

## Job Description

Job title: **Vice Principal: Co Curricular Activity Programmes**

Job details:

- Location: Misk Schools in Riyadh, Kingdom of Saudi Arabia
- Reports to: Senior Principal
- Indirectly reports: Director General
- Division: Academic
- Department: Junior, Girls and Boys Schools
- Job Level:

### Primary objective:

To provide continual and unwavering support to the Principals in all aspects of school life. Be a strategic and supportive member of the Academic Senior Leadership Team, playing a key role in ensuring the effective and efficient operation of the whole school. Lead the schools to work in ensuring that students reach their fullest potential and achieve at the highest levels by participating in a wide range of learning opportunities outside traditional classroom settings.

### Areas of responsibility:

- be an active member of the school's leadership team including contributing to the development of the school's aims and objectives; working towards the achievement of those aims; evaluating the impact of the school's work; whole school quality assurance; professional completion of all tasks agreed by the Principals
- lead in all aspects of devising, planning, implementing, and reviewing the Co Curricular Activity Programme at Misk Schools
- to lead on the identification and integration of external vendors to deliver the Co Curricular Activity Programmes at Misk Schools
- to oversee the Co Curricular Activity Programmes budget
- monitor pupil commitments to ensure that they undertake a wide and varied range of activities and record attendance, achievements, and other pertinent data in a shared school folder
- be responsible for reporting to the Senior Principal on co-curricular matters
- assume overall responsibility for the performance and effectiveness of the Co Curricular Activity Programmes
- oversee or delegate supervision of the day-to-day running of the programmes
- ensure that calendaring is effective and that communication is clear
- take responsibility for calendar events related to the Co Curricular Activity Programme and ensure the best use of all facilities
- inspect or ensure inspection of all the Co Curricular Activity Programme facilities to ensure the readiness of all internal facilities before each afternoons program
- ensure all staff are involved in the co-curricular life of the school and that workloads are reasonable and fair and in line with contractual expectations
- coordinate purchasing of equipment required to run activities with the procurement team
- communicate with parents about all aspects of co-curricular provision and work closely with the Marketing Department to ensure that the website and social media channels are up to date about co-curricular activities in school



- ensure that gender segregation, health and safety, and safeguarding are prioritized in all activity planning
- ensure that all students are accounted for on campus at all times during the Co Curricular Activity Programmes
- undertake Safeguarding training and ensure that all Safeguarding protocols are adhered to by external vendors
- conduct quality assurance checks on all vendor-led and Misk teacher-led activities
- in addition to the Co Curricular Activity Programmes-related duties, to undertake various VP roles and responsibilities as directed by The Senior Principal and/or the DG, as required for the smooth running of the school.

**Staff responsibility:**

- in conjunction with the School Principal, to oversee the work of the Head of the Co Curricular Activity Programme in each of the three schools.

**Teaching responsibility:**

- to teach no more than 6 lessons per week as directed by the Principal
- to support with cover and duty as needed by the Principal.

**Safeguarding:**

- the post holder will be required to safeguard and promote the welfare of children and young people and follow the school's safeguarding policies and the staff code of conduct. They will directly support the Designated Safeguarding Lead as a priority to ensure the safety and well-being of all students at the school.

**Suitable qualifications:**

- bachelor's Degree (essential)
- qualified Teacher Status or equivalent (essential)
- professional development to prepare for leadership: NPQSL / CPML or equivalent (desirable)
- master's Degree in Education or Leadership (desirable).

**Desirable experience:**

- experience of leading activity programmes in school or educational settings
- 2 years of successful leadership of a school section, department, or phase
- 5 years of teaching experience
- evidence of consistently outstanding teaching
- evidence of contributing to, or driving, successful academic results.

**Skills, knowledge, and abilities:**

- the ability to work as part of a group of schools, developing effective professional relationships with peers



- understanding of high-quality teaching and the ability to model this for others and to support others to improve
- ability to build effective working relationships
- recent evidence of relevant CPD
- understanding of the use of assessment to inform planning and improve student performance
- evidence of effectively working within or leading a team within a school-based setting
- excellent communication skills and ability to manage differences in expectations, personalities, and experience within a team
- ability to engage, enthuse and motivate members of staff and students
- ability to organize, plan and prioritize effectively; managing responsibilities as a classroom teacher
- data analysis skills, and the ability to link attainment data to strengths and weaknesses in curriculum, pedagogy, and teaching
- IT proficiency including all Microsoft and Google office tools
- able to work under pressure and prioritize effectively
- experience in engaging with the parent body
- experience in working with students who have a variety of learning, social and psychological needs.

Salary Scale	
Senior Principal	Signature and Date
Director of Human Resources Name	Signature and Date
Director of Operations Name	Signature and Date
Director General Name	Signature and Date