



Beaconhouse School System, Malaysia

Appointment of

Vice Principal

Job Description

Post Title	Vice Principal
Location	Kuala Lumpur, Malaysia
Reporting to	Executive Principal
Responsible to	Regional Director, Beaconhouse Malaysia

The Role

The Vice Principal's key responsibility is the implementation, smooth running, administration and ultimately successful delivery of all aspects of the academic and pastoral programmes within both the Primary and Secondary School. The Vice Principal will work closely with the Executive Principal to maintain excellence in all areas of the school. This is a leadership position and requires a strong commitment to the vision of Beaconhouse Malaysia.

Purpose

- To provide professional leadership and management of the school and its educational provision.
- To secure high standards in all areas of the school's work.
- To foster a culture that promotes excellence, equality and high expectations of all pupils and staff.

Skills

- Leadership skills – the ability to lead and manage people to work towards a common goal.
- Decision-Making Skills – the ability to solve problems and make decisions.
- Communication Skills – the ability to communicate with a range of staff, pupils and parents.
- Self-Management Skills – the ability to plan time effectively and to organise oneself well.

Responsible for

- Providing vision, leadership and direction for the School, which inspires and motivates pupils, staff and parents whilst creating and maintaining a positive school culture.
- Ensuring the school is managed and organised to meet the agreed aims and targets.
- Evaluating the school's performance and identifying the priorities for continuous improvement and raising standards.
- Ensuring equality of opportunity for all.
- Developing policies and practice in line with Organisational aims and policies.
- Ensuring that resources are effectively and efficiently used to achieve the school's overall aims and objectives.

- The day-to-day management, organisation and administration of the School.
- Continue to develop an effective partnership with the wider community, local employers, and any other services and professionals.
- Managing the School budget under the direction of the CFO.

Strategic Direction and Development of the school:

- To work with the Regional Office Management Team to ensure the successful delivery of the vision, ethos, aims and objectives of the School.
- To work with the Leadership Team to ensure the successful delivery of the vision, ethos, aims and objectives of the School.
- To formulate overall aims and objectives for the School and policies for their implementation, working closely with the Regional Academic Manager.
- To create an ethos and provide educational vision and direction which secures effective teaching, care and support, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical well-being and prepares them for the opportunities, responsibilities and experiences of adult life.
- To secure the commitment of parents/guardians, stakeholders and the wider community to the vision and direction of the School.
- To drive for high standards in the quality of teaching and learning whilst focusing on attainment, progress of teaching and learning, and pupil centred outcomes for all.
- To ensure that all those involved in the school are committed to its aims, motivated and ambitious about achieving them and involved in meeting the long, medium and short term targets which secure the success of the school.
- To ensure that the management, finance, organisation and administration of the school support its vision and aims and that the School works within its statutory and regulatory framework.
- To monitor, evaluate and review the effects of policies, priorities and targets of the School in practice and take action if necessary.

Leading Learning and Teaching:

- To work with the School Leadership Team to ensure that an engaging and pupil centred curriculum is developed, and the delivery of the curriculum is translated into effective teaching and learning and assessment practice.
- To secure and sustain effective teaching and learning throughout the Primary and Secondary Schools and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

- To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- To monitor, evaluate and review practice and promote improvement strategies to ensure that under-performance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.

Leading and Developing People:

- To lead and inspire the Senior Leadership Team to ensure effective working across the school.
- To recruit and retain the best employees and ensure effective induction for new starters.
- To secure a culture of continuous professional development for all, where learning and development activity is closely linked to individual, team and organisational priorities.
- To ensure that performance management processes are robust, fit for purpose and explicitly linked to improvement priorities and pay progression.
- To ensure that performance reviews are undertaken in a timely manner and that target setting is of high quality, is relevant and plays a key role in securing continuous improvement.

Accountability:

- To work collaboratively with the Regional Management Board providing accurate, timely and useful information, objective advice and support, to enable it to meet its responsibilities.
- To develop an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

Strengthening Community:

- To work in partnership with parents, guardians and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils.
- To ensure that the School reflects a culturally inclusive ethos; actively valuing and promoting diversity and unity whilst supporting pupils to become successful citizens.
- To contribute to the development of the education by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

Membership of the Educational Group:

- Promote the School and the Education System to a range of audiences.
- To ensure that the mission, vision and values of the Organisation are clearly articulated, shared, understood and acted upon effectively by all within the School.

- To ensure that school planning recognises the needs and interests of all so that a shared culture and positive climate is created and maintained.
- To communicate openly with the Management Board on all matters.

Person Specification

Qualifications

The Candidate must have:

- A degree and a recognised teaching qualification.
- A relevant postgraduate qualification in Leadership and Management

Experience

The Candidate must have:

- Successful experience of school leadership, at Head teacher or Deputy Head teacher level, ideally in an all through International School. This should be for at least 5 years.
- Evidence of and a commitment to relevant continuous professional development.

Competencies

Professional Qualities: Strategic Direction and Development of the School

The Candidate must be able to:

- Think strategically whilst building and communicating a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the Organisation.

Professional Qualities: Leading Learning and Teaching and Care

The Candidate must be able to:

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practice of effective learning and teaching.
- Demonstrate the principles and practice of effective pastoral care that ensures children are happy and safe
- Access, analyse and interpret information.

- Initiate and support research and debate about effective learning and teaching, and develop relevant strategies for performance management.

Professional Qualities: Working with Others

The Candidate must be able to:

- Demonstrate a commitment to their own and others' professional development.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the School and Organisation.
- Challenge, influence and motivate others to achieve high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including the Regional Director, the management Board and colleagues.

Professional Qualities: Being Accountable

The Candidate must be able to:

- Engage the School in the systematic and rigorous self-evaluation of the work of all areas of the School.
- Collect and use a rich set of data to understand the strengths and weaknesses of the School.
- Combine the outcomes of regular School self-review with external evaluations in order to develop the provision.
- Foster an open, fair, equitable culture and manage conflicts.

Professional Qualities: Community

The Candidate must be able to:

- Recognise and take account of the richness and diversity of the School's communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities.
- Build and maintain effective relationships with parents, guardians, and the community that enhance the outcomes for all staff and pupils.

Special knowledge and Skills:

- Confident in the use of word-processing, spreadsheets and School Management systems
- Extensive knowledge of special needs curriculums from EYFS to KS4.
- Experience of Financial management at a senior level within School.

