



مؤسسة الأغا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ a full-time **Math Specialist/ Aga Khan Schools** for its office in Salamieh.

The Aga Khan Schools (AKS) is a network of 200 schools, more than 100 non-formal education programme centres and eight hostels in 11 countries in East Africa and South and Central Asia. It serves close to 100,000 students from the age of 18 months to adulthood each year, with the support of over 6,600 teachers and staff. AKS comprises the Aga Khan Education Services (AKES) and the Aga Khan Academies (AKA). AKES is one of the largest private, not-for-profit, non-denominational, pre-tertiary education networks in the world. AKA is an international network of non-denominational, co-educational, residential schools. Together, they aim to provide high-quality education to students across the Global South, helping them to develop into leaders who can positively impact the people in their communities.

JOB SUMMARY:

The Maths Specialist is responsible for supporting the management and the implementation of the AKS Maths programmes in Syria. The role will report to the Head of Academics for Syria with dotted-line reporting to the AKS Head Office Maths Lead Practitioner.

The Maths Specialist will support the programmes of AKS across the country; onboard and train Maths teachers; conduct observations of teaching and learning; liaise with students, teachers, and parents; manage the day to day running of AKS programmes in the National Council Ed Hubs; teach a number of Maths classes for students of different grades as required; and support both the Head of Academics and Maths Lead Practitioner as required.

The Maths Specialist will receive operational support from the Administration and Logistics Officer and academic guidance from the Head of Academics. The Specialist will also receive support, guidance, and professional development/mentoring from the Maths Lead Practitioner.

ROLES AND RESPONSIBILITIES:

Curriculum Delivery:

- Teaching Maths courses as required by the programme management and in line with AKS curricula and policies.
- Assist teachers in selecting, designing and quality assuring assessments on a termly basis in collaboration with the learning unit and regional office teams.
- Assist teachers in planning lessons so they may deliver effective lessons to students of different age groups and proficiency levels using a variety of teaching methods and resources.
- Assist teachers in identifying resource needs and contributing to the efficient and effective use of both physical and IT resources.
- Develop, adopt, or adapt engaging learning materials using available resources.
- Monitor students' learning and liaise with staff, students, and parents.

- Monitor and evaluate the setting of daily homework and weekly projects, regularly checking them and providing feedback.

Teaching and Learning:

- Participate in the recruitment and onboarding of new academic staff.
- Develop training plans and professional development plans for staff in collaboration with academic management.
- Provide initial and in-service training to academic staff.
- Conduct baseline, midline, and endline testing of both staff and students where required to monitor and evaluate performance and progress.
- Maintain accurate records of student attendance, assessments, and progress reports.
- Ensure the quality of teaching and learning in line with AKS and AKF policies and strategies.

Student Support:

- Provide academic support and guidance to students to help them achieve their learning goals.
- Adopt a positive and respectful learning environment where teachers and students feel motivated and supported in their learning journey.
- Communicate effectively with students, parents, and colleagues to address any concerns or issues related to student progress.

Professional Development:

- Continuously enhance teaching skills and knowledge through professional development opportunities.
- Collaborate with colleagues to share best practices and resources for Maths instruction.
- Participate in staff meetings, training sessions, and workshops to stay abreast of developments in Maths teaching.
- Establish and lead regular Professional Learning Community meetings to enable the sharing of best practice.

Teamwork and Administration

- Collaborate with regional management and Education Hub operation colleagues to contribute to the overall success of the Maths programme.
- Carry out the roles and responsibilities in a way which reflects AKES Syria's commitment to protecting children, beneficiaries, partners, community members and employees in accordance with Safeguarding Manual and Child Safeguarding Policy.
- Collaborate with the Maths Lead Practitioner on a range of projects across the AKS in order to contribute to AKS priorities and for the specialist's own development.

Occasional Duties and Responsibilities:

- Assist in providing orientation / mentoring to new teachers.
- Prepare training packages and provide workshops under the guidance of the head of academics/Maths Lead Practitioner
- Provide cover for other teachers when they are on leave.

Pastoral Responsibilities:

- Call for meetings with parents in coordination with the operation assistants.
- Resolve behavioral issues or conflicts that raise among students.



- Omit topics or content that may not align with cultural or social norms, while also raising students' awareness.
Incorporate supplementary instructional materials, whether self-designed, from fellow teachers, or provided by publishers, to foster appreciation for their customs and culture, or boost student engagement.

Monitoring and Evaluation Responsibilities:

- Conduct regular monitoring and evaluation processes to assess programme performance and impact in conjunction with the Head of Academics and the Maths Lead Practitioner.
- Provide regular reports on student and programme performance to the Head of Academics and the Maths Lead Practitioner.

Budgeting:

Assist the Head of Academics and other members of management in the development and management of programme budget.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's Degree in Mathematics or equivalent, a Master Degree is an asset.
- Seven years of Maths teaching in a professional or institutional setting.
- Three years of Maths teacher-training experience.
- Three years of experience in a management role in an educational institution.
- English proficiency: Intermediate to Upper-intermediate level (CEFR B2).
- **Communicative Competencies:**
 - Strong professional communication and interpersonal skills and ability to transfer knowledge to participants.
 - Flexibility, client-oriented approach and ability to adjust to changing circumstances and needs;
 - The eligible candidate is independent, committed and reliable.
- **Pedagogical Competencies:** The ability to design and deliver lesson plans efficiently.
- **ICT:**
 - An effective understanding of an experience with hardware (including setup and troubleshooting) such as: laptops, desktops, projectors, external monitors, speakers.
 - An effective command of Microsoft Word, Microsoft PowerPoint, Microsoft Windows; and email communications.
 - A basic command of Microsoft Excel.

Safeguarding Commitments:

AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of do no harm of the beneficiaries and whom dealing with. In line with this commitment; the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this [Link](#)

Deadline for application submission is Tuesday May 26th 2026.

Only shortlisted candidates will be contacted

