



JOB DESCRIPTION

POSITION : EXECUTIVE PRINCIPAL

OBJECTIVE:

To provide a challenging, effective, well-rounded international educational experience for the students

SPECIFIC RESPONSIBILITIES AND DUTIES include the following:

- Coordinating and leading all school operations, activities and programmes.
- Developing, monitoring, evaluating and promoting the school's instructional programme.
- Promoting current innovative educational practice, relevant curriculum content and regular assessment of educational quality.
- Setting high standards and expectations for all students and staff, with regard to both academic performance and personal and social behaviour.
- Developing school improvement plans that align with the school's long and short term goals.
- Leading a system of staff monitoring whereby all teachers receive systematic feedback on their professional performance.
- Recognising and promoting the use of Information Technology, both as an essential 21st century learning tool and also for efficient and effective administrative practices.
- Keeping school policies and procedures under review and making changes as needed.
- Coordinating and leading an effective school leadership team.
- Leading the process of recruiting high quality teachers for the school.
- Planning and implementing programmes for the assistance and orientation of new teachers.
- Overseeing the development and implementation of the school calendar.
- Coordinating student advisory groups and programmes.
- Developing community contacts and working productively with community organisations.
- Developing procedures for the maintenance of permanent records.
- Maintaining a consistent and fair behaviour management system for students.
- Maintaining a positive, interactive and transparent relationship with the school community.
- Leading and supporting the school's administrative team.

She/he will meet the following criteria in terms of qualifications, knowledge, skills and experience:

- Completion of at least a recognised Post-graduate Certificate in Education. Certification of having completed a course in school leadership will be an advantage.
- At least 3 years' successful experience as Principal of a school.
- Ability to demonstrate, with evidence, the impact of leadership on student achievement.
- Ability to demonstrate a sound knowledge and understanding of pedagogy, and ability to lead the school staff in teaching and learning.
- Proven ability to work autonomously and collaboratively as a member of a leadership team, with high levels of accountability.
- Proven capacity to produce and implement clear, evidence-based improvement plans and policies and lead innovation and change.
- Proven capacity to ensure that the school's human, physical and financial resources are efficiently allocated and managed.

- Evidence of ability to create a professional learning community that is focused on the continuous improvement of teaching and learning, supporting all staff to achieve high standards and commitment to their own learning and well-being.
- Proven capacity to work well with a diverse school community and develop positive relationships parents/families and the local community.