

Assistant Principal

International, Saudi / GCC National & Dependent

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Assistant Principal



Sara Village School (SVS) May 17, 2026

Position Description

LOCATION	Al Khobar, Eastern, Saudi Arabia
SCHOOL / SITE	Sara Village School
DIVISION / DEPARTMENT	Primary School
POSITION TYPE	Administrator
SUBJECT / STAGES	Primary School
WORK DAYS / HOURS	210 days @ 8 hours per day
POSITION STATUS	Full Time

SALARY CODE	Administrator
ELIGIBLE APPLICANTS	International, Saudi National, Dependent
POSITION START DATE	As soon as possible
APPLICATION DEADLINE	Until filled
REPORTS TO	Simon Fowler, BSD & SVS Principal
REQUISITION NUMBER	06-2627-060

Summary

The **International Schools Group (ISG)** is a non-profit, future-focused school district in the Eastern Province of Saudi Arabia. Our five schools, located on four sites, are co-educational day schools delivering Kindergarten 1 to Grade 12 in the American program and Foundation Stage 1 through Year 13 in the British programme to expatriate students as well as some students from the host country. Students enroll in either an American or British curriculum education which encompasses the following school-specific higher-level programs: Advanced Placement (AP) Capstone Diploma, International Baccalaureate Diploma Programme (IBDP), (I)GCSE and A levels.

History

Founded in 1962, ISG was originally established to serve the needs of expatriate families working for the U.S. Consulate in Dhahran.

From its initial enrollment of six students to its present status as a district of five schools with approximately 3,400 students, ISG has earned a reputation for providing the highest quality American and British curriculum education. Today, over 70 nationalities make up the ISG community.

Governance

The district is governed by a Board of Trustees, supported by school councils and a partnership with the U.S. Consulate, and is licensed by the Saudi Arabian Ministry of Education.

Accreditation and Membership

All schools are accredited by the **Middle States Association**. British School Dhahran and Sara Village School are accredited by **British Schools Overseas (BSO)**. American School Dhahran and ISG Jubail are authorized by the **International Baccalaureate Organization (IBO)**.

All ISG schools are members of the **Council of International Schools (CIS)**. British School Dhahran and Sara Village School are members of **British Schools in the Middle East (BSME)**, **Council of British International Schools (COBIS)** and the **Association of British Schools Overseas (AoBSO)**.

Our Mission, Core Values, Vision and Strategic Goals

Mission: We inspire innovation and compassionate action.

Core Values: Respect, acceptance, integrity, responsibility ... with a commitment to act.

Our Vision: ISG's world-class education empowers our diverse youth to excel academically, lead and learn, exercise compassion and kindness, and nourish their intellectual curiosity as they strive for a future of success, innovation, and personal fulfillment.

ISG is committed to the three strategic priorities of High Quality Learning, Wellbeing and Belonging, and Professional Excellence. Each of these three priorities have identified goals and objectives and are supported with specific action steps.

ISG Learns

ISG is guided by our **district mission, vision, core values**, learning principles and assessment beliefs. Our shared focus is further complemented by the diversity of our community and core divisional curricula as we work in partnership with the community to educate tomorrow's future leaders. ISG maintains an emphasis on progressive teaching and learning. Curriculum and learning programs at ISG are evaluated and reviewed consistently, through the lens of current research and are reflective of this research and best practices. This ensures that our programs support high quality learning and are being implemented in the most effective way in the classroom in order to support student learning, enhance program outcomes and learning targets in our unique learning environment. The **2024-2025 ISG Learning Report** showcases academic success, college acceptances, professional development, our graduate profile and more.

Assistant Principal Vacancy for 2026-2027 School Year

Principal Simon Fowler seeks an energetic and dedicated Assistant Principal to join the Sara Village School leadership team beginning August 2026

The Assistant Principal will support the principal in ensuring the academic success, operational efficiency, and well-being of the school community. This position is an exciting opportunity for an experienced educator to contribute to the development and implementation of innovative educational practices while fostering a nurturing environment for both students and faculty and staff. The Assistant Principal will play a key role in developing community connections and fostering a strong sense of belonging for all students in the school.

The Assistant Principal will join a district leadership team that includes the Superintendent,

Assistant Superintendent, Directors, Principals and campus leadership team composed of key stage and subject leaders.

Sara Village School follows the National Curriculum in England and Early Years Foundation Stage Curricula. Established in August 2010, the school works in collaboration with British Aerospace Engineering Systems, serving the needs of approximately 80 students from FS2 to Year 6 students.

ISG is committed to the collaborative support of all learners and the **safety and protection of children and young people** and expects all faculty, staff and volunteers to share this commitment.

For more information on ISG, please visit our website: <http://www.isg.edu.sa/>

Position Duties

The Assistant Principal plays a crucial role in directly supporting the Principal's leadership and management of the campus. This position assists in fostering a positive, safe, and academically challenging environment for students, faculty and staff. The Assistant Principal works collaboratively with the Principal, faculty, staff, parents, and the community to ensure the effective implementation of the school's mission, goals, and objectives.

Child Protection

- Demonstrate a commitment to the safety and security of children and young people (**child protection**).

Instructional Leadership

- Assist the Principal in the implementation and continuous improvement of the National Curriculum in England and Early Years Foundation Stage Curricula, ensuring alignment with district-wide educational objectives and instructional priorities.
- Support the Principal in directing faculty professional development, fostering innovative teaching and the use of evidence-based instructional practices.
- Work with the Principal in utilizing student data and performance metrics to assess academic progress and inform teaching strategies, with a focus on raising standards across all year groups.
- Conduct regular classroom observations, provide feedback, and coach teachers to enhance their instructional practices, in collaboration with the Principal.
- Assist the learning support department and teachers in ensuring that inclusive practices, catering to diverse learning needs, are implemented within the school.

Student-centered Culture & Well-being

- Promote an inclusive school environment and create systems that support students' academic, social, and emotional development.
- Assist the Principal in executing initiatives that enhance student well-being and belonging, ensuring all students feel safe, valued, and supported in their learning environment.
- Collaborate with teachers, school counselors, and parents to address student needs and cultivate an environment where every student can thrive.
- Foster an atmosphere where high standards of behavior and mutual respect prevail,

promoting a positive and collaborative school culture as part of the broader school leadership team.

Campus Operations and Management

- Assist the Principal in managing all facets of school management, including curriculum implementation, teacher recruitment, school practices and procedures, and student care and compassion, to cultivate a cohesive and effective educational environment.
- Collaborate with the Principal in developing, implementing, and monitoring school improvement plans, ensuring that academic objectives are achieved and surpassed.
- Support the Principal in fostering and maintaining a collaborative, supportive, and high-achieving school culture.
- Take a leading role in the planning and execution of campus events along with relevant staff.

Faculty and Staff Development and Performance Management

- Support the Principal in cultivating a culture of continuous professional growth, empowering teachers to take ownership of their development and actively participate in professional learning communities.
- Assist the Principal in the recruitment, induction, and ongoing professional development of faculty and staff members to ensure a skilled and motivated team.
- Conduct regular performance appraisals, provide constructive feedback, and identify opportunities for professional development, in collaboration with the Principal, to ensure faculty and staff consistently meets high standards of teaching.
- Support efforts to promote leadership development opportunities among teaching faculty to cultivate future instructional leaders.

Communication and Collaboration

- Communicate proactively with the Principal, Assistant Superintendent, Superintendent and Central Office leaders regarding school operational progress and challenges.
- Communicate frequently with the parent community, keeping them informed of school activities and updates
- Collaborate effectively with parents, faculty, staff, and the wider community to achieve shared goals.
- Develop and maintain strong links with the local parent community and foster a shared belonging to the school for all.

Other

- Be willing to teach (reduced timetable) if necessary.
- Perform other duties as assigned by the principal.

Qualifications, Experience, Knowledge, and Skills

Qualifications

The ideal candidate will have:

- Master's degree in Education, Educational Leadership, or a related field.
- Certification or licensure in school leadership (e.g. NPQSL, NPQH or similar) -

preferred.

Experience

The ideal candidate will have:

- Demonstrated successful experience in a leadership role (e.g. Assistant Principal, Head of Department, or Instructional Coach) within a British or internationally recognized school.
- Experience working in an international school with a culturally diverse community (preferred).

Knowledge

The ideal candidate will demonstrate:

- Solid understanding of the National Curriculum in England and Early Years Foundation Stage Curricula and its implementation.
- Familiarity with and ability to lead in a learning environment consistent with ISG's adopted standards, beliefs, graduate profile, learning principles, assessment beliefs, and school improvement goals.
- Knowledge of current trends and best practices in education, including instructional strategies, assessment, and the use of technology to enhance learning.
- Understanding of student development, encompassing academic, social, and