

## Job Description

**Job Title: Principal (Instructional Leader)**

### SUMMARY

The [International Schools Group \(ISG\)](#) is a not-for-profit, future-focused school district in the Eastern Province of Saudi Arabia. Our five schools, located on four sites, are co-educational day schools delivering Kindergarten 1 to Grade 12 in the American program and Foundation Stage 1 through Year 13 in the British programme to expatriate students as well as some students from the host country. Students enroll in either an American or British curriculum education which encompasses the following school-specific higher-level programs: Advanced Placement (AP) Capstone Diploma, International Baccalaureate Diploma Programme (IBDP), (I)GCSE and A levels.

#### History

Founded in 1962, ISG was originally established to serve the needs of expatriate families working for the U.S. Consulate in Dhahran.

From its initial enrollment of six students to its present status as a district of five schools with approximately 3,400 students, ISG has earned a reputation for providing the highest quality American and British curriculum education. Today, over 70 nationalities make up the ISG community.

#### Governance

The district is governed by a Board of Trustees, supported by school councils and a partnership with the U.S. Consulate, and is licensed by the Saudi Arabian Ministry of Education.

#### Accreditation and Membership

All schools are accredited by the [Middle States Association of Colleges and Schools](#) (MSA-CESS). British School Dhahran and Sara Village School are accredited by [British Schools Overseas](#) (BSO). American School Dhahran and ISG Jubail are authorized by the [International Baccalaureate Organization](#) (IBO).

All ISG schools are members of the [Council of International Schools](#) (CIS). British School Dhahran and Sara Village School are members of [British Schools in the Middle East](#) (BSME), [Council of British International Schools](#) (COBIS) and the [Association of British Schools Overseas](#) (AOBSO).

#### Our Mission, Core Values, Vision and Strategic Goals

Mission: We inspire innovation and compassionate action.

Core Values: Respect, acceptance, integrity, responsibility ... with a commitment to act.

Our Vision: ISG's world-class education empowers our diverse youth to excel academically, lead and learn, exercise compassion and kindness, and nourish their intellectual curiosity as they strive for a future of success, innovation, and personal fulfillment.

ISG is committed to the three strategic priorities of High Quality Learning, Wellbeing and Belonging, and Professional Excellence. Each of these three priorities have identified goals and objectives and are supported with specific action steps.

## ISG Learns

Our schools are guided by our [district mission, vision, core values](#), learning principles and assessment beliefs. Our shared focus is further complemented by the diversity of our community and core divisional curricula as we work in partnership with the community to educate tomorrow's future leaders. ISG maintains an emphasis on progressive teaching and learning. Curriculum and learning programs at ISG are evaluated and reviewed consistently, through the lens of current research and are reflective of this research and best practices. This ensures that our programs support high quality learning and are being implemented in the most effective way in the classroom in order to support student learning, enhance program outcomes and learning targets in our unique learning environment. The [2023-2024 ISG Learning Report](#) showcases academic success, college acceptances, professional development, our graduate profile and more.

## PRINCIPAL VACANCY FOR 2026-2027 SCHOOL YEAR

Incoming ISG Assistant Superintendent, Michelle Alzamora, seeks an experienced, forward-thinking and passionate Principal to lead its academic and instructional efforts to serve as the Principal of ISG's [British School Dhahran \(BSD\)](#) beginning August 1, 2026.

The Principal will serve as the instructional leader, driving high-quality learning, fostering a culture of innovation and collaboration, ensuring the successful implementation of the British curriculum across all grade levels. This role will require a dynamic leader who can inspire students, faculty and staff while contributing to the district-wide vision and strategic priorities.

The Principal will join a district leadership team that includes the Superintendent, Assistant Superintendent, Directors, Principals and campus leadership team of Assistant Principals, year level and department heads.

### British School Dhahran (BSD) at a glance

British School Dhahran follows the [National Curriculum for England](#). Established in 1981 as Dhahran Academy British Stream, it serves the needs of approximately 800 Foundation Stage 1 - Year 13 students and delivers externally assessed IGCSE and A level programs. BSD is a British curriculum program that operates within registration of the ISG system of schools.

Broad and balanced, the curriculum helps students develop into well-rounded citizens. While the curriculum focuses on delivering high academic standards, it also ensures that character development is at the heart of education.

ISG is committed to the collaborative support of all learners and the [safety and protection of children and young people](#) and expects all faculty, staff and volunteers to share this commitment.

For more information on ISG, please visit our website: <http://www.isg.edu.sa/>

## JOB DUTIES

The successful candidate will be a key instructional leader who fosters an innovative and collaborative learning environment that supports high quality learning, wellbeing and belonging, professional excellence, inclusivity, and global citizenship. This role is integral in shaping the academic culture and instructional practices across all grade levels, from early childhood through senior school.

### Child Protection

- Demonstrate a commitment to the safety and security of children and young people ([child protection](#)).

### Instructional Leadership

- Develop and articulate a compelling vision of the school's future, inspiring staff, students and the community to achieve ambitious goals.
- Lead the implementation and continuous improvement of the National Curriculum, ensuring alignment with district-wide educational objectives.
- Drive the professional development of faculty and staff, fostering innovative teaching and the use of evidence-based instructional practices.
- Utilize student data and performance metrics to assess academic progress and inform teaching strategies, with a focus on raising standards across all grade levels.
- Conduct regular classroom observations, provide feedback, and coach teachers to enhance their instructional practices.
- Champion the development of learning pathways for students, ensuring inclusive practices that cater to diverse learning needs.
- Guide and mentor assistant principals in their supporting roles as instructional leaders.

### Student-centered Culture & Well-being

- Champion an inclusive school environment that supports students' academic, social, and emotional development.
- Spearhead initiatives that enhance student well-being and belonging, ensuring that all students feel safe, valued, and supported in their learning environment.
- Collaborate with teachers, school counselors, and parents to address student needs and foster an environment where every student can thrive.
- Foster an atmosphere where high standards of behavior and mutual respect are upheld, promoting a positive and collaborative school culture.

### School Leadership and Management

- Direct all aspects of school management, including curriculum implementation, faculty and staff recruitment, school practices and procedures, and student care, to cultivate a cohesive and effective educational environment.
- Collaborate with central office leadership and other campus principals to share best practices, align educational initiatives, and drive school-wide improvements.
- Develop, implement, and monitor school improvement plans, ensuring that academic objectives are achieved or exceeded.
- Lead and motivate faculty and staff, fostering a collaborative, supportive, and high-achieving school culture.
- Maintain comprehensive knowledge of International Schools Group organizational policies, regulations, practices, and procedures.
- Proactively make recommendations to the Assistant Superintendent on improvements to support change initiatives in areas such as school accreditation, teacher recruitment, curriculum and instruction, budget development, and learning support.
- Ensure data is collected and communicated to school stakeholders, the Assistant Superintendent, Superintendent, and Board of Trustees as requested.
- Ensure accessibility to parents, both prospective and existing.
- Remain abreast of developments in the educational field.
- Lead the school effectively and efficiently, meeting financial targets.
- Participate fully in senior leadership team meetings at the central office level.

### Curriculum Innovation & Global Perspective

- Ensure the curriculum is based on current research, is challenging, and prepares students for global opportunities, including providing pathways for students to engage in international experiences.

- Incorporate cutting-edge educational technologies and methodologies to enhance student learning and maintain the school's position at the forefront of educational practices.

#### Faculty & Staff Development and Performance Management

- Cultivate a culture of continuous professional growth, empowering teachers to take ownership of their development and actively participate in professional learning communities.
- Foster an environment that encourages experimentation, continuous improvement and the adoption of research-based best practices in teaching and learning.
- Actively identify, nurture and empower staff, fostering a culture of professional growth, shared leadership and high performance.
- Lead the recruitment, induction, and ongoing professional development of faculty members to ensure faculty consistently meets high standards of teaching.
- Conduct regular performance appraisals, provide feedback, and identify opportunities for professional development to ensure that the faculty and staff meets high standards of teaching.
- Promote leadership development opportunities among the teaching faculty to cultivate future instructional leaders.

#### Collaboration with Central Office Leadership and Key Stakeholders

- Serve as a key member of the schoolwide leadership team (SLT), collaborating with other school leaders and central office leadership and faculty and staff to achieve ISG's strategic priorities.
- Forge strong relationships with students, faculty and staff, parents, and the wider community, fostering transparent communication and active engagement in the life of the school.
- Represent the school in central office meetings, professional associations, and educational forums, promoting the school's mission, vision, and core values and sharing achievements.

#### Communication, Collaboration and Teamwork

- Communicate proactively with the Assistant Superintendent and central office leadership about campus operation progress and challenges.
- Collaborate effectively with parents, faculty and staff, and the wider community to achieve shared goals.
- Collaborate proactively with central office leadership by:
  - developing and actively managing the annual campus budget and budget expenditures with Finance.
  - ensuring an ongoing curriculum review, implementing new learning opportunities, and engaging with external consultants to support learning initiatives with Teaching & Learning..
  - planning for appropriate staffing (hiring, retention, attrition of faculty and staff) in alignment with local, Saudi Arabian legal compliance expectations with Human Resources and Government Compliance.
  - collaborating with Admissions on a system-coherent admissions process to maximize enrollment for eligible students.
  - planning, scheduling, and utilizing campus facilities, including shared and campus spaces for learning, sports, activities and events alongside Operations and Facilities.
  - ongoing development of intervention and social/emotional learning programs alongside Student Support Services.

#### **Other**

- Perform other duties as assigned by the Assistant Superintendent and Superintendent.

## **QUALIFICATIONS, KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Qualifications**

The ideal candidate will have:

- Master's degree in Education, Educational Leadership, or a related field

- Certification or licensure in school leadership (e.g., NPQH or equivalent) .

## **Knowledge**

The ideal candidate will have:

- Solid understanding of the National Curriculum and its implementation.
- Familiarity with and ability to lead in a learning environment consistent with ISG's adopted standards, beliefs, graduate profile, learning principles, assessment beliefs, and school improvement goals.
- Knowledge of current trends and best practices in education, including instructional strategies, assessment, and the use of technology to enhance learning.
- Understanding of student development, encompassing academic, social, and emotional learning.
- Knowledge of effective classroom management techniques and disciplinary procedures that foster a positive and safe learning environment.
- Familiarity with child protection and safeguarding practices and procedures.
- Knowledge of the principles of inclusive education and how to differentiate instruction to meet diverse student needs.
- Understanding of school operations, including curriculum implementation, teacher recruitment, school practices and procedures, and student welfare.
- Knowledge of the processes involved in faculty and staff supervision, performance appraisal, and professional development.
- Awareness of the cultural norms, laws, and restrictions in Saudi Arabia, and the ability to work effectively within those guidelines.

## **Experience**

The ideal candidate will have:

- A minimum of 5 years of successful senior leadership experience (e.g., Head of School, Principal, Head Teacher) within a British or internationally recognized school.
- Experience working in an international school setting (preferred).
- Demonstrated experience with accreditation processes and standards, including familiarity with UK-based organizations or international accrediting bodies (e.g., CIS, BSO).
- A proven track record of providing strong instructional leadership and leading an experienced faculty through significant academic expectations with goal oriented progress and improvement.
- Successful experience in leading and managing diverse, multicultural teams, with a strong emphasis on fostering inclusivity and differentiation in teaching practices.

## **Skills**

The ideal candidate will demonstrate:

- Instructional Leadership Skills
  - Data analysis and performance management to drive academic improvement.
  - Knowledge of instructional practices, assessment literacy, and educational resources.
  - Proven track record of initiating and successfully implementing significant school-wide improvements.
- Communication and Interpersonal Skills
  - Excellent written and verbal communication, including presentation skills.
  - Ability to communicate tactfully, constructively, and appropriately to diverse audiences.
  - Ability to build and deepen positive stakeholder relationships through transparent behavior.
  - Active listening and conflict resolution skills.
  - Ability to build consensus and navigate complex situations.
- Cultural Competence and Collaboration
  - Sensitivity to and cultural awareness of all stakeholders, with the ability to adapt work style to meet their needs.

- Ability to work collaboratively with parents, faculty and staff, and the wider community to achieve shared goals.
- Ability to work in a focused team environment to meet common and agreed upon goals.
- Personal and Professional Attributes
  - Professional maturity, discretion, and confidentiality in handling sensitive issues.
  - Positive attitude towards continuous growth and self-improvement.
  - Ability to model ISG's guiding principles and lead by example with high professional standards.
  - Ability to be firm but fair and equitable.
  - Demonstrated ability to inspire and motivate diverse groups towards a common vision.
  - Commitment to continuous personal and professional learning and growth.
- Organizational and Management Skills
  - Effective time management, prioritization, and ability to work under pressure and meet deadlines.
  - Highly-developed creative problem-solving and organizational skills with attention to detail.
  - Ability to use initiative and sound judgment.
  - Proven track record in collaboratively leading change and school improvement initiatives, including school-wide strategic priorities and accreditation/inspection goals.
  - Ability to anticipate stakeholder needs and demonstrate responsiveness.
- Technical Skills
  - Proven ability to use a range of technology, have an awareness of evolving technology, and support for the use of technology in learning and efficiencies in the organization.