

## CIS JOB DESCRIPTION

Designation	Primary School Vice-Principal (Academic)
Department/Division	Primary School (English/FEB/FP)
Reports to	Primary Principal
Works collaboratively with	DHoS, Senior Admin Team, Division staff, IB Coordinators
Supervises	Teachers, Office staff

### KEY ACCOUNTABILITY (Main purpose of this job):

Works closely with their Principal, the divisional Leadership Team and Senior Administration Team. The Vice Principal (academic) leads assessment, feedback and reporting processes, ensuring that teaching teams are responsive, implementing effective approaches to assessment that drive student progress. They also monitor the quality of teaching and learning to identify and share approaches to teaching best practice, and implement plans for improvement shaping the teacher development programme with the support of IB Coordinators. The school's strategic plan and mission statement provide the direction for this leadership.

### RESPONSIBILITIES (Key areas of responsibility):

#### **Teaching and Learning** (*IB Standards link: Approaches to Assessment, Approaches to Teaching*)

The Vice Principal (Academic) is

- Responsible for shaping assessment and feedback systems in the primary school to ensure responsive teaching practices are implemented across classes and grades
- Responsible for implementing regular reflective sessions for teaching teams, fostering a collaborative environment where educators share insights, successes, and challenges. Encourage a growth mindset and a commitment to continuous improvement.
- Responsible for utilising a data-driven approach by implementing robust analysis and triangulation processes. involving multiple data sources to inform decisions and create targeted improvement plans for both individual students and the overall curriculum.
- Work collaboratively with the Digital Literacy Coach and Technology Coordinator to ensure effective use and refinement of digital platforms (SeeSaw, Google Classroom etc)
- Responsible for ensuring that data systems used in the primary school are varied and fit for purpose for the curriculum
- Responsible for ensuring that assessment is carried out consistently and fairly
- Responsible for supporting the ongoing development of learning and teaching, working closely with the IB Coordinators, with a focus on high quality learning experiences and academic progress.

#### **Leadership and Development**

#### The Vice Principal (Academic):

- Leads quality assurance processes, ensuring that teaching practices align with the International Baccalaureate (IB) Standards. Collaborate closely with the Principal and Vice Principal (Pastoral) to maintain a cohesive and high-standard educational environment.
- Contributes to the development and implementation of the school Strategic Plan and ensures that divisional work plan reinforces the goals set in the Strategic Plan
- Designs and delivers professional development in line with the needs of teachers and school priorities
- Models a commitment to continuous learning and professional growth, fostering a community of educators dedicated to excellence.
- Maintains a high professional standing and models the values of the school
- Collaborates with the IB PYP, coordinators, and instructional leaders as they carry out their responsibilities.
- Coaches and supports leads and coordinators in their roles
- Develops procedures and protocols to ensure the smooth day to day operation of the school (i.e. supervision schedule, bussing, supply folders, fire drills, report cards, newsletters)
- Designs and creates the school timetable including scheduling of specialist teachers

#### Students

- Implements a comprehensive student tracking system, providing insights into academic progress and attainment.
- Collaborates with Student Support Services and ELL Teams to address individual and group needs, ensuring a personalized and inclusive learning environment.
- Analysis of student progress to inform practice improvement
- Communicating student achievements to parents (reporting)
- Ensuring that the moral tone of the Primary School community is upheld

#### Parents

- Actively engage with parents through attendance at PTA meetings, regular correspondence, and mediation when necessary.
- Foster a strong partnership between parents and teachers, creating a positive and supportive school community
- Corresponding with parents regarding student, teacher, facility, or school curricular issues
- Liaising or mediating between teachers and parents where required

#### Teachers

- Leads the supervision and evaluation of teachers
- Works with and advises the principal on future staff vacancies
- Consults with the principal during the hiring process
- Designs and facilitates the orientation of new staff to the policies of the school
- Assists with on-going teacher appraisal and distribution of line management across the phase with other Vice Principals
- Contributes to the vision for the professional development based on the needs of the school and individual teachers

#### Community

- Maintains a strong professional relationship with the community and related educational providers (IB)
- Leads and supports the delivery of events with parents including; workshops, information sessions, grade level events (excursions), coffee mornings and others as identified

- Helps organise special events (i.e. Curriculum Night, concerts, assemblies)

### **Compliance with External Agencies**

- Demonstrate a commitment to meeting all IB program authorization and evaluation requirements.
- Oversee the development and submission of necessary reports, ensuring the school's compliance with authorization and accreditation authorities.
- In collaboration with the principal and coordinators oversees the implementation of the Action Plans that are developed as a result of the Self-Study process
- Ensures compliance with authorization and accreditation authorities
- Completes aspects of an annual internal review as requested

### **Work Year**

- In addition to working to the instructional calendar, all school administrators are required to work one week prior to new teachers reporting and one week following the teacher's last day of the school year (number of days to be determined each year).

## **REQUIREMENTS (Job/Person):**

### **Minimal Qualifications**

- Teaching Certification
- Master's or related leadership degree in a related field
- Significant experience in senior leadership positions in an educational setting
- Minimum of 10 years of successful classroom teaching experience
- Exceptional leadership, communication, collaboration, problem solving and interpersonal skills

### **Competencies**

- The ideal candidate will be an inspiring and results-driven leader committed to the success and well-being of both students and educators
- Exceptional leadership, communication, collaboration, problem solving and interpersonal skills.
- Culturally competent and able to work with culturally diverse staff and students in a bilingual and multilingual setting.
- An effective communicator with the capacity to listen, empathize, and connect, as well as teach, present, and motivate
- A lifelong learner who keeps up-to-date with current research and best practices in teaching and learning.
- A facilitator able to build strong and productive relationships with students, parents, academic and non-academic staff, and the community
- A change agent, who can motivate and manage positive change in complex environments.
- A strategic thinker who is able to see connections between the school's vision and mission and IB programme philosophy and create action steps to move the school forward.

- An activator with motivation, energy, and enthusiasm to spare
- A producer who is results oriented and has a strong sense of accountability for student success
- A character builder and role model, whose values, words, and deeds are marked by trustworthiness, respect, and integrity
- An active contributor whose priority is making contributions to the development and success of others