

St Joseph's Institution International School Malaysia
POSITION DESCRIPTION

Job Title:	<i>High School Assistant Principal: Character and Wellbeing</i>		
Reporting To:	<i>High School Principal</i>		
Direct Reports:	<i>IB Coordinator, Heads of Year, Heads of Department</i>		
Effective starting from:	<i>January/ August 2018</i>	To:	<i>end July 2021</i>

Primary Purpose: The Assistant Principal is accountable for all aspects of the character and wellbeing needs of students in Years 7-13.

Position in Context: The Assistant Principal is responsible to the High School Principal for all student character and wellbeing issues in Years 7-13. The Assistant Principal is a member of the High School Senior Leadership Team and as such is expected to contribute to the strategic and operational planning and policy development of the High School.

The Assistant Principal works closely with the High School Principal, the IB Coordinator, Heads of Year and the Lasallian Mission Centre to oversee and further develop the character and wellbeing needs of students in Years 7-13. In addition, the Assistant Principal will:

- i) Develop an overarching framework for all students in the High School regarding character, wellbeing, reporting, supporting student academic progress, PSHCE and other relevant High School events.
- ii) Lead and manage all character and wellbeing issues in the High School.

Personal Specifications:

- Leadership
- Decision making and problem solving skills
- Excellent communication
- Ability to engage and motivate students
- Knowledge of student wellbeing issues
- Knowledge of
- Knowledge of reporting systems
- Knowledge of character and wellbeing best practice
- Ability to work collaboratively, develop effective relationships and establish productive partnerships
- Excellent organisational and time management skills

Major Activities:

1. Oversee the character and wellbeing needs of Years 7-13 students.
2. Oversee tutor reporting procedures for Years 7-13 students.
3. Curriculum development.
4. Oversee the Personal, Social, Health and Citizenship Education curriculum.
5. Lead and manage key school activities pertaining to Years 7-13 students.

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6. Lead and Manage the Performance Development and professional development of staff in the High School.
7. Lead all direct reports.
8. Teaching.
9. Other general/administration.

Specific Duties and Responsibilities:

1. **Oversee the character and wellbeing needs of Years 7-13 students.**
 - Lead and manage all staff involved in character and wellbeing for students in Years 7-13.
 - Liaise and communicate with parents regarding student character and wellbeing needs.
 - Oversee the development, communication and implementation of the student character and wellbeing programmes.
 - Liaise with the IB Coordinator, IGCSE Coordinator, Heads of Year and High School Principal to place staff in year level teams.
 - Oversee and manage links with student wellbeing community support agencies.
 - Oversee procedures to ensure the information relating to student health and wellbeing for Years 7-13 students is up to date and communicated to staff.
 - Lead, develop and implement behaviour management policy and procedures for Years 7-13 students, including those who need help managing their academic responsibilities.
2. **Oversee tutor reporting procedures for Years 7-13 students.**
 - Contribute to the quality control of tutor reports by assisting with the proofreading process and provide feedback to individual staff on the quality of (tutor) reports.
 - Develop and implement the Student-Led Conference system, including communicating with parents, guiding teachers and supporting tutors.
3. **Curriculum development.**
 - Keep up to date with educational research and inform appropriate parties of relevant developments.
 - Establish and monitor procedures of planning for Heads of Year for PSHCE and any other relevant courses.
 - Liaise with Elementary School staff and the IB Coordinator to ensure vertical articulation between stages of the school is of a high standard.
4. **Oversee the Personal, Social, Health and Citizenship Education curriculum.**
 - Develop and implement whole school policy for provision of PSHCE.
 - Lead High School initiatives in PSHCE that reflect the mission and values of SJII Malaysia.
 - Develop and lead initiatives for community service opportunities.

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- Oversee planning and development (including schemes of work) for the Years 7-13 PSHCE curriculum.
 - Oversee the quality of reporting of PSHCE.
5. **Lead and manage key school activities pertaining to Years 7-13 students.**
- Liaise with the High School Principal and AP:Academic to produce the High School Calendar and policy development in High School.
 - Liaise with relevant people to compose tutor group lists prior to the academic year. Assign new students who join SJIIM after the commencement of the school year to tutor groups.
 - Oversee processes for student entry to (and exduction from) High School, including preparation of leaver documentation.
 - Organise, communicate and lead High School assemblies, Information Nights, Parent Teacher Interviews and other school days/events.
 - Oversee the process for excursions, incursions, camps, sporting events etc pertaining to High School students and approve, or otherwise, applications from teachers for these activities.
6. **Contribute to the leadership and management of Performance Development and Professional Development of staff in the High School.**
- Lead the Performance Development and Professional Development of all staff in the High School. This includes developing and overseeing a set of common protocols for class teachers.
 - Lead the Performance Development and Professional Development of Tutors. This includes developing and overseeing a set of common protocols for Tutors.
 - Monitor the quality of Teaching and Learning in PSHCE and address any concerns.
 - Lead and manage the Performance Development procedures for all direct reports.
7. **Lead all direct reports.**
- Provide leadership to, and mentor all direct reports (IB Coordinator, Heads of Year and Heads of Department).
8. **Teaching.**
- Teach 16 lessons of allocated classes and participate in the CCA programme.
9. **Other general administration.**
- Maintain and update student planners.
 - Lead and oversee PTC/SLC procedures and documentation.
 - Lead the process of assigning cover for absent teachers.
 - Maintain and update student website.
 - Maintain and update the school calendar.
 - Promote the standing of SJIIM in the local community.
 - Other duties as directed by the High School Principal.