



“Success for Every Child”

Job Description for the Role of Vice Principal 1 at Kowloon Junior School

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<p>Role Summary</p>	<p>Vice Principal 1 roles are the most senior management roles in ESF schools next to the Principal. As such, the role provides strategic leadership, and manages broad curriculum and functional areas across the school. Vice Principal 1 roles may be the Principal designate as required.</p> <ul style="list-style-type: none"> Consistently champion and uphold the school's mission and guiding principles and foster supportive relationships. Develop and articulate a shared vision and strategic development plan for the school/phase and lead colleagues in achieving this. Create an atmosphere of mutual trust where collaboration, discussion, debate and teamwork are promoted within the school. Model exemplary professional practice. Contribute to the creation of the school's learning community, fostering a spirit of inquiry, collaboration, innovation, professional learning and reflection. Promote high standards and expectations through supporting performance
<p>Main Accountabilities</p>	<p><u>Leadership</u></p> <ul style="list-style-type: none"> To act as Principal designate as required To develop teachers' professional knowledge and skills To develop effective staff development programs To ensure quality teaching/learning and assessment To develop effective collaborative teams and ensure the successful implementation of the School Development Plan <p><u>School Management</u></p> <ul style="list-style-type: none"> Ensure effective Year/Phase group communications Ensure professional learning through collaboration and self-evaluation To conduct lesson observations of class and specialist teachers To review planning of teachers and specialists To support the teaching and learning of students across the school Teaching timetable as determined by Principal To actively lead and monitor curriculum development across the school with associated assessment processes <p><u>Specific Coordination Roles</u> (to be expanded for specific job)</p> <ul style="list-style-type: none"> Phase Group coordination including pastoral and standards of achievement Take a lead role in school CPD including staff meetings plan Contribute to the School Development Plan Champion PYP implementation in phase group Act as a learning coach for year group leader/ lead learners in Phase Group <p><u>Line Management</u></p> <ul style="list-style-type: none"> Teachers and support staff as appropriate to role



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Typical reporting relationship	Principal
Minimum typical education	Degree Evidence of further professional study
Minimum typical experience	Recent senior management / VP experience desirable/ PYP experience desirable
Core Professional / Technical Competencies required	<u>Abilities</u> <ul style="list-style-type: none"> • Resource /budget management • Curriculum development • Staff coaching and development <u>Knowledge</u> <ul style="list-style-type: none"> • Sound understanding of IB philosophy and scope and sequence • Effective pedagogy
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> • Leadership and management skills • Ability to motivate and inspire others • Student centered • Acts in the best interest of KJS • Professional integrity • Commitment and passion for education • Visionary thinking / strategic orientation • Balance and reflectivity • Ability to communicate to a diverse range of stakeholders
Development / Training to support job competencies	<u>Development activities</u> <ul style="list-style-type: none"> • IB Training will be provided • CIS-WASC training will be provided (accreditation programme) • Contribute to educational development of the Foundation
Notes: All teachers are expected to contribute to the school extra-curricular programme throughout the year.	

Prepared on 4 September 2017