**Job Description**

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| **Section** | Secondary & Sixth Form |
| **Position** | Deputy Principal of Early Years & Primary / Head of Early Years & Primary |
| **Reporting to** | Principal |
| **Duties and responsibilities**  | **Leadership and management*** Lead and manage Head of EY and Heads of Department of Primary School staff in order to promote high standards of teaching and learning, and pastoral care to the students.
* In consultation with the Principal, conduct departmental review and ensure that monitoring and evaluation processes are in place.

**Strategic planning and development*** As part of the school management committee, contribute and ensure that the development and delivery of the Early Years & Primary School Action Plan is aligned to the school’s vision.
* Review policies to ensure that they meet the changing needs of the school and respond to the developments in the state’s/ country’s educational policies.

**Teaching and learning*** Promote excellence and innovation in teaching and learning.
* Ensure that the curriculum is well- articulated and implemented effectively to create a conducive learning environment.
* To work with the Deputy Principal of Secondary & Sixth Form to ensure that the curriculum of both sections run seamlessly.
* Monitor the pupil management system to track and analyse data and academic performance.
* Plan the school calendar of each academic year together with the School Management Committee and the Heads of Department.

**Professional training and development*** Identify school and department training needs and plan for school-wide training in order to develop and maintain a positive culture of growth mindset.
* Manage the budget for teaching and learning resources, and professional development

**Human resource planning*** To manage staff deployment and ensure that work load is equitable.
* Lead and manage staff with additional duties/ committee work e.g. examinations team, committee for open house
* Recruit staff to meet school’s needs

**Parent Engagement*** Plan and manage Parent-teacher meetings and any other parent briefing sessions to disseminate details of events.
* Plan and manage focus group discussions and any events that may involve parent participation.
* Maintain effective partnerships with parents to support student achievement and growth.

**General*** Assist the Principal in the overall organisation, finance, administration and academic matters of the school.
* Assist the Principal in student affairs management --- including strategic planning for student placement and scholarship matters
* Assist the Principal in the administration of student programmes
* Ensure security and emergency planning for the school.
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| **Personal qualities** | * Excellent leadership and management skills
* Excellent interpersonal, communication and organisation skills
* Possesses passion and understanding of students, and sensitivity towards various cultural diversity
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| **Education qualifications** | * A Master’s or an Honours Degree from a recognised university
* Recognised teaching qualification
* Applicants with a Master’s Degree or higher will be given preference
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| **Experience** | * Minimum 2 years in a leadership position
* Minimum 5 years of teaching experience
* Proven record of success in an administrative or curriculum Leadership role
* Successful partnerships with school parents and communities
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| **Benefits** | * Competitive Salary
* Comprehensive Health Insurance
* Attractive Housing and Expatriate Package
* Internationally Diverse Community
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| **Submission of application** | Please submit your CV, Educational Philosophy statement and other relevant documents via TES. |