zambia and Cambridge Assessment International Education standards as students progress up the school. Students sit for ECZ examinations in years 7 and 9, and complete school with IGCSE examinations in year 12. Sentinel Kabitaka is extremely proud of consistently strong academic performance across the school, and our exam results consistently rank among the best in the country. Our recent IGCSE performance bears this out, with 1/3 of all grades being A* or A, and 86% of all grades at A* - C. Our Grade 7 and 9 exam results have historically also been excellent, and the 2024 results were no exception with 97% of the year 7 cohort attaining a Division 1 or 2 overall, and 79% in year 9.

Co-Curricular Breadth and Depth

At Sentinel, we aim for balance across the curriculum, giving students opportunities to excel academically while also encouraging both mastery and breadth of experience in co-curricular activities. A wide range of activities are on offer; sports include football, athletics, hockey, rugby, basketball, netball and much more. Culturally, students are involved in drama, singing, chess, dance, Interact and other clubs aimed at enrichment as well as community engagement.

Outdoor Education plays a meaningful role in our curriculum, with every Sentinel student participating in at least one camp a year. Our bespoke OE programme fosters leadership, critical thinking, and other vital skills as students progress through school. By the time students leave the Sentinel schools, they will have experienced various camps, ranging from camping on the school grounds in lower primary to the Adventurous Journey which forms an integral part of the Duke of Edinburgh award in secondary school.



Pastoral Care

Our primary goal is to ensure that every child in our care feels safe and happy. This commitment remains a cornerstone of school life, and we continuously strive to improve in this area. In class, pupils rely on their form tutors to be the first port of call in pastoral issues. Boarding has a comprehensive pastoral strategy aimed at inculcating independence amongst students in a safe, happy and secure environment. Prefects and other seniors play a pivotal role in making all students feel at home away from home. Their 'mothers' are the two matrons who are also qualified nurses and provide initial treatment for most ailments. The boarding master and mistress oversee the entire boarding for the respective genders.

We are always mindful of our mission to develop self-reliance, responsibility, innovation in our students, and to ensure they leave school ready to add value to society. To achieve this, we emphasize the development of a strong sense of self, guided by our core school values: integrity, reflection, responsibility, innovation, industry and respect. Our parents and students identify strongly with these values, particularly responsibility and respect, and we always try to work together with the wider school community to achieve our mission.

Social Responsibility

At Sentinel, we aim for our alumni to leave school with a deep understanding of what it means to forge meaningful, mutually beneficial partnerships – especially with those who may have different backgrounds or experiences. Through practical experiences, our goal is to cultivate students who become valuable contributors to their communities and society at large.

During their time at Sentinel, students engage in service activities each year, many of which are increasingly student-led. We have established enduring partnerships with local schools, orphanages and civic organisations aimed at positively impacting the lives of our peers in the community.. Our approach prioritises collaboration over donation, focusing on shared resources and capacity-building for mutual benefit.

This commitment to social responsibility includes:

- Organising Continuing Professional Development (CPD) sessions for community teachers.
- Hosting students from local secondary schools to use our science labs for practical experiments.
- A reading partnership with a local primary school, where our students visit each month to listen to students read.
- A sports coaching programme in which our students introduce their peers from other schools to such games as rugby, basketball and rounders.

Through these initiatives, we aim to create a legacy of compassionate, community-oriented individuals.

Teachers and Teaching

A classroom at Sentinel should be a place of active learning, where students are able to think critically and deeply, and where the onus is on analysis and original thought over repetition of learnt facts or opinions. We expect teachers to be cognisant of global and national developments (for example, in AI and how it affects teaching & learning), and to apply intelligent rigour and continual reflection to their teaching by using student data and through collaboration with colleagues. We place significant emphasis on a growth mindset for staff as well as students and purposefully drive opportunities for internal and external CPD and ongoing training to ensure our staff are equipped to prepare their students for the paradigm shifts occurring globally. A recent student stakeholder survey showed that students particularly value the individualised attention they receive from our staff.

Sustainability

The long-term success of Sentinel Kabitaka hinges on our comprehensive sustainability strategy. Our vision is to stay at the forefront of private education in Zambia for generations to come. Achieving this ambition requires a robust approach that combines strategic marketing, sound financial planning and discipline, and an adaptive embrace of the digital revolution.

The Head of School collaborates closely with the heads of key departments, the Sentinel primaries and the Executive Head of Sentinel to align efforts and support the school in achieving its ambitious goals. Together, they ensure that sustainability remains at the core of the school's operations and development.

2.2 Location

The North Western Province is a wild forested region hosting a number of rare bird species. Solwezi, the school's nearest big town, is one of the fastest growing towns in Africa, with people and investment flooding in to support the mining activities taking place in the region. We are in an interesting area of fast



development and significant potential, and although this comes with inevitable challenges, the future of the region is bright. The town is busy and has a number of supermarkets, shops, restaurants and bars. The safety and condition of the roads has improved dramatically over the last few years and Solwezi is now well connected to the Copperbelt, Kalumbila and Lusaka. Multiple daily flights run to Lusaka and other domestic destinations.

The school grounds are extensive and beautiful, with staff housing close to or on the school site. Mature forest trees and ancient termite hills surround the sports pitches, gardens and swimming pool, and we protect and enjoy the beautiful flora and fauna that flourishes onsite. Our students appreciate the beauty and peace of their surroundings, and the grounds provide countless opportunities for learning both in and out of the classroom.

Classrooms, boarding houses and school facilities such as the library and dining rooms are modern and well maintained, as are the staff houses which enjoy mature gardens. Facilities continue to be developed as the school grows.

2.5 Student Numbers

We currently have 451 students at Sentinel Kabitaka secondary, around half of whom are boarders (B). The breakdown below was calculated in May 2025.

Year	Boarders	Day Scholars	Total Students
Nursery		68	68
Reception		62	62
Year 1		63	63
Year 2		69	69
Year 3		59	59
Year 4		74	74
Year 5		59	59
Year 6		65	65
Year 7		41	41
Year 8	34	39	73
Year 9	40	32	72
Year 10	39	24	63
Year 11	53	28	81
Year 12	56	30	86
Total	222	713	935

2.6 Staffing

Staff at the Sentinel schools comprise locally trained teachers, administrators and auxilliary staff. It is an HR stipulation that all teaching staff be qualified up to degree level, but most further their quaifications to Masters level and beyond. CPD is an integral part of the school culture; we rely strongly on weekly internal INSETs, but also register staff on online courses as well as long and short term seminars, locally and abroad.

2.7 Affiliations

Sentinel Schools are part of the ISAZ (Independent Schools Association of Zambia) and ISASA (Independent Schools Association of Southern Africa) and registered as a Cambridge Assessment International Education (CAIE) school and an examination centre with both the Examinations Council of Zambia and the CAIE.



3. Job Description – Head Teacher Sentinel Kabitaka

Position:	Head Teacher (Sentinel School)
Incumbent:	Dr Mthulisi Matshakaile
Reports to:	Executive Head Sentinel Schools

Date: 20.01.2025

Mission

To ensure all academic, co-curricular, pastoral, human resource, administrative, financial and social framework conditions for the School are achieved and to follow the defined vision, mission, goals and objectives of Sentinel Kabitaka, in close partnership with other Educare Schools to ensure the long term stability / development of the institution. To provide ethical leadership in all areas and express the values of Sentinel Schools through the day-to-day running of the establishment and be an example of professionalism within the community.

Working Area	Tasks / Required Performance
1. Education	- Tertiary Degree (BA/BSc or BEd) - Masters or PhD in Education - Strong skills in Marketing and Financial Management
2. Experience	Previous experience and a proven record in the following areas in an educational or corporate environment will be a distinct advantage: - Previous senior management experience in leading a school, including administrative and financial planning - Previous experience in the international school setting - Understanding and knowledge of the Zambian culture - Understanding and good knowledge of the Zambian Curriculum - Understanding and good knowledge of International Curriculums such as the Cambridge International Education curriculum.
3. Available Tools	- Office workplace at the School and permanent Internet access - Educare cell phone - Educare laptop
4. Qualities	- Experienced teacher with a minimum of 10 years in the classroom - Minimum 3-5 years experience as a Deputy Head Teacher or SLT member of an international school or national school abroad - Proven senior leadership skills - Proven skills of working in a multicultural environment - Proven effective working relationships with others - Ability to create a sense of team work in the school - Proven communication skills with staff, students/parents and business partners (Educare Community, FQM, etc.) - Professional appearance as representative of ES at all times - Highly professional and ethical stance in all areas of work life, in and out of school working hours - Ability to think strategically and cost effectively for the sustainable growth of the school - Skills in Office suite and ICT to lead the strategic deployment of modern integration of ICT into the school curriculum and be an advocate in supporting the use of iSAMS (MIS) - Ability to develop others and themselves through a culture of learning and continuous professional feedback - Ability to recognise and capitalise on external support and expertise in the Educare group and externally



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Working Area	Tasks / Required Performance
5. Organisation & Reporting	Working in close cooperation with the following staff members: • CEO • Executive Head, Sentinel Schools • Executive Head, Trident Schools • Finance Manager (FM) • HR Manager (HR) • Marketing Manager (MM) • ICT Manager • Heads of other Educare Schools • Educare Academy Manager (EAM)
6. Working Areas	
6.1 Board and Educare Services	• Attend all Heads of School meetings • Establish and maintain continuing communication with the Executive Heads and CEO to ensure an uninterrupted communication flow by implementing of standardised monthly reporting systems • Establish and maintain excellent levels of communication between the school and the parental community • Support the CEO, Executive Heads and EAM in all required areas to continuously develop the strategic and developmental plan of the School, including HR growth, to achieve sustainability and a high level of excellence • Implementation of strategy and policies defined and approved by ES
6.2 Academic	• Have a keen interest in the academic development of the school and a clear understanding of educational policy in terms of pedagogy and curriculum content • Lead curriculum development in direct coordination with the responsible Heads of Departments to position the School as best as possible in the market of private schools in Zambia • Lead the development of the core 'Pillars' of the Sentinel Schools strategy, including Academic Excellence, Pastoral Care, Co-Curricular Breadth and Depth as well as Social Responsibility • Develop a 'blended learning approach' with ICT integration, English across the curriculum and the inclusion of the Zambian curriculum • Develop a curriculum that aims to achieve the best possible learning outcomes for all pupils • Develop a cross-curricular learning philosophy and incorporate specialists weeks in the year to focus the whole school on a particular area of the curriculum • Develop the appropriate special programmes and careers advice to ensure the best possible option choices and strive for excellent examination results



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Working Area	Tasks / Required Performance
	- Conduct parental workshops to ensure involvement of home life in the pupil's academic studies and form strong links with parents. - Conduct and set up all admission testing - Develop tracking systems for students academic progress, including a Value Added index to measure progress achieved as well as using data for target setting - Research and develop the schools offerings in all academic areas to be at the cutting edge of teaching and learning - Creation of school hand books for parents and all curriculum documentation - Keep up to date with global educational trends
6.3 Management Team	- Lead and monitor the management team in all technical, organisational and personal matters - Establish and maintain regular communication and documentation (minutes) in form of management meetings - Ensure appropriate development processes within the school and the departments through initializing and maintaining of development processes based on the Sentinel Schools strategy.
6.4 Student and Pastoral Care	- Supervise enrolment of students according to the admission policy - Ensure an accurate and complete student record in direct cooperation with the responsible Heads of Departments - Ensure correct use of student conduct and sanctions - Ensure the development and implementation of the required health and safety measures of students at school and on their official school trips - Develop the PSHE programme for the school and ensure high levels of Pastoral Care from Teachers - Maintain and expect very high levels of discipline and respect in all areas of school life - Run and develop assemblies for the school in line with school philosophy, vision and mission statements.
6.5 Human Resource Management	- Ensure an appropriate and well organized HR structure in all areas of the school - Develop an annual staffing plan - Implement all HR policies, guidelines and terms of condition according the Educare and national regulations and school requirements with HR help in Central Admin. - Supervise all standard HR procedures (SOPs) delegated to the Management team member - Inspire, challenge and empower others in the organisation and initiate plans to manage change



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Working Area	Tasks / Required Performance
	- Celebrate achievement in others in the schools and acknowledge success - Implement the Educare appraisal system for all the staff of the school - feedback to HR for improvement and monitoring - Negotiate and manage conflict providing appropriate support - Develop and maintain regular communication within the School staff community (full staff meetings, etc.) - Address INSET needs in conjunction with the ED department linked with appraisal outcomes - Create and deliver INSET and pre-service induction days for new staff in conjunction with the SLT and other schools/ ED - Work with HR on housing allocation and Central Admin Operations team for management of inventories and tenancy agreements. - Implement disciplinary measures of staff, following the advice of HR and the Zambian labour laws.
6.6 Financial Management	- Establish and supervise the development of strong financial planning and monitoring for the institution, including all required SOPs for planning, monitoring and reporting in direct cooperation with the Financial Manager, the Executive Heads, CEO and other stakeholders. - Establish and develop a strategic medium-term financial planning tool as part of the rolling strategic planning of the institution.
6.7 Strategy	- Develop and regularly review the strategic plan/development plan of the School in direct coordination and cooperation with the SMT in all its defined dimensions (curriculum, strategic facility development, product-market mix, launch of new services, revised structures and procedures) - Define the required implementation of strategic processes based on the approved strategy of the Educare Management Team. - Ensure the implementation and daily living of the vision, mission and values of Sentinel Schools within the whole institution.
6.8 Accreditation	- Ensure required Accreditation of the School with GRZ (annually), Cambridge, ISAZ and other institutions as agreed in future - Supervise and implement required changes based on conducted accreditation visits by inspectors.
6.9 Marketing	- Supervise the development and implementation of an efficient and successful cross cutting marketing strategy to communicate and promote the School in the local and national community in coordination with the Central Admin team. - Supervise the implementation and optimisation of the defined marketing activities in the course of the year where appropriate - Organise an Annual Open Day for potential new parents and families.



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Working Area	Tasks / Required Performance
6.10 Community	- To foster and develop a strong link between parents, staff, students and the local community - Build a vision in line with Educare values and communicate a clear purpose and sense of direction - Promote a positive school climate as well as academic excellence - Communicate information to parents on a regular basis through individual contacts and through the official school and other newsletters - Conduct Quality Management / Customer Satisfaction Assessment (CSA), surveys in coordination with Educare Management.
6.11 Procurement and General Management	- Collate and manage the annual resource order in conjunction with Procurement and Finance personnel - Coordinate all purchases for the school in line with the budget - Link with the Operations and Estates Manager on all operational items including the management of services of external service providers (such as cleaning, catering, security, etc.).
6.12 ICT	Coordinate and develop all ICT needs for the School in conjunction with Head of ICT
7. Assessed Performance	- Overall financial result of the institution based on the budget approved by the CEO and FM - Achievement of defined development steps of the institution within the agreed timeframe stated in the strategy - Annual assessment by the Executive Head according defined procedure - Annual assessment by subordinates according defined procedure



4. Application Process – Head Teacher Sentinel Kabitaka

Key dates

Closing Date:	28 th June 2025
Online interviews (MS Teams):	2 nd - 15 th July 2025
Final interviews at Sentinel Kabitaka in Zambia:	22 nd – 24 th July 2025
Final decision, offer and negotiation completed:	End of July 2025

To apply please complete the application form [here](#)

For an informal discussion please email either Andrew Whittall (CEO) or Dr Mthulisi Matshakaile (Executive Head Sentinel Schools) at headrecruitment@sentinel-kabitaka.com

References

We will need to collect full references before shortlist interviews, but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until Educore has received your specific consent to do so. Shortlist candidates will be asked to provide the names, job titles, email addresses and telephone numbers of three referees, including your current and past employers or line managers.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications. You may also be required, within the final appointment process, to undergo a health check and relevant background checks as part of the school's recruitment and safeguarding procedures.

Educore Services and Sentinel Kabitaka are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.