

ROBERT FRIMPONG ADU

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PROFILE

Results-driven education and technology professional with strong experience in academic leadership, institutional management, teaching, software development, and data analytics. Skilled in supervising staff, improving school operations, and delivering quality education through effective curriculum implementation and student support. Experienced software engineer and creator of EduTrack School Management Software (SMS), with a proven ability to design digital solutions that enhance school administration, reporting, and decision-making.

WORK EXPERIENCE

Principal

GRATIS Technical Institute, Tamale

January 2023-Present

Responsibilities

Principal / Institutional Leadership Responsibilities

- Provide strategic leadership and administrative oversight for GRATIS Technical Institute to ensure effective teaching, technical training, and institutional development.
- Supervise academic, technical, and administrative staff to maintain high standards of performance, discipline, and professional conduct.
- Coordinate the planning and implementation of technical and vocational training programs aligned with industry and national development needs.
- Oversee institutional budgeting, resource allocation, and operational planning to ensure efficient use of funds and facilities.
- Strengthen partnerships with government agencies, industry stakeholders, NGOs, and community leaders to support skills development and student employability.
- Monitor student performance, staff productivity, and training outcomes while implementing strategies to improve academic and technical excellence.
- Ensure compliance with government regulations, institutional policies, and technical education standards in all school operations.
- Lead institutional projects, infrastructure development, and maintenance activities to create a safe and productive learning environment.
- Represent the institution at official meetings, workshops, conferences, and stakeholder engagements to promote the school's vision and objectives.
- Drive initiatives that enhance innovation, entrepreneurship, and practical skills training for students and apprentices.
- Promote discipline, mentorship, and student welfare programs that support personal and professional development.

- Prepare institutional reports, strategic plans, and performance updates for management, governing bodies, and relevant authorities.

Head Teacher

Ideal College Ghana, Tamale Campus

November 2018-December 2022

Responsibilities

- Provided academic and administrative leadership for Ideal College Senior High School to ensure effective teaching, learning, and student discipline.
- Supervised teachers and support staff, monitored performance, and promoted professional development to improve instructional quality.
- Coordinated curriculum implementation, lesson planning, examinations, and continuous assessment activities in line with educational standards.
- Monitored student academic progress and introduced strategies that improved performance, attendance, and classroom participation.
- Maintained discipline and promoted a positive school culture that supported student growth, responsibility, and academic excellence.
- Managed school operations, including timetabling, staff scheduling, and coordination of academic and extracurricular activities.
- Engaged parents, community leaders, and stakeholders to strengthen school-community relationships and support student development initiatives.
- Organized staff meetings, academic reviews, and training sessions to improve teaching effectiveness and institutional performance.
- Ensured compliance with Ghana Education Service policies, school regulations, and academic standards.
- Oversaw student welfare, counseling, and mentorship programs to support students' personal and educational development.
- Prepared academic reports, school performance updates, and administrative records for management and regulatory authorities.
- Led initiatives that improved school enrollment, academic standards, and the overall learning environment.

Mathematics Tutor,

Owerriman Senior High School, Domeabra, Ashanti

November 2014-October 2016

Responsibilities

- Delivered Mathematics lessons to senior high school students in line with the Ghana Education Service curriculum and WAEC standards.
- Prepared lesson notes, assignments, quizzes, and examinations to evaluate student understanding and academic progress.
- Simplified complex mathematical concepts using practical examples and interactive teaching methods to improve student comprehension.
- Provided extra classes and one-on-one academic support for students preparing for WASSCE examinations.

- Assessed and monitored student performance, identifying learning gaps and implementing strategies to improve results.
- Maintained accurate records of attendance, assessments, and student progress reports.
- Encouraged critical thinking, problem-solving, and analytical skills among students through classroom activities and exercises.
- Collaborated with other teachers and school management to improve academic performance and curriculum delivery.
- Guided and mentored students on academic discipline, study habits, and examination preparation techniques.
- Organized remedial classes and revision sessions that contributed to improved pass rates in Mathematics.

EDUCATION

Master of Technology (Data Science)
Tamale Technical University, Tamale

January 2024- February 2025

Certificate in Software Engineering
OpenLabs(Formerly NIIT), Tamale

January 2021- February 2022

Certificate in Cyber Security
OpenLabs(Formerly NIIT), Tamale

January 2021- April 2021

Bachelor of Science in Accounting Education
University of Education, Winneba

August 2009-July 2013

TRAINING AND DEVELOPMENT

- **GIZ, EduTech Integration in CBT**
- **CTVET, CBT Implementation Training**
- **CAGD, Payroll Audit and Mangement Training.**

SKILLS AND ABILITIES

- **Educational Leadership & Administration** – Proven ability to provide strategic leadership in managing academic institutions, ensuring effective teaching, learning, and institutional growth.
- **Curriculum Management & Academic Supervision** – Skilled in overseeing curriculum implementation, instructional quality, and academic standards in line with national education policies and examination requirements.
- **Staff Supervision & Performance Management** – Experienced in mentoring and supervising teachers and non-teaching staff to improve productivity, discipline, and professional growth.
- **Student Discipline & Welfare Management** – Strong ability to enforce discipline, promote positive behavior, and implement student welfare and guidance programs that support holistic development.
- **Institutional Planning & Policy Implementation** – Capable of developing and implementing school policies, strategic plans, and operational procedures that improve efficiency and academic outcomes.

- **Stakeholder Engagement & Communication** – Effective communicator with experience engaging parents, community leaders, education authorities, and industry partners to support school development.
- **Data-Driven Decision Making** – Ability to use academic data, performance reports, and institutional metrics to guide decisions and improve student outcomes.
- **ICT Integration in Education** – Skilled in integrating technology into teaching, learning, and administration to improve efficiency and modernize school operations.
- **Problem Solving & Conflict Resolution** – Strong ability to handle school challenges, resolve conflicts, and maintain a positive and productive learning environment.
- **Financial & Resource Oversight** – Competent in supervising school resources, budgeting awareness, and ensuring efficient use of facilities to support institutional goals.
- **Leadership in Extracurricular Development** – Experience in promoting co-curricular activities that enhance student talent, creativity, and leadership skills.
- **Continuous Improvement Mindset** – Committed to improving institutional performance through innovation, staff development, and best educational practices.
- **Software Development & Educational Technology** – Developed and implemented EduTrack School Management Software (SMS) to improve school administration, student data management, attendance tracking, and academic reporting.

REFERENCES

- Rev. Akwasi Sarfo Frimpong, New Life Community Baptist Church, Ebenezer Assembly Fuo, Tamale. Phone: +233551742986.
- Dr. Hanifatu Napari Mumuni, Head of the Actuarial Science Department. Tamale Technical University(TaTU)
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