

## THE AGA KHAN ACADEMY HYDERABAD

### SENIOR SCHOOL PRINCIPAL

The Senior School Principal is a member of the Academy's Senior Leadership Team and reports directly to the Head of Academy. Alongside a responsibility for the daily administration and smooth running of the Senior School, the Principal is responsible for overall leadership in the Senior School and for the professional lives of teachers in the classroom. The education and well-being of students is of paramount importance as is the cultivation of a high-calibre ethos within the Senior School in line with our vision and values. As a member of the SLT, the Principal works collaboratively with other members of the SLT, developing a culture that distributes leadership and accountability throughout all areas of Senior School life. Along with other members of the SLT, the Principal ensures that the Academy's philosophy is given appropriate expression, and similarly promotes the values and beliefs expressed in the philosophy of the IB. The Principal also works with staff of other Aga Khan Schools, responsible for strategic planning, the formulation of network policies and systems oversight.

#### 1. Academic programme

- Oversee and monitor academic standards in the SS.
- Oversee timetable planning and timetable development
- Manage SS exams in collaboration with Coordinators and SSP
- Guide student subject choices in consultation with SSP and DPC
- Maintain academic records
- Maintain, review and develop policies to support the academic programme
- Provide support in the recruitment of faculty.
- Provide support to admissions in student assessments.
- Develop an effective after-school academic support programme.

#### 2. Pedagogical Leadership

- Provide overall leadership in curriculum planning, development, monitoring, evaluation and assessment;
- Promote the development of high academic achievement including through data analysis and early interventions to support students' learning;
- Oversee the selection of appropriate instructional materials and equipment;
- Work closely with other senior colleagues to ensure that there is strong pedagogical alignment between the Junior and Senior Schools and the quality of the student experience is consistent throughout the Academy;
- Lead the elaboration and delivery of a coherent and solid curriculum in area(s) of specialization, including the identification of teaching and other resources and the preparation of a teacher training/induction programme;
- Contribute to the Academy's *Centre for Educational Research, Innovation and Training* (CERIT);

#### 3. Data management and analysis

- Ensure there are processes in place to monitor ongoing student progress

- Ensure that all data systems are available in an accessible form.
- Track cohort trends and develop reports for SLT and AU.
- Use the baseline, formative and summative data to analyse the progress of each cohort to provide analysis that will support T&L interventions and planning.
- Identify underachievement to support curriculum and pastoral leaders.
- Communicate trends and patterns with relevant stakeholders to inform T&L.
- Monitor student attendance in consultation with the Deputy Head.

#### **4. Reporting and Recording**

- Oversee the processes to ensure timely subject data entry.
- Oversee the completion of SS reports.
- Analyse reporting data to support tracking and monitoring of student progress.
- Review and improve systems and processes.

#### **5. Staffing, Professional Development & Appraisal**

- Ensure the SS has a full complement of highly skilled and committed staff;
- Foster strong middle leadership in the SS by overseeing the recruitment, professional development, and supervision of capable faculty.
- Oversee and manage the PD of teachers.
- Create and manage the PD budget for teachers
- Manage the AfG process

#### **6. Communications and Community Relations**

- Ensure that the necessary communication channels are in place with all stakeholders to support the effective operation of the Senior School;
- work to promote the mission and vision of the Academy
- Promote strong ties between the Senior School and the local community;
- Communicate regularly with parents of day and residential students.

#### **7. Environment**

- Cultivate a safe work environment that ensures effective learning, promotes a culture of life-long learning among staff and students, encourages strong student and staff relations, and generates a high quality and rewarding work experience for all members of the school community.

#### **8. Administration**

- Oversee all administrative functions pertaining to the successful operation of the Senior School;
- Ensure that administrative and on-going decision making processes are data driven and that appropriate and effective data collection and archiving mechanisms are in place for all required areas of activity;
- Provide leadership in the development of academic policies and practices (curriculum, language assessment, special educational needs, academic honesty) that are consistent with the Academy's values and the requirements of the IB.

## **9. Students**

- Work with the admissions team to ensure that the selection of students serves to identify those who are well aligned with the expected student profile;
- Work with senior colleagues, including the College Counsellors, to support highly talented students achieve their potential;
- Establish and promoting a culture for all students of high standards with regards to both academic performance and behaviour, consistent with the philosophy, mission and values of the Academy.

## **10. IB Programme Implementation and Evaluation**

- Ensure that the Academy is fully prepared for IB evaluation visits
- Support the development and localisation of the Academy's curriculum for the IB MYP and DP and the evaluation process, including the integration of the Aga Khan Curricular Strands: Pluralism, Ethics, Economics for Development, Cultures, and Governance and Civil Society.

### **Person Specification**

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

- Inspirational leadership, combined with strong organisational and administrative abilities;
- Experience as a Senior School Principal, Deputy Principal, Diploma Coordinator or equivalent, including leadership of the development of curriculum and assessment, and policy formulation and implementation;
- Track record of recruiting, developing, coaching, mentoring, evaluating, and leading teachers and staff;
- Experience as an effective and innovative IB Middle Years and/or Diploma Programme practitioner and demonstrable knowledge of the principles and practices of the IB curriculum;
- Effective team player who is committed to achieving whole-school team goals in a respectful and collaborative manner;
- Experience of working in a holistic education environment, and experience and responsibility with an integrated co-curricular activities programme;
- Track record of achieving high standards of academic performance, personally and through the teams that they lead;
- Track record of educational excellence personally and through their teams;
- Ability to provide high quality feedback
- Exemplary written and oral communication skills;
- Excellent relationship-building skills with all staff, students and parents;
- Experience in the integration of technology into the classroom and curriculum, particularly in a limited-tech-resource environment;
- Strong academic background and a good blend of teaching and administrative experience.