المدرسة السويسرية الدولية

SWISS INTERNATIONAL SCHOOL
QATAR

FULLFILLED, INSPIRED & PREPARED



PRIMARY SCHOOL PRINCIPAL

COMMENCING AUGUST 2027

WHO WE ARE

Swiss International School in Qatar (SISQ) is an IB Continuum World School for children aged 3 to 18 years. We are proud to be the fastest growing school in Qatar with 900+ students who joined us this year, our sixth year. The school provides a truly multilingual learning environment combined with a high quality international education. As an inclusive school, we welcome families of all nationalities and backgrounds into our learning community.

As an IB World School, we follow the International Baccalaureate Curriculum. Our teachers are highly experienced and talented with expertise in delivering an international curriculum in engaging and innovative ways. We are committed to providing an educational environment that excites, inspires, and challenges every student to excel academically and socially.

SISQ has recently been awarded the QNSA accreditation from the Ministry of Education in Qatar and we are moving into the self study for CIS accreditation alongside reaccreditation for IB.



BRINGING IDEAS TO LIFE AND FOSTERING INNOVATION THROUGH TECHNOLOGY.

OUR MISSION AND VISION

Vision:
SISQ aims to develop learners who are fulfilled, inspired, and prepared.

Mission:
SISQ develops students who are:

- Fulfilled: Curious, confident, and connected.
- Inspired: Lifelong learners who apply their knowledge to improve lives.
- Prepared: Adaptable, principled, and global citizens ready to make a positive impact.



STUDENT WELL-BEING AND CULTURE OF CARE

At SISQ, educators are committed to providing a safe and nurturing environment for students to grow and reach their full potential. Our ethical guidelines, outlined in our SISQ Professional Standards, set clear expectations for safeguarding children, and violations will result in disciplinary action and possible legal consequences. SISQ complies with Qatari reporting laws on issues such as social media misuse, indecent images of children, defamation, harassment, and bullying.

Additionally, SISQ believes that everyone deserves to be treated with respect and care. Our culture of care, combined with our learner attributes—creative, socially intelligent, adaptable, globally minded, self-managing, and values-driven—along with our SISQ values of courage, commitment, care, responsibility, gratitude, integrity, respect, and balance, guide all our interactions. We are dedicated to fostering a positive and safe environment for learning and working, and we seek educators who embody these principles and values.

TRANSFORMING CONCEPTS INTO REALITY AND NURTURING INNOVATION



ABOUT THE ROLE



Swiss International School in Qatar is seeking an outstanding and forward-thinking Primary School Principal for Academic Year 2027-28. This is an exciting opportunity to lead and inspire the primary school, additionally sitting on the Senior Leadership Team (SLT).

CORE RESPONSIBILITIES:

It is a mandatory requirement that all SISQ staff adhere to the Student Safeguarding and Child protection Policy.

The Primary School Principal leads the Primary School team in the implementation of our educational program and as such needs to address all the responsibilities outlined in this document. Although the list below is not exhaustive, it contains the most important Primary School Principal responsibilities.

While some responsibilities may be delegated to other members of the Primary leadership team (for example, Pastoral Leads, PYP Coordinator, Subject and Grade Level Leads), the Primary School Principal remains responsible for the oversight of the processes outlined in this document. The Primary School Principal will attend weekly Senior Leadership Team meetings with the Head of School, Secondary School Principal, Head of Human Resources and Head of Finance and School Life Operations, in order to contribute to whole-school decisions that go beyond divisional matters. S/he will also meet with Pastoral Leads, PYP Coordinator, as well as Subject and Grade Level Leads and other staff members on a regular basis.

The Head of School together with the Primary School Principal and other members of the Senior Leadership Team may amend this job description depending on the needs of a vibrant and growing school.

GENERAL RESPONSIBILITIES:

Guided by the school's Mission and Vision, the Primary School Principal provides inspirational, principled and effective educational leadership, with a strong focus on teaching and learning, student achievement, wellbeing and continuous improvement.

- Lead the Primary School in achieving and, where possible, exceeding the school's Strategic Goals, translating these into clear priorities, measurable targets and actionable improvement plans.
- Promote excellence in teaching and learning through high expectations, effective classroom practice and a supportive, creative environment that cultivates a lifelong love of learning.
- Oversee curriculum planning, delivery and assessment, ensuring alignment with IB PYP principles and a clear focus on conceptual understanding, knowledge and skills.
- Monitor and improve students' academic attainment, progress and quality of work, using assessment evidence to identify learning needs, guide interventions and provide appropriate challenge.
- Ensure that students develop the academic foundations, independence, study habits and social and emotional skills needed for a successful transition to Secondary School, working closely with Secondary School colleagues.
- Establish and consistently uphold clear expectations for student behaviour, strengthening discipline through positive relationships, accountability and developmentally appropriate responses.
- Build strong, constructive partnerships with parents through proactive communication, meaningful engagement and timely, fair resolution of concerns.
- Motivate and manage faculty and staff effectively, fostering a culture of care, collaboration, trust and shared responsibility for student success.
- Prepare and manage the annual instructional budget, ensuring responsible resource allocation and identifying creative, practical ways to reduce costs while maintaining educational quality, student wellbeing and safety.
- Use reliable evidence, stakeholder feedback and professional judgement to address challenges proactively, evaluate impact and guide future initiatives.
- Communicate effectively with students, staff, parents, colleagues and the wider community, and actively support student activities and parent events.
- Maintain a highly visible and approachable presence in classrooms and across school life, recognising achievement, effort and contributions while modelling the school's values.
- Develop the leadership capabilities of faculty so that instructional leadership becomes a shared responsibility.
- Mentor, supervise and evaluate faculty and staff, providing constructive feedback and targeted professional learning to improve practice.
- Lead the recruitment and selection of high-quality Primary School faculty and staff in collaboration with the Head of School and Human Resources.
- Support sustainable growth in Primary School enrolment and student retention by strengthening educational quality, the student and parent experience, and collaboration with Admissions and Marketing.
- Plan staffing, class structures and timetables to maintain educationally appropriate, operationally efficient and financially sustainable student–teacher ratios, taking account of student needs and programme requirements.

ABOUT YOU



QATAR MINISTRY OF EDUCATION & LABOR REQUIREMENTS :

- The Swiss International School is governed by several Ministries in Qatar, namely: the Ministry of Education and the Ministry of Labour. Both Ministries possess strict requirements that need to be met in order to successfully work in Qatar. Applicants therefore must meet the following criteria in accordance to the Ministry of Education's Circular 13, which states:
- Applicant's age must not exceed 55 at the point of joining the school
- Applicant must possess no less than three (3) years of experience within a school administration leadership team
- Years of experience must be proven in the form of 'Experience Letters' from the applicant's prior employers which are signed and stamped by the school
- Applicants must possess a Bachelor's Degree in Education supported by the transcript of degree + degree certificate + university letter confirming the degree took place in person (face-to-face), full-time, with dates of study.

ESSENTIAL QUALITIES:

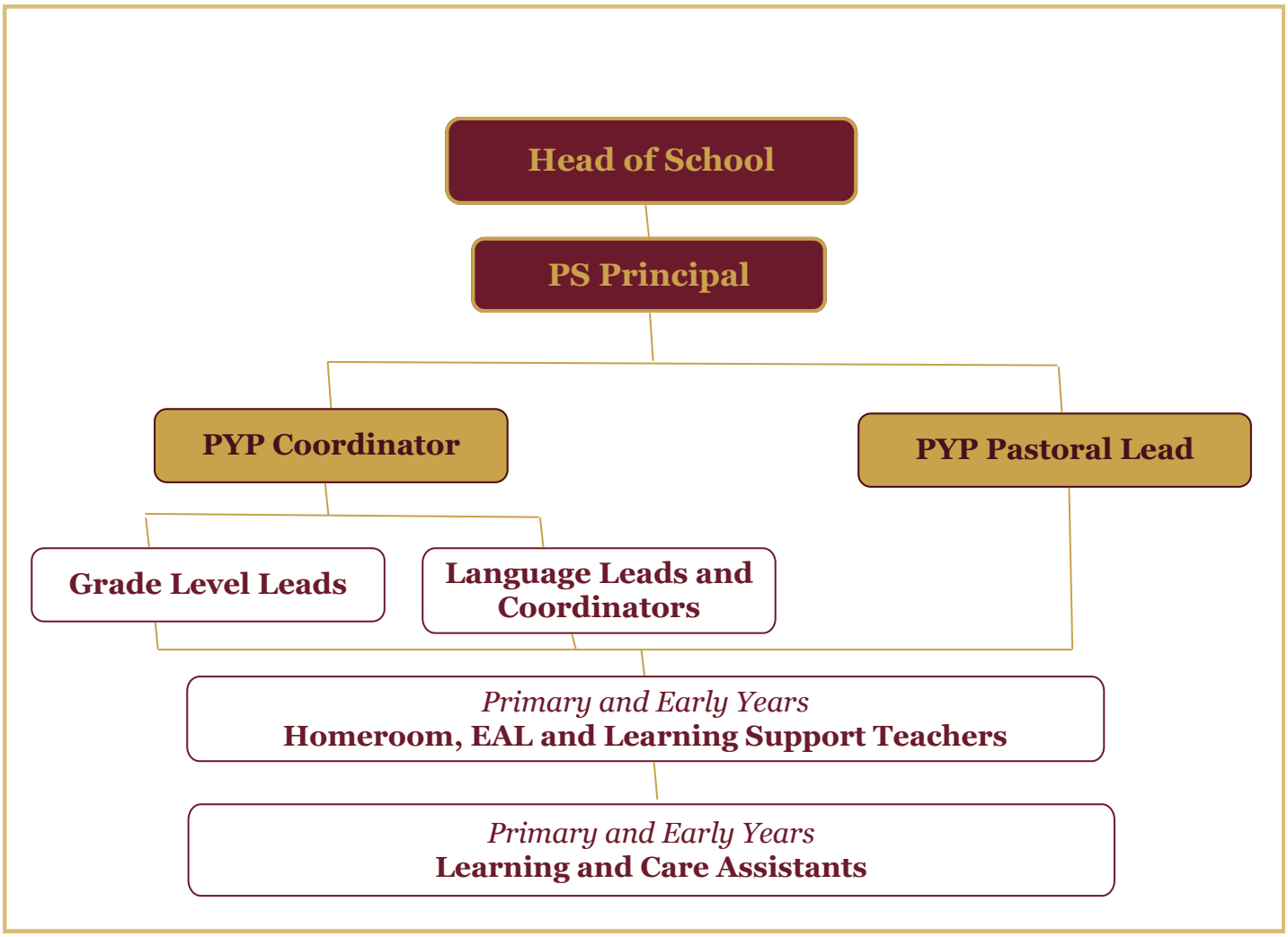
- A collaborative working style
- A commitment to continuous improvement;
- A commitment to student learning, wellbeing and safeguarding.

ADVANTAGE QUALITIES:

- Experience within an international IB school setting

"Child safeguarding is taken extremely seriously in SISQ and remains the first priority throughout our recruitment activities. All staff are subject to rigorous background checks, including those who participate in our interview processes. Background checks shall include, but not limited to: employment verification, qualification check, criminal checks and three professional references (verbal and written)."

OVERVIEW OF THE PRIMARY SCHOOL LEADERSHIP STRUCTURE:





HOW TO APPLY:

- The closing date for applications:
  20 December 2026.
- Shortlist interviews will take place with a Selection Panel no later than the first week of January. Upon successful interview, candidates who are invited to the final stage will receive a full briefing visit and final interview in person at the school in January.
- In order to apply, please submit a CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.
- **The preferred method of application is online at: TES/SCHROLE**

PERSONAL DATA:

- In line with Data Protection Acts we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data in your CV. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion. The information of the successful candidate will be retained, and information pertaining to unsuccessful candidates will be destroyed.

Swiss International School in Qatar is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a police background check.



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