



Scotch Australian Grammar School (AGS) is a newly established school in HCMC. We work in strategic partnership with Scotch College Adelaide and the South Australian Certificate of Education (SACE) and offer a comprehensive Australian curriculum from Foundation to Year 12. Our vision is to become a school of excellence, where we challenge every student to become a global, agile citizen, leader and lifelong learner. We aim to develop all aspects of each student to instill the capacity for life-long learning and a sense of community.

#### POSITION DESCRIPTION

<i><b>Position name</b></i>	Principal, Scotch AGS
<i><b>Employment Status</b></i>	Full time
<i><b>Tenure</b></i>	Ongoing, full-time position, commencing ...
<i><b>Teaching load</b></i>	N/A
<i><b>Reporting to</b></i>	CEO and Academic Committee
<i><b>Directly reporting to this role</b></i>	Head of Campus Hoa Binh Campus (Saigon West) Head of Campus Phu Nhuan Campus (CBD Campus).
<i><b>Key Relationships</b></i>	Chancellor, Chief Executive Officer, Academic Committee, Deputy Principals, Heads of Campus, Academic Managers, Student Experience staff, Teaching Staff.

#### Position Overview

The primary area of responsibility for the Principal is oversight of the day to day operations of Scotch AGS, with a specific focus on child protection, pastoral care of students and the ethos and wellbeing of staff. We currently have 2 operational campuses which are growing, with a third campus planned. The leadership model at this school is highly collaborative with the Heads of Campus, the Principal, the CEO and the Deputy Principal – Academic working together to make decisions.

## Key Responsibilities

### *Academic Leadership*

- Promote and implement practices and initiatives that support and encourage the achievement of academic excellence and the all-round development of students.
- Promote a culture of academic rigour amongst the teaching staff of Scotch AGS.
- Lead and coordinate the performance management process for academic staff, including conducting performance reviews for direct reports and assisting Academic Managers, Heads of Campus and Subject Coordinators to manage underperformance.
- Participate in recruitment and selection processes for all teachers involved in the delivery of Australian Curriculum and SACE programs, ensuring recruitment considers not only academic matters but the attitudes of teachers to ensure 'cultural fit' at Scotch AGS
- Lead induction programs for new staff, with a specific focus on Safeguarding (Child Protection) for all staff, and matters related to the academic program for teaching staff.
- Oversee the distribution of student reports by the reporting deadline, for all campuses, each semester.

### *Building Culture*

- Foster and grow a positive staff culture at Scotch AGS, including establishing common standards of practice, supporting events to develop collegiality, and undertaking mediation or disciplinary processes where required.
- Implement and lead processes that support an effective pastoral care program, with our unique RADI-RAHI Character Education framework at its core.
- Foster and grow a positive student culture at Scotch AGS, including establishing common standards of practice, supporting events to develop school pride. The Principal must have a strong presence within the school.
- Foster and grow a sense of community within Scotch AGS that includes parent engagement, in collaboration with the DP – Stakeholder engagement.
- Oversee student, staff and community feedback processes.
- Lead important whole school celebrations and events, for example, graduation ceremonies or inauguration events.
- Participate in promotional or community building events and activities, such as hosting visitors to the site, attending important functions and supporting marketing efforts where requested.
- Oversee student recognition processes (e.g., awards)

- Oversee whole school calendar of events and attend a cross section of events across all campus (e.g., Mid Autumn Festival, Tet, Sport and Musical events).

### *Policies, Processes and Reporting*

- Develop, implement, and lead the policies and processes that ensure a culture of Child Protection and student safety is developed at Scotch AGS, including taking responsibility for ensuring that all staff are trained in child protection practices, and training is kept up to date.
- Ensure policies and procedures are in place to support the work, health and safety of staff, students and visitors to Scotch College AGS and coordinate the annual review and update of policies related to the day to day operations of Scotch AGS and the academic program, in consultation with the DP – Academic and the Heads of Campus and Academic Managers.
- Fulfil reporting requirements as required by the Academic Committee.

### *Student Management*

- Undertake mediation or disciplinary processes where required. Be the ultimate point of escalation in student disciplinary processes and, if required, provide a case to retain or terminate a student's enrolment.
- In conjunction with the Heads of Campus, meet with new students and families as required by the admissions team and oversee the process of class placement which will be conducted by the Head of Campus.
- Respond immediately to any reported incidents related to the protection and safety of students and ensure a register is maintained of incidents and action taken, which is reported to the Academic Committee.

### *Daily Operations – CBD Campus specific*

- Working closely with the CEO and the CBD Office Manager, ensure that the campus offers a high level of safety for children, including implementing and monitoring policies and procedures to protect children.
- Coordinate weekly operations meetings with direct reports and key stakeholders to ensure services and facilities at the CBD Campus (e.g., nurse, library, security, cleaning etc) are available and functional, and that any issues are addressed in a timely manner.
- Oversee the events and activities that take place at the CBD Campus, ensuring activities are scheduled in advance communicated to stakeholders and carried out safely.

- Ensure that customer service and reception staff welcome students and their families into the school and respond to enquiries or concerns efficiently and courteously.

### **Key Selection Criteria: Qualifications, Skills and Experience**

#### ***Essential Experience***

- **Qualified Secondary Teacher, with current registration to teach in Vietnam (or the ability to obtain registration prior to the start date) is essential.**
- **Preferred DOET and MOET requirement for the Certificate of Secondary Educational Leadership Management (Chung Chi Boi Duong Can Bo Giao Duc).**
- A record of success in a leadership, management or senior position within a secondary environment.
- At least 5 years' experience in a school management position – preference will be given to candidates who have had experience as an international school Principal.
- Ability to translate strategic planning and thinking into operational plans and priorities.
- Previous success in people management and supervision.
- Experience in school financial management including overseeing school budgets.
- Experience in developing and implementing a school improvement plan.

#### ***Essential skills, qualifications and knowledge***

- **Evidence of post graduate study in leadership or management is essential** – study in this area in the field of education would be highly advantageous.
- Master's degree in Education or Bachelor of Education with Master's degree in a related field.
- Recent national police check – in Vietnam for current residents and/or home country for expat.

#### ***Highly desirable skills knowledge***

- Knowledge of the South Australian Certificate of Education and/or the Australian Curriculum, and associated teaching, assessment and moderation practices.
- Previous experience working in a transnational education context.
- Ability to support the local contextualisation of provided curriculum.
- Experience in supporting professional development of teaching staff – preference will be given to applicants who have experience in supporting teacher development in English medium schools.

### **Key Selection Criteria: Personal Attributes**

- **A strong understanding of academic leadership and monitoring and management of an academic program**

- A high degree of professional judgement and confidentiality.
- Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks.
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas of the school community.
- Ability to work in a transnational education context.
- Experience in responding to quality improvement feedback
- High level problem solving ability, with the skills to respond to the challenges that occur in a new school environment, and the desire to grow the school into a site of excellence.

#### Conditions of Employment

- You must be eligible to work in Vietnam.
- You must meet all relevant pre-employment screening and adhere to the Scotch College AGS Child Protection policy.
- You must be willing to work flexible hours to service Scotch College AGS' various activities, which will include occasional evening and weekend work.

#### Finally

No job description for a school leader can fully describe the complexities of the role. Equally, Scotch College AGS recognises that every potential leader brings their own unique skills and abilities to the job and welcomes that. Scotch College AGS also understands that a leader must be fully supported by the board to fulfill the constantly changing tasks that will ensure the long term success of the school.