



JOB DESCRIPTION

POSITION : PRINCIPAL, SEVEN SKIES INTERNATIONAL SCHOOL

REPORTS TO : BOARD OF GOVERNORS

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures in ensuring academic excellence with Islamic learning values environment.

Responsibilities

- Establish the plans and direction to increase the awareness and at the same time raising the reputation of the school as an Islamic academic institution
- Responsible for managing, monitoring and overseeing the overall academic running & excellence of the school.
- Expanding, designing and implementing policies and procedures relating to school operations.
- Responsible for overall student enrolments and withdrawals for intake in the school.
- Preparation of annual school budgets to the Board of Governors
- Assessing the curriculum and co-curriculum for continuous improvement and growth of the school and the students.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Leading, guiding, coaching and inspiring both the academic and administrative support staff towards delivering the established curriculum and co-curriculum to the highest standard.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Establishing a good and professional relationship with parents which includes following up on enquiries and/or complaints and ensuring that all parents are attended to.
- Creating a conducive learning environment for students by fully utilising the facilities in the school.
- Ensure that qualified academic staff are hired and are trained periodically to enhance and update their teaching and learning skills
- To perform any other duties as and when required.

Requirements

- Minimum a Master's Degree in Education, or equivalent.
- At least five (5) years of working experience in management role in International School
- Knowledgeable in developing, and managing academic programmes

- Possess strong leadership qualities, good analytical skills, excellent interpersonal and communication skills
- Good knowledge in IT and computer technology in learning
- Has excellent planning and organising capabilities
- Good leadership and a team player