

Job Description

PRINCIPAL

REPORTS TO:

- Owners, or Owner's Legal Representatives
- Governing Board
- CAO at AMSI

SUPERVISES:

- Academic and Non-Academic Staff

WORKS WITH:

- Governing Board
- Academic and Non-Academic Staff
- Knowledge and Human Development Authority (KHDA)
- Parents and Community
- Students

Job Purpose

The school Principal serves as the educational leader of the school who guides the whole school towards achieving its stated mission, vision and core values. She/he is responsible for implementing the school's policies, procedures and regulations, securing that all students are supervised in a safe and supportive environment that meets the mission, vision and core values of the school. The school Principal establishes and manages work relationships in the school and community so that all students have an equal opportunity for self-realization and self-fulfillment. She/he has the chief responsibility in leading and managing the day-to-day operations ensuring the provision of high quality education and continuous improvement in the school.

The school Principal serves as the primary leader of the school in developing and implementing policies, programs, and budgets in a way that supports the educational development of all students, and the professional development of each member of the staff.

The school Principal oversees, supervises, and guides the daily operations and educational programs at the school in conformance with policies and regulations set by AMSI, the KHDA, as well as other related government agencies and relevant authorities. The Principal performs administrative tasks which promote an exemplary educational program through the realization of the school established goals that are aligned with the school's MVC. The Principal supervises all staff in the school and works collaboratively to guide and support all members of the school staff. She/he maintains a positive learning environment, directs and maintains the financial management of the school budget as adopted by AMSI. The Principal also interprets and communicates the school's program to teachers, parents and the community.

The Principal also acts as the school's representative during school inspections and accreditation visits. She/he is the person accountable for the school's performance and standards. She/he is also the school's representative during visits from local and international agencies and organizations.

As part of his duties, the Principal shall ensure that Arabic language and the Emirati heritage are promoted as part of the school culture and curriculum⁵⁴⁵ and that "all Emirati students are making at least good progress in all aspects of their education and development"⁵⁴⁶.

Roles and Responsibilities

Educational Leadership

As the leader of the school, the Principal demonstrates high levels of ethical and professional standards. She/he is accountable for the continuous progress of students and growth of staff, and the improved learning environment performance as measured over time by school standards and indicators, in line with the KHDA

⁵⁴⁵ A Guide for the Appointment of a Principal in a Private School in Dubai. 2015-2016, p.7

⁵⁴⁶ A Guide for the Appointment of a Principal in a Private School in Dubai. 2015-2016, p.7

framework⁵⁴⁷. The school Principal is expected to work with all staff members in a cooperative and joint effort to lead the development, implementation, and evaluation of programs that are focused on student academic, social, and personal achievement.

The school Principal:

1. Models AMSI's standards of ethics and professionalism
2. Reports to AMSI on school's performance towards achieving high quality education at the school
3. Facilitates the vision of distributed leadership at the school
4. Manages the dynamics of change in school environments and implements the change process
5. Creates a stimulating environment to improve communication, encourage innovation, and promote creative interaction
6. Nurtures a culture of personal responsibility, trust, and cooperation among students and staff
7. Provides fair and impartial treatment throughout the school community and fosters diversity
8. Models and promotes among staff a culture of continuous growth and lifelong learning by developing and following a personal professional growth plan
9. Provides instructional leadership for the school's academic staff
10. Ensures the proper implementation of the school's adopted curriculum and all its associated assessment and certification requirements across all phases of the school
11. Ensures that curriculum, instruction, and assessment are aligned with the school's MVC
12. Makes data-driven decisions which results in action plans to improve student achievement
13. Uses leadership strategies that appreciate and recognize diversity and celebrates efforts and achievements
14. Promotes a culture of understanding and use of best professional practices

School Administration

The Principal is the chief administrator of the school. She/he oversees and is responsible for the overall day – to – day operations of the school. The Principal is expected to monitor and evaluate instruction in the school and is accountable for the teaching and learning process. She/he ensures that all school records are accurate, up-to-date, and available to external authorities upon request.

Ensuring school safety is one of the major responsibilities of the Principal. This includes ensuring that facilities and equipment are safe and in good repair. The principal also develops the overall school discipline policies, enforces those policies, and assigns supervisory responsibilities among school personnel

⁵⁴⁷ UAE School Inspection Framework 2015-2016

The school Principal:

1. Implements AMSI's directives and decisions related to school administration
2. Ensures that the school program is compliant with the legal, financial, and organizational structure requirements as mandated by AMSI
3. Ensures compliance with statutory rules and regulations mandated by KHDA and other respective authorities
4. Identifies and sets the annual objectives and performance goals for the curricular, ECA and other programs of the school
5. Interviews and select prospective students
6. Takes the final decision on all admission
7. Reports achievements and challenges in the admission process to the School Governing Board
8. Creates the master schedule for the school's instructional program
9. Coordinates the school calendar
10. Oversees the administration of all school programs including all curricular and ECA programs
11. Supervises the teaching and learning process of the school; regularly visiting classes and observing instruction
12. Evaluates instruction and ensures the provision for teachers as they work to improve their instructional techniques
13. Ensures a safe, positive, and orderly environment to promote effective teaching and learning in accordance with the school's mission and vision
14. Ensures that the teaching and learning process is consistent and aligned with expectations throughout the school
15. Monitors student learning to establish a school-wide environment that nurtures lifelong learning
16. Meets regularly with AMSI representatives and SLT to evaluate the implementation of both short and long term goal plans and to resolve any operational issues
17. Represents the school during inspections, accreditation and other external visits
18. Stays up-to-date with latest trends in education through readings, conferences, and other means of training and knowledge acquisition
19. Approves school publications and ensures that all resources and instructional materials are aligned with the established curriculum
20. Gathers, analyzes, and uses data to plan, submit, and manage the annual budget requirements for the school
21. Ensures the accurate accounting of all funds raised
22. Establishes a line of staff operation in terms of areas of responsibility for administrators and in terms of those persons in charge of the school in the absence of the Principal
23. Provides statistics, records, reports, and research as may be required for the successful operation of the school and as requested or required by AMSI including a monthly report of the activities and functions of the school
24. Develops and implements a positive and effective student management system
25. Ensures the proper implementation of the School Policies and procedures
26. Ensures the code of conduct is shared and understood by students, parents and staff at the beginning of the school year
27. Is available to discuss any incidents or concerns related to student behavior with parents

28. Supports all staff in their efforts to maintain high standards of behavior
29. Implements all disciplinary policies including suspension, retention and expulsion as mandated by KHDA
30. Performs safety inspections and prepares and reviews emergency procedures
31. Supervises the process of identifying students with special educational needs and disabilities (SEND)
32. Ensures that the school is meeting the needs of different groups of students, including those with special educational needs and disabilities, as specified by the Special Education Department of the Ministry of Education⁵⁴⁸, and ensuring that these students are making “at least good progress in all aspects of their education and development”⁵⁴⁹
33. Ensures that all staff are cognizant of their responsibility to maintain an accurate record of students’ absenteeism and tardiness
34. Promotes good attendance, and follows up on excessive tardiness and absenteeism
35. Is available to discuss any issues or concerns related to attendance with parents
36. Recognizes students with excellent attendance records
37. Assists in devising, through classroom instruction and learning experiences outside the classroom, ways to increase the students’ knowledge of nutrition
38. Ensures that all parents are made aware of the importance of healthy eating habits and choosing healthy foods when preparing lunch boxes for their children
39. Provides system-wide coordination and supervision directed toward the most efficient and nutritional operation at the lowest possible cost to the student
40. Ensures that all requirements, standards and procedures for school cafeteria facilities, hygiene and safety, nutritional requirements, and food supplier requirements are followed by the school as specified in the “Guide of Health and Nutritional Practices of School Canteens”⁵⁵⁰
41. Assigns a member of staff to monitor food safety activities and issues and liaises with the catering company and regulatory authorities on behalf of the school
42. Ensures that any inspection required by the Food Control Department of Dubai Municipality is facilitated
43. Ensures full compliance with the process for responding to cases of food poisoning or cases of suspected food poisoning
44. Approves the food list and price of meals offered by the catering company on an annual basis
45. Ensures that the school implements all rules and regulations as defined in the School Clinic Regulation⁵⁵¹
46. Convenes a meeting periodically with the SLT for the purpose of reviewing AMK’s general safety policy and procedures, and makes modifications as deemed necessary and proper

⁵⁴⁸ School for All. General Rules for the Provision of Special Education Programs and Services. p.40

⁵⁴⁹ A Guide for the Appointment of a Principal in a Private School in Dubai. 2015-2016, p.7

⁵⁵⁰ Dubai Municipality- Dubai Health Authority- Guide of Health and Nutritional Practices of School Canteens, 2011

⁵⁵¹ Dubai Health Authority- School Clinic Regulation 2014

47. Identifies additional training that might be needed and discusses any other such related matters as may be deemed necessary by the participants
48. Allocates sufficient time, training, support and resources to enable the Child Protection Coordinator to carry out his/her role effectively
49. Ensures that all staff understand the importance of raising concerns about poor or unsafe practice related to child protection and that such concerns are handled sensitively
50. Ensures that the curriculum provides students with learning opportunities on self-protection and safety, including online safety
51. Ensures that anyone who has harmed or may pose a risk to a child is referred to the relevant authorities
52. Develops and supervises a program for the security of the school buildings, school grounds, and school equipment
53. Ensures all staff understand the importance of their role in preserving the safety and security of all students
54. Informs the staff of any incidents that may have a serious impact on the buildings and grounds of the school
55. Authorizes individuals who will have access to the building outside normal school hours
56. Ensures the adequate maintenance of the school and the early detection of building problem areas and the quick response to necessary repairs
57. Ensures that all parents and students are made aware of the school's rules and expected conduct during bus rides
58. Ensures the leasing company is following the transportation safety rules set out in the Transportation Policy
59. Ensures that non-compliance to policies and procedures is promptly identified and addressed as per KHDA inspection standards
60. Contributes to the development of the School's policies as an active member of the School's Governing Board

Staff Management

The Principal plays an important role in the personnel management of the school. As the school leader, she/he is in charge of recruiting and assigning members of staff based on high selection criteria and in compliance with the KHDA's and other related government agencies' requirements.

Included in the role is encouraging teamwork among the staff, empowering the members of staff, and encouraging staff career development. The principal is charged with the responsibility of fostering employee relation, managing changes in the school, and informing employees on employment law and professional ethics.

The school Principal:

1. Articulates the school MVC to all staff members
2. Establishes and maintains in the school a sense of family spirit, support, and mutual respect among all staff members with the highest level of professionalism
3. Works to hire, assign and retain high-quality staff and provides appropriate supervision that will ensure professional growth
4. Ensures compliance with contracts established by AMSI and the school

5. Defines the responsibilities and accountability of staff members
6. Distributes responsibilities to staff in a fair manner assigning duties to staff based on matching strengths
7. Creates and ensures a well-planned orientation and mentoring program for new teachers and staff
8. Organizes and directs an adequate plan for substitute teachers when needed
9. Supervises school staff, documenting performance evaluation appropriately based on school's expectations
10. Observes teaching and gives feedback based on best practices in instructional strategies
11. Conducts classroom observations to evaluate teacher performance and to monitor students' interactions and activities
12. Engages academic staff in frequent conversations/reflection about best classroom practices
13. Arranges regular staff communication venues and support (e.g. regular staff meetings, circulars and bulletins)
14. Liaises with all coordinators, heads of sections and teachers regarding procedures for monitoring and evaluation of effective teaching
15. Conducts one-on-one or general meetings/conferences to target needs for improvement of teaching and learning for a particular teacher or group
16. Takes proper steps when employees display an inappropriate conduct or do not meet performance standards
17. Works with the AMSI's Human Resources Department in discipline and termination processes related to staff
18. Uses the school's staff appraisal system, in collaboration with other members of the SLT, to take data driven decisions in evaluating staff performance
19. Plans and implements effective staff development opportunities for all staff members based on a needs analysis
20. Conducts professional development training for teachers to improve teaching and learning strategies, assessment types as well as the requirements and expectations of the assigned school programs and events
21. Develop a CPD program plan for all staff in school regarding SEND and Inclusion
22. Disseminates useful knowledge and practices to members of the administrative, instructional, and support staff regularly
23. Oversees the implementation of school improvement plans and action plans targeting recommendations from DSIB's inspection and external accreditation visits
24. Ensures that the school provides a harassment and discrimination free environment and acknowledges and celebrates exemplary employee performance
25. Manages conflict when it happens and immediately confronts and resolves problematic issues

Curricular and ECA Programs

Ensuring a high quality school program requires the Principal to work collaboratively with all staff members in managing the curricular and ECA programs in the school.

The school Principal:

1. Provides for articulation of curriculum within the school
2. Initiates and coordinates proper planning and implementation of instructional activities
3. Follows up with the Curriculum Coordinator to confirm the vertical and horizontal alignment within and across curriculum areas and grade levels
4. Follows up with the Curriculum Coordinator to ensure cross curricular links are well established
5. Provides necessary leadership to ensure that ICT is embedded in all disciplines within the school-wide programs
6. Encourages teachers to utilize a variety of appropriate instructional methodologies and resources to cater for the needs of the different groups of students
7. Approves the resourcing of essential and supplementary instructional materials that would support curriculum implementation
8. Ensures that the assessment policies and provisions are well implemented to provide an accurate measure of students achievement
9. Coordinates remedial, academic support and enrichment programs
10. Provides for the supervision of school-sponsored field trips
11. Ensures trip coordinators have the necessary knowledge, experience, and qualifications and that suitable safety measures are provided
12. Ensures that the after-school activities, clubs and athletic programs are resourced and supervised
13. Serves as school representative in meetings and activities conducted with local and international organizations
14. Is involved in the IEP development of students in collaboration with the SENDCO, LST, parents and teachers

Communication

Communication is an important role undertaken by the school Principal. Managing communications efficiently and effectively is a key requirement for this role. Establishing and maintaining proper communication channels are key to prevent and avoid unnecessary problems and issues. The Principal ensures the school's commitment to the guidelines stipulated by KHDA's Parent-School Contract and shall work in partnership with parents to ensure the happiness and wellbeing of all students

The school Principal:

1. Articulates clearly the MVC of the school to all stakeholders
2. Communicates with the stakeholders in an effective and timely manner using appropriate channels
3. Ensures the proper implementation of the school's Reporting to Parents Policy
4. Ensures that parents are aware of all policies and procedures related to behavior, attendance, etc. and their impact on student learning and progress
5. Ensures that admission instructions and guidelines are clearly documented and communicated to staff, parents and students
6. Reports to the School Governing Board achievements and challenges in the reporting process
7. Contributes to the development of the policy as an active member of the School's Governing Board

8. Is available to discuss any concerns related to student progress and wellbeing with parents, including the concerns of students with SEND joining the ECA
9. Deals positively and effectively with the media
10. Responds effectively and timely when incidents occur; communicates so that stakeholders are confident the school is safe
11. Develops and upholds a school environment that promotes openness, respects confidentiality, and trust
12. Communicates with parents regarding transition matters

School and Community Relations

A key strength of the school will be the way it manages its relation with the community. The principal is required to exert all effort to uphold this relation.

The school Principal:

1. Exemplifies a positive relationship with staff, students, parents /guardians, and community
2. Models distributed leadership and data driven decision-making strategies in relation to community issues
3. Develops collaborative efforts between the school and community
4. Engages the community to build greater ownership for the work of the school
5. Encourages and develops parent/guardian involvement/partnerships
6. Invites parents to volunteer in school activities
7. Maintains a positive school climate and school morale
8. Maintains an interest in the local community participation
9. Fosters relationships with other schools, local authorities and organizations
10. Involves staff in partnership activities
11. Promotes the school to attract enrollment

Qualifications, Skills and Abilities

1. Minimum Masters in education in addition to bachelor degree in subject specialty; preferably holding PhD in education
2. 3 years or more of cumulative experience in the same or similar curriculum schools, where the candidate has held such positions as Vice Principal, Head of Section(s), or Head of Department, if the candidate has not been a Principal before⁵⁵²
3. Seven or more years of teaching experience; preferably holding teaching qualifications
4. Excellent communication and time management skills
5. Financial management skills –budgeting, managing expenses, etc.
6. Excellent organizational skills, strategic planning skills and efficiency in meeting deadlines
7. Excellent written and oral communication skills; with a minimum of 7.5 on IELTS
8. Good technical skills with technology and presentation tools
9. Ability to create and manage work teams
10. Ability to manage innovation and educational reform
11. Ability to prepare reports, evaluations, correspondence forms etc.

⁵⁵² A Guide for the Appointment of a Principal in a Private School in Dubai 2015-2016, p. 8

12. Ability to gather and analyze data and develop clear and significant reports from that analysis
13. Ability to plan and evaluate strategies for improving instruction
14. Ability to share proven instructional approaches with teachers and administrators in a multicultural setting and interpersonal skills to provide advice and coaching
15. Knowledge of effective staff development models that lead to increased student achievement

DISCLAIMER The job description above provides an overview of the nature and level of work performed by the Principal. It should by no means be interpreted as a cumulative list of duties. Other responsibilities may be delegated to the candidate for this job.