



Head of Primary School and ELC

2019

Information package



The School

The Preeminent International School based in the Northern Emirates teaching the Australian Curriculum

Victoria International School of Sharjah is one of the UAE's leading schools. Situated on a superb campus by a beautiful waterfront in Sharjah located in close proximity to Downtown Dubai. VISS is a fully coeducational school owned by the Government of Sharjah that is operated and managed as a private school in collaboration with the Victorian Department of Education and Training (DET).

VISS was established to be a lighthouse school for the region and is involved with training and developing local teachers and principals. The school attracts students from 64 nationalities from all over the UAE it is purpose built, with state of the art technology and facilities.

The school has two sub schools – Primary School and Early Learning Centre (3-Year-old Kindergarten – Grade 5) and Secondary School (Grades 6-12) each with its own head of school.

The school operates on the northern hemisphere school year (August-July)

Vision

The Victoria International School of Sharjah (VISS) is a learning community that supports the attainment of excellence. The school will produce students who are critical thinkers, confident, reflective and responsible global citizens, capable of facing the future with resilience and optimism.

Values

The VISS Values consist of five key elements, which underpin all we do:

EXCELLENCE, DIVERSITY, LEARNING, INTEGRITY AND COMMUNITY

Our Teachers

Teachers at the Victoria International School of Sharjah are predominately employed from Australia, in particular from the State of Victoria. Local Arabic teachers have been employed to teach Arabic Language and Islamic Education (to Islamic children). All teachers at the school are strongly encouraged to enhance their skills by active involvement in personal and school wide professional development programs.

Curriculum

The school uses the Australian Early Years Framework, the Australian curriculum and the International Baccalaureate Diploma Program as its curriculum frameworks. Subjects are taught in English, which is the official language of the school. In the primary school, students undertake English, math, inquiry units, art, music, HPE, and Arabic, while Islamic students also undertake Islamic studies. In the ELC we model the Victorian Early Years Framework.

The Position

The Head of Primary School and ELC is responsible to the principal for all aspects of the day to day management of the Primary School and ELC. In 2013 there will be approximately 250 students in the ELC and 700 in the primary school (Grades Prep-5), and 65 staff. A detailed job description is available from the school. The Head of Primary School and ELC is a member of the senior leadership team and is supported by his/her own leadership team within the primary school.

Our School

A well-resourced international school with great outstanding facilities and a reputation for being a centre of Learning Excellence" we are a community that supports the attainment of excellence. The school will produce students who are critical thinkers, confident, reflective and responsible global citizens, capable of facing the future with resilience and optimism.

We offer a rigorous academic programme delivering the Australian Curriculum, Victorian Early Years Framework, and the International Baccalaureate Diploma Program. Subjects are taught in English, which is the official language of the school. In the primary school, students undertake English, math, inquiry units and Arabic, Islamic studies. AS part of our "*Beyond the classroom*" learning we offer a robust Sports/PE programme including AUSswim, athletics and interschool competitions.

We are proud of our extensive ARTS programme including, Drama, Music and Visual Arts and a popular extra-curricular programme supported by a proactive Wellbeing team that supports the student leadership programme. In the ELC, we model the Victorian Early Years Framework .



Key leadership responsibilities

- Be responsible for all aspects of the day-to-day management of the Primary School and ELC;
- Develop the primary years curriculum within the Australian curriculum to meet the needs of the school;
- An understanding of, and ability to, work cross culturally in an international environment,
- A demonstrated understanding and knowledge of primary school and early learning pedagogy, assessment and reporting, and effective use of data,
- provide all teachers in the Primary School and ELC with a strong professional development
- support teaching colleagues in their different roles and undertaking disciplinary measures where appropriate;
- with the Primary school leadership team undertake the professional appraisal of all teaching colleagues in the Primary School and ELC, following the agreed school-wide policy;
- advise the Executive Principal on the Primary School and ELC staffing, budgetary and facilities needs;
- work closely with the Head of Secondary School, particularly in the development of and coordination the school-wide schedule and the use of facilities;
- interview all new families who have applied for entry into the Primary School and ELC and follow the admissions policies laid down by the Board;
- to monitor and evaluate the quality of teaching and learning in the Primary school and ELC
- Be an advocate for the school taking every opportunity to emphasise how the school's vision and mission will influence their child's education in the school

The Head of Primary School and ELC is supported by his/her own leadership team within the Primary School and ELC.

The successful candidate will possess

- An appropriate education university qualification
- Registered as a teacher/Head in home country
- Demonstrable knowledge of the Primary curriculum
- Strong leadership skills with excellent organisational and time-management skills
- Previous senior leadership experience
- Evidence of leading Continuing Professional Development activities for teaching & non-teaching staff

Applications should include a current CV with names and contacts of two professional referees with a cover letter outlining your educational vision and how your leadership skills including the following five domains and how you will assist in the success of the school.

- Technical Leadership
- Human Leadership
- Symbolic Leadership
- Educational Leadership
- Cultural Leadership

Position descriptions and application details are available by emailing the Principal's Executive Assistant Julie Howell at howell.julie@viss.ae

While we thank all candidates, only shortlisted candidates will be contacted via email



Position Description

Position Title

Head of Primary School and ELC

Reports to

Executive Principal

Primary Role/Purpose

The Head of Primary School has the primary responsibility for the management of the sub-school operations and student wellbeing. In exercising this responsibility, the Head will have the authority to make decisions relating to student welfare, including buses and timetables and specifically all those matters that relate to organisational management. The Head will contribute to the overall management of the school through involvement in corporate policy formulation and decision making in the sub school and as a member of the Senior Leadership team.

Role

- Be responsible for all aspects of the day-to-day management of the Primary School and ELC;
- develop the primary years curriculum within the Australian Curriculum (Victoria) framework to meet the needs of the school;
- provide all teachers in the Primary School and ELC with a strong professional development program, in collaboration with the primary school's curriculum coordinator;
- with the Primary school leadership team undertake the professional appraisal of all teaching colleagues in the Primary School and ELC, following the agreed school-wide policy;
- support teaching colleagues in their different roles and undertaking disciplinary measures where appropriate;
- advise the Executive Principal on the Primary School and ELC staffing, budgetary and facilities needs;
- assist the Executive Principal in the recruitment of the Primary School and ELC teachers;
- control and maximize the use of assigned staff, the allocated Primary School and ELC budget, and the use of the Primary School and ELC facilities;
- work closely with the Secondary School Head of School, particularly in the development of and coordination the school-wide schedule and the use of facilities;
- interview all new families who have applied for entry into the Primary School and ELC and follow the admissions policies laid down by the Board;
- maintain a friendly, open, supportive, positive but firm relationship with parents and their representatives;
- provide a support program for those students who have educational needs, especially English as a second language, in agreement with whole school policies;
- ensure the provision of all teaching materials necessary for the teachers in their teaching programs;
- oversee the behaviour management of the Primary School and ELC students
- supervise the safety and general welfare of the Primary School and ELC students, including working in close collaboration with the school health centre on health matters;
- provide a process of reporting regularly to parents on student academic and social development and ensure that all parents are aware of the school's procedures for following up their concerns;
- ensure that all lines of appropriate communication within the school are respected and that they are well known by all parents and employees in the Primary School and ELC;
- represent the school at educational conferences or events as required;
- liaise with the school's registrar to make certain that the Primary School and ELC student records are maintained in accordance with MOE requirements;
- meet regularly with Primary School and ELC teaching staff and involving them directly in aspects of curriculum design, behavioural expectations for students, their daily routines and the school's expectations of them, the timetable, and the future development of the primary school in its widest context;
- Act for the Executive Principal in his absence if/when required;
- Be an advocate for the school taking every opportunity to emphasise how the school's vision and mission will influence their child's education in the school.
- Other duties as assigned by the Executive Principal