

Job Title:	Principal
School Location:	Salalah, Sultanate of Oman
Reports to:	Group General Manager
Staff Responsibility for:	All Staff in School

JOB PURPOSE SUMMARY

To provide outstanding leadership and management of the school and ensure the highest standards of teaching, learning and personal development for its pupils.

The Principal has overall responsibility for the strategic leadership and operational management of the school, to ensure delivery of an excellent learning environment which meets the needs of pupils, staff and the expectations of parents and carers.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Strategic direction and development of the school

- 1.1 Provide strategic leadership and direction of the school.
- 1.2 Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by A'soud Educational Services Company LLC ('the Company').
- 1.3 Provide inspiring and purposeful leadership for the staff and pupils within a caring and secure environment.
- 1.4 Work in partnership with senior management, other AGS principals, pupils, staff, parents and other stakeholders to instil the ethos and values which underpin all activities within the school.
- 1.5 Create and implement strategic development plans underpinned by sound financial planning, which identify short, medium and long-term priorities and targets for achieving and sustaining excellence.
- 1.6 Work collaboratively with all stakeholders to monitor and review student enrolment, and implement strategies to grow student numbers as per targets and ensure financial sustainability without compromising quality of provision.
- 1.7 Regularly monitor and evaluate the performance of the school, and respond and report to senior management.
- 1.8 Ensure that management, finances, organisation and administration of the school support its vision and aims.
- 1.9 Ensure that policies and practices take account of national, local and school data, and meet requirements as set out under Omani Ministry of Education (MoE) guidelines and labour law.
- 1.10 Maintain positive relationships with strategic partners at all levels, both within the Company and in the wider community.
- 1.11 Liaise with Omani government authorities as necessary (such as the Ministry of Education, Ministry of Health, Ministry of Labour etc.).

2. Curriculum, teaching and learning

- 2.1** Create and maintain a scholarly ethos of excellence and endeavour that promotes and secures outstanding teaching, excellent learning and the highest standards of achievement.
 - 2.2** Organise, implement and monitor the curriculum and its assessment and ensure that it:
 - provides an academic focus for all pupils;
 - enables all learners to achieve both within the Cambridge International Curriculum framework and Omani MoE curriculum;
 - is broad, structured, coherent and sets out the key knowledge that will be taught;
 - is relevant to the needs of all pupils;
 - fulfils the school's legal responsibilities;
 - leads to outstanding achievement by all pupils, regardless of prior ability.
 - 2.3** Ensure that standards in literacy, numeracy and the subjects within the Cambridge International Curriculum are priority targets for all pupils, including those with special educational needs.
 - 2.4** Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
 - 2.5** Ensure that the reading curriculum is high quality and evidence-informed.
 - 2.6** Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
 - 2.7** Monitor and evaluate the quality of teaching, and standards of learning and achievement of all pupils in the school.
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3. Personal development, behaviour and welfare

- 3.1** Secure excellent attendance for all pupils, through rigorous implementation of the school's attendance policy and effective use of intervention strategies where required.
 - 3.2** Establish and sustain high expectations of behaviour for all pupils, built upon a behaviour curriculum, rules and routines, which are understood clearly and implemented consistently.
 - 3.3** Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
 - 3.4** Implement consistent, fair and respectful approaches to managing behaviour.
 - 3.5** Ensure that adults within the school model and teach the behaviours expected of its pupils.
 - 3.6** Ensure the effectiveness of safeguarding arrangements, through the rigorous implementation of the school's safeguarding policy and the promotion of a robust safeguarding culture.
 - 3.7** Ensure positive strategies for developing excellent understanding and respect for all people, cultures and communities.
 - 3.8** Develop effective links with the community, including voluntary organisations and enterprises, to extend the curriculum and enhance learning and teaching.
 - 3.9** Create and sustain an effective partnership with parents to support and improve pupils' achievement and personal development.
 - 3.10** Promote extra-curricular activities across the curriculum.
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4. Leading and managing staff

- 4.1** Provide effective and regular operational management of senior leaders with regular oversight, appraisal and delegation of responsibilities.
 - 4.2** Lead in the recruitment and selection of teaching and non-teaching staff.
 - 4.3** Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
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- 4.4 Implement and sustain effective systems for the management of staff performance including the development and maintenance of a culture of high expectations of self and of others, taking appropriate action when performance is unsatisfactory.
 - 4.5 Lead, co-ordinate and monitor the continuing professional development of staff.
 - 4.6 Ensure that professional duties are fulfilled and that all staff meet their contractual obligations.
 - 4.7 Arrange for the Vice Principal or suitable person, to assume responsibility for the discharge of the Principal's function at any time when absent from school.
 - 4.8 Develop good working relationships with senior management, other AGS principals, pupils, staff, parents, the community and other stakeholders within and beyond the school.
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5. Efficient and effective deployment of staff and resources

- 5.1 Lead the development of school-level policies and procedures for approval by senior management concerning the school's resource and asset management.
 - 5.2 Working with senior management and other Company personnel, set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
 - effective management of the school's budget;
 - rational allocation and monitoring of time, space and material resources;
 - ensuring effective and safe arrangements for the situating and storage of material and equipment.
 - 5.3 Exploit financial opportunities to improve and develop the school building, and manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
 - 5.4 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
 - 5.5 Working with the Operations Manager, ensure that any lack of maintenance, repairs or modification, including breaches of health and safety legislation, is acted upon promptly and in accordance with Company procedures.
 - 5.6 Ensure effective working relationships with external agencies and services contracted to the school and the Company.
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6. Accountability

- 6.1 Be accountable for standards across all aspects of provision.
 - 6.2 Be ambitious for pupil outcomes, ensuring targets for academic performance are met.
 - 6.3 Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
 - 6.4 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including staff, senior management, MoE officials and others to enable them to play their part effectively.
 - 6.5 Ensure that parents/carers and pupils are well informed about the curriculum, attainment, behaviour, attendance and progress, and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
 - 6.6 Maintain such records of the school as are appropriate to communicate its development, improvements and achievements.
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7. Other responsibilities

- 7.1 Contribute to the wider life of the Company, its schools and its community through out-of-hours and partnership work.
 - 7.2 Carry out any such duties as may be reasonably required by the Company.
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