

Job Description

Job Title: Principal
Reporting to: Board of Directors
Responsible for: Senior Leadership Team

Main Purpose and Expectation of this Role:

- To demonstrate NCBIS commitment to our values by actively ensuring they are embedded in everything we do within NCBIS.
- To promote and support the vision and direction of the school by showing effective leadership and management of the academic team.
- To drive high aspirations by developing and managing standards of attainment for students and performance of staff towards school goals.
- To develop the strategic objectives of the Educational and Clinical provision and ensure they are met.
- To work closely with the Executive Business Director to meet the strategic objectives of the school.

Key Duties of the Role:

1. Strategic Leadership and Reputation

- Develop and articulate both strategic and operational educational plans and work with the Academic Teams and Business Director to ensure implementation.
- Efficiently lead the senior management team and students towards the school's objectives.
- Maintain NCBIS at the forefront of regional organisations along with their successful accreditations.
- Ensure learning and progress is the main focus of the strategic planning and resource management, taking into consideration the varying starting points, cognition, learning, physical and sensory complexities of pupils.
- Prepare the school and staff for external inspections.
- Ensure all school policies are regularly reviewed and updated.
- Raise achievements and standards across the school through the monitoring, evaluation and review of school practices and continuously promote improvement strategies.
- Perform structured annual yearly analysis to identify areas for improvement and set a development plan to address the findings.
- Enhancing opportunities through developing partnerships between parents/careers, students, staff, the local community, other schools and voluntary organizations.
- Contribute to the marketing plan of the school by providing positive information and input for school events.

2. Educational provision and quality

- Maintain NCBIS in the top tier of British International Schools, both in Egypt and internationally.
- Ensure the physical, mental and moral welfare of all pupils and maintain good discipline.
- Direct and manage the education, both curricular and extra-curricular, provided by the school; ensuring that the highest standards of teaching and learning are delivered and that performance is kept under review.
- Provide a high-quality rounded education for all pupils focused on academic achievement.
- Insist on the highest quality of teaching and learning, ensuring that these are continually monitored and geared to adding value.
- Lead, encourage and support innovation in teaching and learning.
- Instilling purpose and discipline among pupils constructively and fairly.
- Embedding the IB Learner profile in every aspect of NCBIS School life.

3. Management

- Develop the academic structure of the school so that the vision and strategy are shared, development is planned, targets are set, and results are evaluated.
- Appoint, promote, develop and retain the best possible academic team through safer recruitment practices, the promotion of personal and professional development, (specifically the provision of middle leadership development opportunities for staff at all levels) and through rigorous performance management.
- Ensure the effectiveness and timely management of induction, probation, regular supervision, feedback, annual performance appraisal, of all direct reports and ensure that this process is cascaded down across the school.
- Ensure that the leadership team of the primary, Dutch and the secondary school is lead, managed and in line with one vision.
- Ensure that all permanent staff, cover, volunteers and external parties are trained in safeguarding and H&S and that the policies and systems of reporting are effectively communicated.
- Provide a high standard of duty of care for staff and students and comply with all legislation and guidance relating to child protection.
- Put in place plans to support and promote staff wellbeing.

4. Safeguarding Responsibilities

- Have responsibility for safeguarding by promoting the welfare of children and young people and to ensure that all employees and school visitors follow the safeguarding and child protection procedures and comply with the policies of the school.
- Develop in all students and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world.

5. Communication

- Always Managing effective and positive communication with pupils, staff, parents, prospective parents, Board of Directors and the wider community.
- Ensuring that the appearance of the school is always welcoming, and that pupils' and parents' needs and concerns are always given high priority.
- Marketing the school actively to potential parents to maximize pupil numbers.

- Cultivating excellent PR to celebrate the school's achievements, extend the range of its publicity, develop relationships with other schools and achieve the best possible partnership with the wider community.
- Dealing effectively and positively with any complaints with the overall aims of quality assurance and parental satisfaction.
- Develop a clear communication strategy and ensure timely and consistent communication via multiple channels to the community.
- Ensure that written communication is thoroughly checked to avoid legal liability or conflicts with local authorities.

6. Management of Resources

- Work closely with the Executive Business Director and Finance Director on setting and utilizing Academic school budgets.
- Lead by example by being budget conscious on a day-to-day basis and ensuring effective administration and value for money.
- Monitor the budget while making appropriate adjustments to spending patterns in accordance with the financial regulations and audit requirements.
- Ensure that staff and children contribute towards building and maintaining a positive learning and working environments for all.
- Work closely with the Facility Director to manage the use of the school facilities so that it meets the needs of the curriculum and health and safety requirements.

These job details are guides to the duties, professional responsibilities, and core competences.

New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English-Speaking Foreigners, Ministry of Social Affairs Registration No. 2643, New Cairo.



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