

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Vice-Principal (Staffing, Co-Curricular and Administration))
Classification	Senior Team
Reporting to	Principal
Duties and Responsibilities	<p>Leadership Responsibilities</p> <ol style="list-style-type: none">1. All members of the Senior Team have joint responsibility for all aspects relating to the education and development of our students; each has a focus of responsibility, but all contribute to the whole and support the work of others.2. Create and foster an environment of reflective practice and development, leading by example in all aspects of personal and professional development.3. Develop and maintain a culture of high expectations for self and others.4. To keep abreast of developments and best practice, relevant to the specific responsibilities of their role, and advise the Senior Team of their relevance and potential impact on the school5. To provide reports to the Principal, in line with specific areas of responsibility, as and when required.6. Lead by example as a teacher and as a leader, achieving high standards of pupil achievement and motivation through excellent teaching.7. To lead teams and individuals in line with specific areas of responsibility8. Support the development and maintenance of school policies and practices to ensure consistent application.9. Contribute to the development and implementation of the School Development Plan.10. Sustain effective, positive relationships with staff, pupils, parents, Governors and the local community.11. Contribute towards the school's marketing and admissions activity as and when required12. Complete all supervisory duties, as required by Senior Team members, and directed through published rotas

13. Attend relevant school events and activities.
14. Manage budget(s) in line with areas of responsibility.
15. Production of School publications as detailed in the Senior Team Portfolio
16. Organisation of key School events as detailed in the Senior Team Portfolio
17. To ensure safeguarding and child protection policies and practices across the school are in line with best practice and ensure all students safeguarding needs are met.

Co-curricular

18. To design, implement and oversee the School's co-curricular program, that specifically includes:
 - a. School clubs
 - b. The CCA programme
 - c. Extra curricular sports provision
 - d. Extra curricular performing arts provision
 - e. Service/community activities
 - f. Trips and visits
19. To design, implement and oversee additional enrichment activities that offer elite/specialised provision, especially in sports and performing arts, potentially by third party agencies
20. To ensure that the quality of all co-curricular activities is in line with school expectations through thorough monitoring and quality assurance measures
21. Reporting to the Principal on the quality of the School co-curricular program, with identified strategies for improvement.
22. Through leadership of the CCA Coordinators, ensure that the school's CCA program is rich and diverse with a range of high quality experiences for students
23. Through leadership of the Community Service Coordinator to ensure that the Service/community outreach program is effective and continues to grow and develop
24. To design, implement and lead on the Senior School 'Colours' award program
25. To ensure that the schools co-curricular program features strongly in marketing and promotional material
26. Through leadership of the Trips and Visits Coordinator, ensure that school trips and visits provide a breadth and depth of experiences which incorporate supporting the academic curriculum and the Senior School's service program
27. Through leadership of the Director of Sport, ensure that the school sports program is delivered in a way that provides students with a high quality program and a variety of sporting opportunities.
28. Through leadership of the Director of Performing Arts, ensure that the school's co-curricular music, drama and dance programmes are outstanding
29. To ensure that all co-curricular activities are managed in line with the school's safeguarding expectations

	<p>30. To ensure the effective provision of leadership opportunities for students within the co-curricular programme</p> <p>31. To liaise with and support the CAS Coordinator with CAS provision across the IBDP</p> <p>32. Through leadership of the House Competition Coordinator, ensure that the ongoing competition is exciting, vibrant and creating house spirit</p> <p>Administration</p> <p>33. To lead and guide the planning and implementation of events, festivals and rehearsals, as required. Including, but not limited to; parent events, Founder’s Day, Prizegiving)</p> <p>34. To coordinate and lead the school’s contribution towards the NLCS Communities of Practice</p> <p>35. To oversee and lead on the NLCSI inspection process</p> <p>36. To lead and coordinate the production and maintenance of the whole school calendar</p> <p>37. To oversee the production and management of the whole school timetable</p> <p>38. To oversee and manage the school’s policies, including associated evaluation and review processes</p> <p>39. Coordinate and manage whole school staff meetings</p> <p>40. Line manage the Director of ICT and ensure that the school’s stated ICT strategy is implemented</p> <p>Staffing</p> <p>41. Devise and implement the school’s annual PD strategy for academic staff</p> <p>42. Oversee the processes regarding recruitment of academic staff</p> <p>43. To design and implement the school’s new staff induction programme for academic staff</p> <p>44. To oversee the policy and processes around academic staff appraisal and performance management</p> <p>45. To ensure that the school develops and implements a strategy for academic staff wellbeing</p> <p>Safeguarding</p> <p>46. Abide by the school safeguarding policy and keep abreast of any changes</p>
Last JD Review	