

# Vice Principal

## Job Description

**Department:** Senior Leadership Team

**Direct Reporting Line:** Principal, Director of Education (US Curriculum)

### Job Purpose:

- Reports directly to the Principal and assumes supervision on behalf of or in the absence of the Principal.
- At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but the core function is to assist with the administration of the school and provide overall school leadership and management that will achieve outstanding results in all aspects of school life.
- The Vice Principal is responsible for working in collaboration with the Principal to manage all risks, fill the school and manage the cost base to generate the budgeted revenue and profit, and to deliver outstanding ratings and parental engagement.

### Key Relationships (Internal and External):

School Executive Board (SEB), Central Office Team, School HR Manager, Senior Leadership Team, School Staff, Parents and Students, External Agencies and Service Providers, Local Authorities, and ESE team and Regulators.

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### Key Accountabilities:

#### Inspirational and Strategic Leadership

- Promote an inspiring vision dedicated to high standards that is shared by all members of the school community
- Lead and prioritise improvement activities through effective strategic leadership and planning which supports Taaleem and ESE's vision, mission and values
- Display a high level of professional competence in all areas of responsibility
- Communicate a clear view of the school's aims so that all staff know what is required of them and are competent and committed to achieving the school's goals
- Distribute leadership effectively to achieve high standards of learning and personal development by creating an ethos of collective responsibility and mutual support
- Inspire and empower leaders at all levels by clearly defining all roles and aligning these roles with school priorities
- Be receptive and respond to external evaluation and the accreditation process, and manage the implementation of any subsequent recommendations professionally and efficiently.
- Work effectively with all stakeholders to ensure informed, responsive and culturally sensitive decision making, which helps to direct change and effective management of school resources.
- Ensure that the levels of students' attainment and the quality of teaching successfully align with the schools' promise to parents
- Clearly and comfortably delegate work, trusting and empowering others to perform
- Provide regular feedback and motivation to others to successfully achieve their targets
- Encourage others to contribute, creating a spirit of teamwork and opportunities for cooperation and collaboration between departments

- Contribute time and expertise to the professional development of teachers and leaders, particularly in relation to the US curriculum and impactful instructional strategies
- Participate and lead professional development workshops in the UAE, including events run by local authorities.
- Deputise for the Principal in the day-to-day running of the school when required
- Provide expert and committed support to the Principal and the Senior Leadership Team

#### **Self - Evaluation and Improvement Planning**

- Ensure that the school's academic program aligns with the US curriculum standards and challenges students of all abilities.
- Support leaders at all levels improve the school's rating on local inspections.
- Involve all staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment
- Take positive steps to gather the views of parents, students and others about the quality of service provided by the school
- Work collaboratively with external bodies to achieve excellent accreditation results, inspections and evaluations.
- Play a significant role in monitoring teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed MAP targets
- Work with other leaders to effectively monitor the effectiveness of staff teams
- Ensure that self-evaluation provides valid, comprehensive and reliable analysis for identifying key priorities for the preparation of the improvement plan and involves staff, parents and students as appropriate
- Collect, analyse and report appropriate and accurate information from within the school as well as MAP data and international assessments and stakeholder surveys
- Ensure that aspirational, yet realistic goals aimed at improving students' performance are set
- Ensure that all improvement activities are focused on creating impact and raising quality
- Monitor and manage change quickly, flexibly and successfully.
- Prioritise and act upon a manageable number of key initiatives and involve stakeholders in the process

#### **Effective and Efficient Management of Resources**

- Work closely with the staff team to ensure that all policies, procedures and routines across the school are effective and efficient and are reviewed annually with appropriate staff members.
- Comply with all MOE and Taaleem policies and guidelines and submit high quality reports in a timely manner.
- Support the Principal in ensuring that all academic staff are well qualified and experienced, trained to unpack and deliver the curriculum standards and are deployed effectively to support the school.
- Support the recruitment of high quality new/replacement staff, and ensure all new staff given a thorough and full induction, particularly in relation to UAE culture and traditions and safeguarding
- Comply with all regulations and guidelines issued by the regulators.
- In line with local authorities' requirements, monitor and evaluate the school's performance on students' attainment and progress, students' personal and social development, teaching and assessment, curriculum that meets the needs of students, health and safety, and student support services.
- Work collaboratively to ensure accurate identification of professional development needs and access to quality professional development activities for all members of staff, including providing coaching and mentoring opportunities

- Ensure that teaching and learning is monitored closely and consistently to identify the quality of teaching practice across the school and identify areas of development.
- Take a key role in ensuring that all staff members are appraised annually providing recognition for areas of strength and recommendations for areas of development and growth.
- Work collaboratively to develop CAPEX and Consumable budgets and monitor performance against these budget lines.

## Parent, Student and Community Relationships

- Support the Principal in building and maintaining relationships with parents and students and the community by establishing regular and respectful communications with all members of the school community, both internally and externally.
- Be highly visible and readily available to the school community as required.
- Encourage opportunities for students to take active leadership roles and assume responsibilities for different activities within the school.
- Engage parents as active partners in their children's learning in a variety of ways, taking account of the rich Emirati cultural and heritage
- Encourage positive and regular participation of students and parents at school events.
- Consult the student and parent community about the work of the school on a regular basis and ensure that parents views are received respectfully and help guide the school's development.
- Ensure that parents receive regular reports of their children's progress and attainment that include next steps for learning.
- Whilst respecting the culture and heritage of stakeholders, develop strong community partnerships that effectively support all students' development and improve students' learning experiences.
- Focus on identifying and meeting community (staff, parents, students) needs by taking their cultural interests and complaints seriously and by delivering prompt and personalised responses.
- Give consideration to the culture when making decisions that impact stakeholders and act accordingly to safeguard and promote the reputation of the school.
- Ensure a proactive approach in delivering operational excellence focused on extraordinary service across all aspects of school life.
- Establish and maintain open professional dialogue with the ESE core team by supporting and collaborating effectively.
- Support and collaborate effectively with other Taaleem Schools to achieve the shared mission and vision.
- Prepare and provide reports and presentations to stakeholders as requested
- Attend external events and festivals, including those out of school hours, and contribute to PR activities, media opportunities to represent and act as an ambassador for the school and other Taaleem Schools.

## Balance of Responsibilities with Principal:

	Principal	Deputy Principal	Joint
<b>Educational</b>	Data checkpoints CIS oversight MOE oversight	Oversight action plans Committees Co-ordination appraisals Target setting	Full Faculty meetings Academic standards

	Entrepreneurship Research school SEF overview	Non-re-reg of students Staff meeting formats Language Policy	
<b>Strategic</b>	Speeches Reporting to CO AD Principals group Taaleem Principals group Taaleem CO meetings	Policies Taaleem CO Meetings	SAB updates Exceptional Journey
<b>Operations</b>	Budget setting Marketing strategy External Comms Termly newsletter Calendar Fee Payment plans MOE liaison Fee increase application Customer experience Comms strategy Transport safety Child Protection	MOE Complaints Campus and Staff compliance H&S Room allocation and distribution ECP Programme Timetables Meeting schedules Campus checks CO re operations Signatory on all finance, leave and PD Trip approval Fire Drill Lock Down Events Calendar Summer Works Final Decision on school closure Procurement approvals SLT Duties Licenses	National Day International Day Parent Forum Parent Complaints Gate Duty VIP welcome and tours Attend whole school events
<b>Staffing</b>	Line Manage Heads of school, admissions, accounts, HR New staff settling in meetings Staff Structure Welcome letter new staff Admin wellbeing HR anomalies and exceptions Leave policy	Line manage Operations and SLT whole school Oversight of JDs Intention Letters Probation Sign off	Finalise action plan Recruitment plan and strategy Probation Observations Decision making on contract renewals PoRs Staffing plans Staff arbitration

**Person Specification:**

**Education:** Master's degree and/or recognised Leadership qualification, Teaching Certification

**Experience:**

- 5 years' school senior leadership experience (required)
- Experience working in a school with a large student body (required)
- Experience working with English Language Learners (required)
- Experience with US Curriculum (desirable)
- Previous experience of working in the UAE or the gulf region (desirable)

**Competencies:**

- Knowledge of inspection and evaluation frameworks
- Excellent communication skills in spoken and written form
- Financial acumen
- Educational leader and outstanding teacher
- Management of human and physical resources
- Strategic planning, knowledge of child protection and health and safety
- Experience in developing and leading high performing teams
- Highly effective relationship management with a variety of stakeholders

**Attributes:**

- Collaborative team player, inspirational speaker, empathetic listener, integrity and strategic thinker
- Able to convert vision into action
- Internationally minded, emotionally intelligent, intercultural awareness, creative and persuasive
- Flexible and capable of managing growth and instilling high standards
- Adept in multilingual settings, spirited, pioneering, professional and nurturing.

**Acceptance and Approvals**

**Confirmed by Employee:**

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date: