**FOUNDING PRINCIPAL**

THE HAMILTON INTERNATIONAL SCHOOL, DOHA, QATAR

**Job Description**

#### Reporting Structure

Reports to the Regional Managing Director, Middle East.

The Principal will take overall responsibility for the leadership, organization and management of The Hamilton International School to ensure delivery of:

* + A strategic vision and inspiring leadership across the school.
	+ A plan for the growth of pupil numbers including the expansion of international students.
	+ The achievement of the agreed Development Plan for the next 3–5 years.
	+ An excellent learning environment clearly showing a commitment to effective learning opportunities and a learning environment which meets the needs of students, staff and the expectations of parents.

#### Quality Learning and Standards

* + Enable school leaders to lead learning that meets individual students’ needs and create a learning environment within the school that puts learning and achievement at the heart of all the school does.
	+ Ensure the UK and IB curricula are implemented effectively.
	+ Establish, with the school’s Leadership Team, challenging but realistic learning targets that show value-added for the student and enable him/her to reach their goals, both academic and personal.
	+ Ensure that students’ personal development is effectively promoted through the breadth of curriculum as well as extra-curricular learning opportunities and other activities.
	+ Promote Looking for Learning, ensuring all staff are trained to undertake this effectively.
	+ Ensure school analyses data thoroughly to both monitor student improvement and set suitable targets for all students that are challenging but achievable.
	+ Use the data analysis to set some of the targets each year for the schools’ Improvement Plans.
	+ Use self-evaluation termly, as a tool, to assess progress across the school and plan for interventions as well as improvements.
	+ In conjunction with the Directors of ISP, other Principals and Heads across the ISP Group, contribute to the identification and sharing of best practice.
* Ensure that Group policies and local regulatory requirements for the curriculum, school premises, health and safety and well-being of staff and students are known, understood and followed by all.

#### Commercial

* Analyse the needs of the market and take steps to ensure the school remains competitive.
* Outreach to businesses, who bring employees and their families into the city, to ensure they are aware of the ISP school’s offering.
* Develop and ensure implementation of the marketing plans.
* Act as a ISP ambassador in representing the Group as well as the school.
* Ensure the efficient and effective use of resources (teachers, facilities and teaching materials) in

the delivery of educational excellence.

* Take necessary steps to manage risk and have in place plans for disaster recovery.
* Take steps to actively ensure the management of Health and Safety is secure in the schools including appropriate action on annual health and safety risk assessments and site walks.
* Ensure budget holders manage the cost base to deliver or exceed the profit target in the school’s budget. This includes tight monitoring and early action on invoices,

payments and debtors, as well as compliance with corporate rules governing purchasing and the recruitment of staff especially where Head Office approval is required.

#### Strategic Planning & Vision

* Lead the creation and implementation of the school’s vision in compliance with the overarching Group vision.
* Work with the school’s Leadership Team to ensure effective implementation and monitoring of the individual team/subject strategic plans.
* Ensure a staffing structure for teaching and associate staff, including a Leadership Team, is in place following consultation, to ensure the effective implementation of the school’s Strategic (3 year) and Annual Plans.
* Appoint staff with the appropriate skills and knowledge and manage their performance in line with the prevailing legislation, through the provision of appropriate induction, training and performance management systems.
	+ Ensure the school promotes the well-being of the staff to maximise their professional contribution and their sense of satisfaction.
	+ Meet statutory responsibilities regarding health and safety, equality and diversity in the workplace and other relevant employment legislation.
	+ Adhere to the Group policies and procedures unless authorisation has been obtained to do otherwise.
	+ Ensure the school communicates regularly with parents informing them of their children’s performance,

ensure an effective partnership with the different schools’ communities, and enable effective two-

way communication throughout the school ensuring effective sharing of information to staff, students, parents and the schools’ management.

* + Provide information as required by ISP.

#### Personal Development

* + Keep abreast of education pedagogy and emerging technologies, together with developments in education both in the US and internationally.
	+ Ensure the school sees the management of staff’s personal development as part of the Group’s commitment to quality, including staff training. This commitment involves active participation in the appraisal (Professional Practice Review) process, during which individual employee developmental needs will be highlighted.

# Person Specification

* Bachelor’s degree and Qualified Teacher Status.
* Master’s degree in Education (desirable but not essential).
* Fluent in English, both written and spoken.
* Up-to-date knowledge and experience of the UK and IB curricula.
* Minimum 5 years’ successful and relevant experience in a position of school leadership.
* Overseas teaching experience, Middle East preferred.
* Start-up school experience.
* Minimum 5 years teaching experience as an outstanding teacher.
* Evidence of relevant Continuous Professional Development.
* Collaborative leadership style, with excellent communication and interpersonal skills.
* Flexible and adaptable to change, growth and development.
* Ambitious, hard-working, motivated and a strong role model.

# Remuneration Package

A competitive salary will be offered, along with free school tuition for school-age dependents.