



Job Description and Person Specification

Vice Principal (K-12)

Job Description

The Vice Principal will assist the Principal and the Senior Leadership Team of the school, in all aspects of school leadership and improvement, including taking full responsibility for the school in the absence of the Principal.

They will work as part of the Senior Leadership Team, taking the lead on academic standards, curriculum development and assessment. Main responsibilities will be:

- To drive the raising of standards in academic performance across the whole school, particularly in the core subject areas of Islamic education, Arabic language, English language, Mathematics and Science.
- To be an integral part of a successful, collaborative leadership team, delivering high quality performance management and appraisal, strategic professional development and effective line management.
- In partnership with the Principal, the line management of either the Primary or the Secondary phase of the school, dependent upon the candidate's prior experience and areas of expertise.
- To promote the school to all stakeholders and the wider community, with particular emphasis on those for whom Arabic is their mother tongue.
- To assist the Principal with the effective and efficient use school management information systems, the financial management of school, and student admissions and enrolment.

The post-holder will be a member of the Senior Leadership Team who will be responsible for specific areas related to the UAE Inspection Framework. These will be reviewed annually with Principal, and for the academic year 2019-20 will include the following:

- Student achievement, including attainment, progress, tracking and monitoring.
- Assessment and Reporting.
- Teachers' appraisal and performance development, in partnership with the Principal.
- Shared responsibility for stakeholder satisfaction and outcomes, in partnership with the Director of Stakeholder Affairs.
- School marketing and customer satisfaction.
- Students' pastoral care, personal and social development and wellbeing.



Person Specification – Vice Principal

Applicants should be able to demonstrate an excellent knowledge and understanding of the following 4 areas related to this post:

1: Professional Knowledge and Understanding

Applicants should possess the following knowledge and understanding:

- A detailed professional knowledge of learning, teaching, curriculum and assessment.
- An excellent understanding of leadership philosophy and practice.
- Excellent knowledge, skills and understanding of the US and MoE curricula, and pedagogical issues related to both.
- A thorough working knowledge of the assessment and review of students' progress and development.
- The use of creative and effective learning and teaching styles to engage, motivate and enable students to progress.
- Effective strategies to include and meet the needs of all students, including under-achieving groups, EAL, SEN, Emirati Students and G&T pupils.
- How to analyze, understand, interpret and respond to school performance data.
- Encouraging parents to work co-operatively with the school and involve them in their children's education.

2: Professional Skills and Experience

Applicants should be able to demonstrate recent and relevant experience of:

- Senior leadership in a high performing school.
- Organising professional learning and continuous professional development.
- Leading whole school improvement initiatives.
- The UAE Inspection Framework and National Agenda priorities.
- Curriculum development and leadership.
- Assessment Practices.
- Supporting and developing Innovation, creative, high quality teaching and learning.
- Leading whole school policies and practices.
- Completing/contributing towards the school Self Evaluation Form (SEF) and School Development Plans (SDP).



3: Leadership and Management Skills

Applicants should be able to demonstrate, from their experience, the ability to:

- Promote and sustain high standards.
- Inspire, lead and motivate students' and staff, to improve the quality of teaching and learning outcomes and initiate change.
- Contribute to self-evaluation processes and whole school development.
- Manage the performance of other members of staff.
- Organize professional development activities, in collaboration with the Senior Leadership Team.
- Share expertise, skills and knowledge with staff.
- Develop and maintain high standards and expectations.
- Have personal impact and presence to be able to initiate change and achieve excellence.

4: Personal Skills and Attributes

Applicants should:

- Demonstrate a high level of commitment and professionalism.
- Have excellent written and verbal language skills, preferably in both English and Arabic.
- Be able to create and maintain effective partnerships with staff, the school board, parents, students and the wider school community.
- Be a committed team player and be able to lead and inspire by being an excellent role model.
- Be able to work independently and on own initiative.
- Seek advice and support when necessary.
- Have good time management skills and an ability to plan and prioritize work and tasks.
- Maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.
- Be approachable, positive, flexible and enthusiastic with a good sense of humour.