



The Alice Smith School

Job Description: Vice Principal - Primary Campus

Purpose

The Vice Principal will provide professional leadership for the Alice Smith School, as part of the Primary Leadership Team (PLT). The purpose of the role is to ensure that Alice Smith remains a strong and successful British international school providing an excellent and highly distinctive education for all its students, judged by the criteria and standards for Council of British International Schools.

Expectations

As an ambassador, senior leader and administrator for the school, the Vice Principal will be seen by staff, parents, students and the wider community to fully support the mission, vision, beliefs and values of the school. The Vice Principal will also uphold the views of and support the decisions made by the Whole School Leadership Team (WSLT) led by the Head of School. This will require the Vice Principal to be knowledgeable of, and sensitive to, the wide range of issues affecting the school and its wider community and to show a very high level of independence, autonomy and sound judgement consistent with this position.

Each Vice Principal will be expected to liaise closely with their counterpart at the Secondary Campus to ensure the 'one school, two campuses' ethos is embedded.

The Vice Principal may be required to attend Council meetings in order to contribute to strategic planning, improvement and development issues related to the school. The Vice Principal may also be required to attend Council sub-committee meetings, by invitation, and present and report on primary school educational issues. The Vice Principal will work closely with the Extended Primary Leadership Team.

The Vice Principal will be committed to British and international education ideals and be able to lead continuous school improvement, placing students at the heart of the learning process. He/she will have strong personal management skills and excellent inter-personal skills and will contribute to teams in a positive, coherent, productive and constructive way.

An appropriate balance of instructional, transformational and distributive leadership skills will be employed by the Vice Principal to work towards and successfully achieve positive outcomes for the school and its students.

In addition, to be an effective leader, teacher and manager, the Vice Principal is expected to have, or demonstrate the capacity to develop the skills and attributes in the following key areas deemed necessary for the position:

- Leadership
- Team building
- Decision making
- Delegation and empowerment
- Communication
- Self management
- Budget management

- Performance management

As a leading professional in education, the Vice Principal should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

Line Management Responsibilities

The Vice Principal is responsible to the Principal for:

- The promotion of high quality learning and teaching throughout the school
- The creation of a dynamic and professional climate with innovative approaches to curriculum matters

The Vice Principal will deputise for the Principal in his/her absence from the school.

Main Tasks

TEACHING

- Participate to such an extent as may be appropriate in the teaching of students at the school, releasing other teachers from time to time to carry out their specific duties as required

MANAGEMENT OF STUDENT ATTAINMENT & PROGRESS

- Implement and monitor systems for monitoring and improving student attainment and progress

STRATEGIC DEVELOPMENT

- Participate as a member of the Primary Leadership Team (PLT) and Whole School Leadership Team (WSLT), participating fully in the major decision making processes and contributing to the review and revision of the school's strategic and annual improvement planning process
- Implement the school's strategic and annual improvement plans, monitoring and providing support as necessary to ensure that the school meets its strategic objectives
- Contribute to the annual financial review process and formulation of the budget bid for financial year ahead

MANAGEMENT OF STAFF

- Participate in the implementation of the Professional Growth and Accountability processes
- Support teachers in regards to professional learning
- Ensure that standards of teaching are at the highest levels internationally
- Lead, motivate and manage staff
- Participate in the selection and appointment of staff

MANAGEMENT OF THE CURRICULUM

- Support, lead and manage the development of the curriculum in consultation with the staff team
- Review the curriculum to ensure breadth, balance and relevance to all pupil/students, whatever their abilities, aptitudes and needs
- Actively participate in the process of ongoing development of the school's curriculum, working closely with all relevant post-holders, to ensure that the school's curriculum is innovative, challenging and distinctive in both its breadth and its depth, and that it takes full advantage of the opportunities offered by the school's location in Malaysia

FINANCIAL MANAGEMENT

- Take responsibility for identified areas of the school's budget and ensure that the school provides excellent value for money through cost-effective and efficient curriculum delivery
- Contribute to the short, medium and long-term planning process having regard to financial implications

MANAGEMENT OF THE SCHOOL WITHIN THE COMMUNITY

- Contribute to establishing and maintaining strong curriculum links with local, regional and international organizations, including employers
- Support and encourage parents in the life and work of the school through the Parent Teacher Association (PTA), the Class Representative system and by other appropriate means
- Promote links with other schools locally, within the region and internationally (for example FOBISIA, COBIS and EARCOS links and involvement)
- Actively liaising with VPs at the Secondary Campus

HEALTH SAFETY AND SECURITY OF THE CAMPUS

- All members of the PLT are responsible for ensuring that the highest possible levels of Health, Safety and Security at JB. This includes but is not limited to involvement in traffic and parking monitoring, arrival and dismissal monitoring, adhering and holding others accountable against the H&S and Security policies, involvement in drills, writing and reviewing policies etc.

Specific Responsibility Areas:

Please see appendices. To be defined and agreed under the following four roles:

- Learning and teaching
- Achievement and progression
- Our students
- Our staff

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the post holder. In any event the Principal/Head of School reserves the right to review and amend the job description.



The Vice Principal is accountable for these responsibility areas to the Principal and Head of School. The performance of the Vice Principal in these key responsibility areas are reviewed over the year as part of the school's formative PRD process.

APPENDIX ONE

Vice Principal for Learning and Teaching

Specific Responsibility Areas

In addition to all other aspects of the generic VP job description, the VP for Learning and Teaching, as part of the Primary Leadership Team, will take lead responsibility for:

- **Line management**

The Vice Principal for Learning and Teaching (VP L&T) is a member of the Primary Leadership Team (PLT) and is line managed by the Primary Principal.

The VP L&T leads the Learning and Teaching Team. This consists of an Extended Primary Leadership Team (EPLT) member, Heads of Subject Team (HoST) and the Subject Coach (SC) Team

The VP L&T is responsible for:

- Designing quality assurance tools for the school
- Reviewing JDs for HoST and SC on an annual basis
- Chairing / delegating responsibility for chairing L&T meetings

- **Curriculum**

The Vice Principal for L&T leads the design, development and implementation of the KLASS EYFS and Primary Curriculum ensuring;

- High quality and breadth of opportunity for all students
- All policies and curriculum documents are up to date, in-line with the latest research and are developmentally appropriate across all stages.
- That planning meets the needs of students
- Learning and coverage is mapped and tracked across the Primary Campus
- Trips, residential visits, wider learning opportunities are learning focused
- Close liaison with VP-L&T at the Secondary Campus to ensure a progressive transition from Year 6 into Year 7 across all elements of the Curriculum Model
- Skills ladders are progressive and appropriate in all subject areas from Foundation Stage into Secondary
- Liaise with the VP for A&P regarding provision for the Learning Support Unit and professional service providers

- **Pedagogy Development**

The Vice Principal for L&T takes the lead in ensuring the highest quality of pedagogical practice across the Primary Campus, they;

- Set high expectations and ensure systems in place monitor these appropriately
- Build systems to support reflective planning allowing for quality goal focused, backward design and personalised learning
- Identify and share best pedagogical practice locally, regionally and internationally
- Ensure that approaches to learning are in-line with child development

- **Assessment**

The Vice Principal for L&T will ensure that assessment is learning focused and underpins the curriculum by;

- Ensuring that quality AfL informs all learning and teaching across the primary campus including planning, feedback and learning environment
- Using Summative assessment data during data analysis, for triangulation to open dialogue and judge progress and to support transition.
- Designing tools to identify, monitor and promote higher order thinking in our student body including creative, divergent and critical thinking.
- Work alongside VP A&P to ensure that reporting and conferencing procedures have a positive impact on learning
- Analyzing, with the VP A&P the achievement and Attainment of students and:
 - analyses results
 - report on results at Campus level
 - write action plans as appropriate

- **Learning Environment**

The Vice Principal for L&T will work with the VP for Our Students to ensure that the learning environment in all areas of the school is learning focused by;

- Ensuring classroom environments are child-centred and are considered as 'the third teacher'
- Working alongside VP Our Students, ensure that play spaces are play friendly
- Ensuring that all areas of the school support the development of the KLASS Learner Attributes
- Designing and coordinating enquiry-centred exploration across all areas of the Curriculum both inside and outside of the classroom
- Promoting curriculum approaches and pedagogy through informative display and interactive provocation

- **Community**

The Vice Principal for L&T takes the lead on parent liaison relating to learning and teaching. This will include;

- Designing and overseeing the programme for parent workshops and other opportunities for parents to come into school
- Creating opportunities for additional community groups to access the school environment
- Supporting parents in their role as co-contributors in their child's education

- **Monitoring Evaluation Reviewing and Reporting**

All VPs are involved in the PGA. The VP for L & T will take the lead on deciding what aspects of curriculum, pedagogy, planning and other learning and teaching foci need to be monitored. They will have a clear view of what best practice looks like in classrooms.

The VP L&T will then work with the VP A&P and the VP Our Staff to design appropriate tools, and the methods and timing for collecting information.

Finally the VP L&T, VP A&P, VP Our Students and VP Our Staff will then analyse the outcomes of the quality assurance cycles so that the information can be used by each VP as appropriate.

- **Timetables and staffing allocation**

The Vice Principal for L & T will ensure that the Primary timetable:

- Meets the needs of the curriculum
- Allows for flexibility and age appropriate practice as much as possible
- Ensures appropriate amount of play and break time is allocated
- Distributes adequate time for specialist and in class provision across the school
- Takes into consideration facilities and staffing requirements
- Is transparent and ensures loadings are fairly calculated in-line with the Union Collective Agreement and job descriptions/responsibility allowances.
- Has appropriate 'loading' when ECAs and duties have been allocated in consultation with the VP for Our Students