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| Job Name | Vice Principal |
| Job Code | KJS |
| Job Summary | <p>Kowloon Junior School (KJS) is one of the largest and most established primary schools within the English Schools Foundation (ESF), Hong Kong's largest provider of English-medium international education.</p> <p>KJS is a five-form entry school serving 900 students from Year 1 to Year 6. Our diverse community fosters inquiry-based learning through the IB Primary Years Programme, preparing globally-minded learners for future success.</p> <p>Vice Principal positions are the most senior leadership roles in ESF schools alongside the Principal. This strategic role provides whole-school leadership while directly leading teaching, learning, and wellbeing within a designated phase of the school.</p> <p>Vice Principals may serve as Principal designate when required.</p> |
| Main Accountabilities | <p><u>Leadership</u></p> <ul style="list-style-type: none"> - To act as Principal designate as required - Lead and manage teaching and learning within a designated school phase - Support whole school strategic planning and initiatives - Contribute to the development and implementation of school policies and procedures - Participate actively in the Senior Leadership Team meetings and decision-making processes <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> - Lead curriculum development, planning, and review processes within assigned phase - Ensure alignment with IB PYP framework and ESF educational standards - Monitor and evaluate teaching and learning effectiveness - Support teachers in developing innovative, engaging, and differentiated learning experiences <p><u>Inclusion and Pastoral Support</u></p> <ul style="list-style-type: none"> - Champion inclusive practices that support all learners, including those with additional needs - Oversee pastoral care systems and student wellbeing initiatives within the phase - Collaborate with support staff, parents, and external agencies to ensure comprehensive student support - Promote positive behavior management strategies and restorative practices. |

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| | <p><u><i>Staff Development and Support</i></u></p> <ul style="list-style-type: none"> - Mentor and coach teachers to enhance their professional growth and effectiveness - Facilitate professional learning communities and collaborative planning sessions - Conduct performance management processes and provide constructive feedback - Support recruitment and induction of new staff members <p><u><i>Line Management</i></u></p> <ul style="list-style-type: none"> - All staff within the specific phase they lead. - To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives |
| Essential Requirements | <p><u><i>Professional skills and Knowledge</i></u></p> <ul style="list-style-type: none"> - Experience of leading whole school system wide change/improvement - Experience of facilitating successful PYP curriculum implementation with a strong understanding of the IB philosophy and mission - Experience with data analysis and using effective feedback and assessment to inform teaching and learning <p><u><i>Personal Attributes</i></u></p> <ul style="list-style-type: none"> - Passion for inclusion and pastoral support of all students - Ability to motivate, inspire and build capacity in others - Strong organizational management skills - Resilience and adaptability in a dynamic educational environment - Ability to work collaboratively as part of a leadership team - Commitment to continuous professional learning and development - Professional integrity - Excellent communication and interpersonal skills - Sense of humour |
| Reports to | Principal |