

## Principal Job Description

**Department:** Senior Leadership Team  
**Direct Reporting Line:** Director of UK & IB Schools

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### Job overview

Dubai British School Emirates Hills is recruiting an outstanding Principal commencing August 2024, to join their DSIB, BSO, and KHDA rated 'Outstanding' international school.

### Taaleem and DBS Emirates Hills

Taaleem, one of the largest education providers in the UAE, proudly celebrates Dubai British School Emirates Hills for our 'Outstanding' ratings, awarded by both the Dubai Schools Inspection Bureau (DSIB) and British Schools Overseas (BSO). We are a thriving British international school, located in The Springs area of Dubai's Emirates Hills delivering high-quality National Curriculum for England education to over a thousand students aged 3 to 18.

Our mission of 'Enjoy, Aspire, Achieve' perfectly captures the ethos of our great school, where students thrive in a nurturing yet challenging environment - able to achieve the best possible educational outcomes and flourish as individuals during the experience. It is this warmth of spirit that sets DBSEH apart, where every student, every member of staff and every parent can find their place. Schools are often talked about as being 'happy places', but DBSEH is made up of happy people - happy to be respected, valued, and appreciated, given every opportunity to succeed in a way that is meaningful to them.

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### Job Purpose:

The core purpose of this role is to provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of school life. The Principal promotes an inspiring vision and clear direction that is shared by all members of the school community. Ultimately, the Principal is responsible for managing all risks, filling the school and managing the cost base to generate the budgeted revenue and profit, and delivering outstanding ratings and parental engagement.

### Key Relationships (Internal and External):

School Executive Board (SEB), Central Office Team, School Business Manager, Heads of Schools, Senior Leadership Team, Admissions Manager, School Staff, Parents and Students, External Agencies and Service Providers, Local Authorities, and Local Regulators

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## Key Accountabilities:

### Inspirational and Strategic Leadership

- Promote Taaleem's mission of "inspiring young minds," our vision of being the most respected provider of education in the Gulf and our four core values and strategic platforms.
- Promote an inspiring vision dedicated to high standards that is shared by all members of the school community.
- Initiate, prioritize and lead improvement activities through effective strategic leadership and planning which supports the vision, mission and values of Taaleem.
- Display a high level of professional competence in all areas of responsibility.
- Communicate a clear view of the school's aims so that all staff know what is required of them and are competent and committed to achieving the school's goals.
- Distribute leadership effectively to achieve high standards of learning and personal development by creating an ethos of collective responsibility and mutual support.
- Inspire and empower senior and middle leaders by clearly defining all roles and aligning these roles with school priorities.
- Be receptive and respond to external evaluation of the school and manage the process and implement any subsequent recommendations professionally and efficiently.
- Work effectively with school governance teams (School Executive Board, The Governing Body, School Advisory Committee, Student Council, and Parents Association) to ensure informed and responsive decision making, which helps to direct change and effective management of school resources.
- Ensure that the levels of students' attainment and the quality of teaching successfully align with the schools' promise to parents.
- Clearly and comfortably delegate work, trusting and empowering others to perform.
- Provide regular feedback and motivation to others to successfully achieve their targets.
- Encourage others to contribute, creating a spirit of teamwork and opportunities of cooperation and collaboration between departments.
- Contribute time and expertise to the professional development of Taaleem teachers and leaders.
- Participate and lead professional development workshops in the UAE, including events run by the Knowledge Human Development Authority (KHDA) and/or Abu Dhabi Education Council (ADEC).

### Self - Evaluation and Improvement Planning

- Ensure that the school's academic program is fit for purpose and challenges students of all abilities
- Aim towards achieving and maintaining an "outstanding" rating on local inspections.
- Involve all staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment.
- Take positive steps to gather the views of parents, students and others about the quality of service provided by the school.
- Work collaboratively with external bodies to achieve outstanding results on school accreditations, inspections and evaluations.
- Ensure that senior leaders monitor teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed targets.
- Ensure that senior leaders effectively monitor the effectiveness of staff teams.
- Ensure that self-evaluation provides valid, comprehensive and reliable analysis for identifying key priorities for the preparation of the improvement plan and involves staff, parents and students as appropriate.

- Ensure that senior leaders collect and analyze appropriate and accurate information from within the school as well as data for external sources, including international assessments and stakeholder surveys.
- Ensure that senior leaders set aspirational yet realistic goals aimed at improving students' performance.
- Ensure that all improvement activities are focused on creating impact and raising quality.
- Monitor and manage change quickly, flexibly and successfully.
- Prioritize and act upon a manageable number of key initiatives and involve stakeholders in the process.
- Ensure that all recommendations from previous inspections and evaluations are included and addressed in the schools' improvement plans.
- Execute school development plan effectively.

### **Effective and Efficient Management of Resources**

- Work closely with the Operations Manager/Bursar, Admissions Manager, Heads of Schools and SLT to ensure that all policies, procedures and routines across the school are effective and efficient.
- Comply with all Taaleem policies and guidelines and submit high quality reports in a timely manner.
- Ensure that all staff are well qualified and experienced, trained to do their roles and are deployed effectively to support the school.
- Identify career path and succession plans for all members of school staff, and prepare the annual recruitment plan in the first half of the academic year.
- Attend recruitment fairs, and interviews to select high quality new/replacement staff, and ensure all new staff given a thorough and full induction to Taaleem and the School policies and procedures and the school operations.
- Ensure accountability of the school's actions and outcomes with regards to all matters of compliance and health and safety requirements.
- Comply with all regulations and guidelines issued by the local authorities and regulators.
- Monitor and evaluate the school's performance on students' attainment and progress, students' personal and social development, teaching and assessment, curriculum that meets the needs of students, health and safety, and student support services.
- Ensure that the senior leaders work collaboratively to achieve enrolment targets and business objectives.
- Ensure that all schools policies, procedures and routines are effective, efficient and reviewed annually with appropriate staff members.
- Work collaboratively with the Senior Leadership Team to ensure accurate identification of professional development needs and access to quality professional development activities for all members of staff.
- Ensure that teaching and learning is monitored closely and consistently using SISRA Observe to identify the quality of teaching practice across the school and identify areas of development.
- Ensure that all staff members are appraised annually, providing recognition for areas of strength and recommendations for areas of development and growth.
- Work collaboratively with Business Manager and SLT to develop CAPEX and Consumable budgets, Enrolment targets, and monitor performance against these budget lines.

### **Parent, Student and Community Relationships**

- Build and maintain relationships with parents and students and the community by establishing regular and appropriate communications with all members of the school community, both internally and externally.
- Market the school to the local and wider community with the aim of recruiting new students and retaining existing students to achieve a full school roll.
- Develop knowledge of the education market in Dubai, the UAE and the Gulf and monitor trends over time in order to remain competitive.

- Encourage opportunities for students to take active leadership roles and assume responsibilities for different activities within the school.
- Engage parents as active partners in their children's learning in a variety of ways.
- Encourage positive and regular participation of students and parents at school events.
- Consult the student and parent community about the work of the school on a regular basis and ensure that parents views are received respectfully and help guide the school's development.
- Ensure that the school uses a wide range of effective methods, including technology, to communicate with parents taking into account the home language of parents by promoting two-way communication.
- Ensure that parents receive regular reports of their children's progress and attainment that include next steps for learning
- Develop strong community partnerships that effectively support all students' development and improve students' learning experiences
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously.
- Consider the implications of decisions on the community (staff, parents, students, Taaleem) and act accordingly to safeguard and promote the reputation of the school and Taaleem.
- Ensure a proactive approach in delivering operational excellence focused on extraordinary service across all aspects of school life.
- Connect school events to local community events so that students and parents have the opportunity to participate in the broader local events such as Dubai Literacy Festival, Art Festival, Music Festival, Taaleem Sporting and Academic competitions, etc.
- Attend external events and festivals, including those out of school hours, and contribute to PR activities, media opportunities to represent and act as an ambassador for the school and Taaleem.
- Achieve positive parental engagement and satisfaction.
- Hit numbers and achieve ratings.

### Person Specification:

**Education:** Master's degree, Teaching certification, Principal/educational management qualification

**Experience:** 5 years' school management/leadership in K-12 international school

### Competencies:

- Knowledge of international accreditation, inspection and evaluation frameworks
- Excellent communication skills in spoken and written form
- Financial acumen
- Experience of marketing and admissions
- Educational leader and outstanding teacher
- Management of human and physical resources
- Strategic planning, knowledge of child protection and health and safety
- Experience in developing and leading high performing teams
- Highly effective relationship management with a variety of stakeholders

### Attributes:

- Collaborative team player, inspirational speaker, empathetic listener, integrity and strategic thinker
- Able to convert vision into action
- Internationally minded, emotionally intelligent, intercultural awareness, creative and persuasive

- Flexible and capable of managing growth and instilling high standards
- Adept in multilingual settings, spirited, pioneering, professional and nurturing.

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### **Acceptance and Approvals**

#### **Confirmed by Employee:**

Signed:

Date:

#### **Reviewed by Line Manager:**

Signed:

Date: