**Job Description**

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| **Section** | Senior High  |
| **Position** | Deputy Principal (Senior High) |
| **Reporting to** | Principal |
| **About Us (Area Description)** | We are an existing school in Johor, Malaysia, which will be re-branded into a British school. This new school aims to develop next-generation educational systems that enhance how learning is conducted, through proven approaches involving technology and pedagogy, alongside British holistic traditions and educational practices. We seek to replicate our signature programmes for a massive audience of more than thousands of students across our international presence currently spanning from Abu Dhabi to the Pacific coast of China. As the Deputy Principal (Senior High), you’ll be developing and refining the uniquely positioned educational curriculum. You’ll have the opportunity to lead and partner with an international, fully equipped and experienced group of teachers, set goals and enrich the lives of students to meet their individual learning objectives. You’ll have resources at your disposal to enable the effective implementation of your fresh ideas. We seek you to fully utilize your academic strengths, student pedagogical approaches, organizational and leadership skills and most importantly, passion, in your everyday work, and the list continues as education becomes more complicated yet delicate every day. Be assured that you’ll be given adequate training, a supportive familial environment and life-long learning to sharpen your skillsets, and in return, you only need to be driven, enthusiastic and versatile in taking on any challenges of the job-role. With every step, we aim to change the face of education for millions around the globe with one educational advancement after another, and we hope that you’ll be a part of our revolution. ***For more information, please contact: kahwai.yuen@eis.edu.my*** |
| **Duties and responsibilities (Role Description)** | **Leadership and management*** Lead and manage Heads of Department and Senior High School staff in order to promote high standards of teaching and learning, and pastoral care to the students.
* In consultation with the Principal, conduct departmental review and ensure that monitoring and evaluation processes are in place.

**Strategic planning and development*** As part of the school management committee, contribute and ensure that the development and delivery of the Senior High School Action Plan is aligned to the school’s vision.
* Review policies to ensure that they meet the changing needs of the school and respond to the developments in the state’s/ country’s educational policies.

**Teaching and learning*** Promote excellence and innovation in teaching and learning.
* Ensure that the curriculum is well- articulated and implemented effectively to create a conducive learning environment.
* To work with the Deputy Principal of Junior High School to ensure that the curriculum of both sections run seamlessly.
* To work with the Heads of Department to set targets for A-Levels/ IB results and to ensure accountability of staff for the results.
* Monitor the pupil management system to track and analyse data and academic performance.
* Plan the school calendar of each academic year together with the School Management Committee and the Heads of Department.

**Professional training and development*** Identify school and department training needs and plan for school-wide training in order to develop and maintain a positive culture of growth mindset.
* Manage the budget for teaching and learning resources, and professional development

**Human resource planning*** To manage staff deployment and ensure that work load is equitable.
* Lead and manage staff with additional duties/ committee work e.g. examinations team, committee for open house
* Recruit staff to meet school’s needs

**Parent Engagement*** Plan and manage Parent-teacher meetings and any other parent briefing sessions to disseminate details of events.
* Plan and manage focus group discussions and any events that may involve parent participation.
* Maintain effective partnerships with parents to support student achievement and growth.

**General*** Assist the Principal in the overall organisation, finance, administration and academic matters of the school.
* Assist the Principal in student affairs management --- including strategic planning for student placement and scholarship matters
* Assist the Principal in the administration of student programmes
* Ensure security and emergency planning for the school.
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| **Personal qualities** | * Excellent leadership and management skills
* Excellent interpersonal, communication and organisation skills
* Possesses passion and understanding of students, and sensitivity towards various cultural diversity
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| **Education qualifications** | * A Master’s or an Honours Degree from a recognised university
* Recognised teaching qualification
* Applicants with a Master’s Degree or higher will be given preference
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| **Experience** | * Minimum 2 years in a leadership position
* Minimum 5 years of teaching experience
* Proven record of success in an administrative or curriculum Leadership role
* Successful partnerships with school parents and communities
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| **Benefits** | Competitive SalaryComprehensive Health InsuranceAttractive Housing and Expatriate PackageInternationally Diverse Community  |
| **Contact** | Please email your CV and cover letter to Ms Yuen Kah Wai at kahwai.yuen@eis.edu.my |