**Director**

**Job Description**

**Reports to:**Chairman of the School Board

**Role:** Permanent ‐ Full Time

**Ajman Academy**

Ajman Academy (**AJAC**), founded in 2012, is a leading independent day school operating in the United Arab Emirates.

AJAC has developed a Mission Statement and core values that commits the school and community to the search for academic excellence.

As an IB World School we are accredited to offer the Primary Years Programme (**PYP**) from Pre-KG through to Grade 5. As a candidate school for the IB Middle Years Programme (**MYP**) and Diploma Programme (**DP**) we currently teach the National Curriculum of England across all grade levels. We are an approved centre for IGCSE, AS and A2 examinations.

We believe through the choice of the IB programmes, the teaching methodologies, and the development of an effective organisational structure that we can work together to attain these goals.

**Job Purpose**

The School Director is responsible for

* The establishment and implementation of the educational development of the school. The School Development Plan will normally be the vehicle for this, which will be discussed with and ratified by the School Board;
* The Line Management and Performance Management of the Leadership Team;
* The recruitment of academic staff according to the needs of the school and in conjunction with the priorities identified in The School Development Plan;
* The deployment of all teaching staff and for their effective management in line with the school’s grievance, capability and disciplinary policies.

**Main Duties and Responsibilities**

The School Director will

* Guide the School Board and lead colleagues in developing strategy, policy and plans so that staff and students are set and achieve rigorous, demanding and measurable targets and objectives.
* Lead and manage staff and students to ensure that the school’s organisation, premises, resources and curriculum enable everyone to achieve the highest possible standards;
* Lead and direct all members of staff and students, ensuring that effective responsibility is delegated through the management structure as identified in the school’s Organisation Chart;
* Develop effective partnerships with the broader community, the board of trustees, key stakeholders and Ministry of Education;
* Be accountable for the effectiveness, efficiency and quality of all aspects of the school, including financial and human resources, pupil behaviour and discipline, educational and support services, and marketing and communications;
* Ensure that all interested parties are enabled to contribute effectively to the progress and development of the school;
* Attend all School Board and Executive Committee Meetings;
* Chair the Leadership Team, and Marketing Committee Meetings.

## 1. School Governance

* 1. **Board Relations**

The Director will:

* Sustain an effective and constructive partnership with the board chair;
* Promote board effectiveness by providing appropriate in-service opportunities;
* Keep the board fully informed about the school;
* Encourage the participation of board members in school events.

**1.2 Strategic Planning**

The Director will:

* Articulate a clear vision for the school;
* Involve all sectors of the school community in developing the vision of the school;
* Identify the objectives and strategies necessary to achieve the vision, and incorporated them into an implementation plan;
* Provide a realistic framework for the school’s short, medium and long-term development.

**1.3 Staff Development**

The Director will:

* Be effective in recruiting and retaining staff of a quality consistent with the school’s mission;
* Create a positive working environment in the school;
* Be alert to the professional development needs of the school;
* Allocate sufficient resources for the professional development of staff;
* Demonstrate high morale and a strong commitment to the school and its mission;
* Establish an effective appraisal system for staff;
* Demonstrate both sensitivity and firmness when dealing with staff whose performance is considered to be below expectations.

**1.4 Programme Development**

The Director will:

* Have an appropriate level of awareness of all aspects of the school’s programme, both academic and non-academic;
* Be active in ensuring that the school’s programme is consistent with its mission;
* Ensure that the educational programme develops and changes as necessary;
* Make provision for regular and effective review of the programme.

## 2. Financial Management

**2.1 Budgetary Planning**

The Director will:

* Have a clear understanding of the principles and practices of school budgeting;
* Be effective in planning budgets that support the achievement of the school’s mission;
* Be effective in planning budgets the enable the development of the school;
* Include all appropriate members of the management team in the budgetary planning process.

**2.2 Budgetary Control**

The Director will:

* Maintain effective supervision of the day-to-day financial management of the school;
* Be willing and able to impose fiscal restraint when appropriate;
* Promote effective expenditure to support the school’s mission;
* Establish and implement appropriate budgeting and expenditure systems to ensure responsible and transparent financial operations;
* Work effectively with the school’s Finance and Administration Manager;
* Delegate budgetary decisions appropriately, while retaining overall supervision.

**2.3 Operational Funding**

The Director will:

* Take appropriate steps to ensure that operational budgetary targets are met;
* Present appropriate recommendations to the board regarding the fee structure of the school;
* Be successful in achieving the planned level and quality of enrolment;
* Foster a constructive climate for the discussion and establishment of an appropriate salary structure.

**2.4 Capital Funding**

The Director will:

* Clearly identify the capital funding needs of the school;
* Be effective in exploring all available avenues for the provision of capital funding;
* Be an effective spokesperson for the school when soliciting financial support;
* Be successful in making provision for the long-term capital funding of the school.

## 3. Leadership Style

**3.1 Communication**

The Director will:

* Be effective in communicating decisions and the rationale for decisions;
* Be clear and articulate in all written communication;
* Be effective when speaking to groups and to the public;
* Relate well to individuals;
* Be accessible to members of staff;
* Be accessible to the community;
* Make all appropriate information available to the school community.

**3.2 Organisation & Administration**

The Director will:

* Establish an effective administrative structure for the school;
* Prioritise work to ensure that significant issues are dealt with;
* Be able to make decisions when necessary, and then follow them up with appropriate action;
* Be able to delegate effectively;
* Be punctual in meeting deadlines and appointments;
* Be able to identify and utilise the full potential of subordinates;
* Promote an organisational climate in which time wasting is minimised and bureaucracy is controlled.

**3.3 Community Relations**

The Director will:

* Be active in getting to know and becoming known by all sectors of the community;
* Be perceived by the community to be an asset to the school;
* Be responsive to the concerns of all constituencies in the community;
* Personally model the values espoused by the school;
* Be effective in promoting the school within the wider community.

**3.4 Interpersonal skills and relationships**

The Director will:

* Be successful in enthusing and motivating staff, and creating a positive professional climate;
* Treat all staff with respect, dignity and courtesy;
* Demonstrate an appropriate balance between building consensus and being decisive;
* Be willing to accept disagreement, and to acknowledge error when appropriate.

# Professional Expectations

The School Director will:

* At all times use his/her best endeavours to promote the interests and reputation of the school;
* Lead, support and encourage the ethos of the school as presented in the Mission, Philosophy and Values;
* Be a skilled communicator capable of engaging fully with all members of the school community;
* Be able to display a high degree of sensitivity to the international context of the school in establishing and implementing the School’s Development Plan and in managing its day-to-day operations.