

Secondary School Principal

We are looking for an experienced Secondary School Principal to lead our academic team, foster student success, and uphold the school's mission, vision, and values. This role requires strong leadership, curriculum oversight, and collaboration with key stakeholders to ensure an outstanding learning environment.

Role Highlights:

- Oversee the academic and operational management of the Secondary School
- Lead student learning, achievement, and agency through best practices
- Supervise and support teachers through lesson observations and appraisals
- Ensure curriculum development and compliance with IB programme standards
- Develop and manage the secondary school timetable, adjusting as needed
- Collaborate with leadership, IB Coordinators, and staff to implement school policies
- Work with the Marketing and Parents Relations team on admissions and engagement
- Liaise with the Ministry of Education and other authorities for regulatory compliance
- Represent the school at external events and conferences
- Deputise for the Head of School when required

Responsibilities:

- Leads and promotes the mission, vision and values of the school;
- Leads student agency, learning and achievement through cooperative effort and best practices;
- Incorporates current research and best practices in teaching, learning, leadership, and decision making;
- Develops and meets annual goals, aligned with and set by the Head of School and School CEO in support of the strategic plan;
- Runs the day-to-day operations of the academic functions of the secondary school;
- Collaborates with the academic heads and IB programme coordinators to review and implement the school's curriculum;
- Collaborate with the academic heads and IB programme coordinators to develop a secondary school timetable and adjust it through the year if there is such a need;
- Collaborates with the academic team to create/update and implement the Behaviour Policy, the pastoral care, safeguarding programmes;

- Ensures compliance with the IB programme accreditation standards, implement procedures outlined in the school handbook, and action steps highlighted in the strategic plan;
- Liaises with the Ministry of Education of Cyprus and other government authorities to ensure legal compliance in the secondary school section.
- Collaborates with Head of Extracurricular to contribute to the secondary school extracurricular programme design and support its implementation;
- Provides students, faculty and staff within the secondary school with a rigorous academic program and ensures that the evaluation of student assessment be performed and the learner profile modelled;
- Supervises teachers and other direct reports to ensure student learning, provide feedback on performance, encourage professional development and support and supervise teachers through regular lessons observations;
- Completes regular teachers appraisals against set goals and job descriptions;
- Works with the academic heads and IB programme coordinators on suitable teaching assignments of academic staff;
- Recommends faculty appointment renewals and non-renewals to the Head of School and Head of Employee Success and participates in the recruitment process;
- Collaborates with Marketing and Parents Relations team to ensure clear admissions requirements and process are set and followed;
- Collaborates with Marketing and Parents Relations team, IB Coordinators and other academic heads to schedule and deliver parent meetings, conferences, seminars and timely communication;
- Supports and develops school community in collaboration with Marketing and Parents Relations Team and School Leadership Team;
- Represents school on external events and conferences;
- Develops, with the Head of School, IB Coordinator the school budget within approved parameters;
- Updates parent/student handbooks with recent policy changes;
- Assumes other responsibilities assigned by the Head of School or School CEO.
- Deputises for the Head of School when required

What We're Looking For:

- Proven leadership experience in secondary education
- Knowledge of IB programmes and international curricula will be an advantage
- PGCE or equivalent teaching qualification
- Excellent communication, organisational, and people management skills
- Ability to drive curriculum development, timetabling, and teacher supervision
- Experience working with school leadership teams and regulatory bodies
- C1 level English proficiency (spoken and written)

Personal Attributes:

- A visionary leader with the ability to inspire and motivate students and team members
- Resilient and adaptable, able to navigate challenges in a dynamic school environment
- A collaborative team player who fosters strong relationships across the school community
- Student-focused, committed to academic excellence and student wellbeing
- Proactive and solution-oriented, with strong decision-making skills
- Passionate about educational innovation and continuous improvement
- Culturally sensitive, committed to creating an inclusive and respectful environment for all team members and students.

Recruitment process:

- Panel interview including Head of school and Head of Employee Success Manager (30-45 minutes).
- Final interview with the Founder and CEO (30 minutes).