**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. |
| **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 |
| **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 |
| **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 |
| **Benefits** | * Competitive Salary * Comprehensive Health Insurance * Attractive Housing and Expatriate Package * Internationally Diverse Community |
| **Submission of application** | Please submit your CV, Educational Philosophy statement and other relevant documents via TES. |