

Job Description Vice Principal

Department: Senior Leadership Team
Direct Reporting Line: School Executive Board (SEB)

Job Purpose:

- Reports directly to the Principal and assume supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but the core function is to assist with the administration of the school and provide overall school leadership and management that will achieve outstanding results in all aspects of school life. The Vice Principal is responsible for working in collaboration with the Principal to manage all risks, fill the school and manage the cost base to generate the budgeted revenue and profit, and to deliver 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

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 extra-ordinary 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

Balance of Responsibilities with Principal:

	Principal	Vice Principal	Joint
Educational	Data checkpoints CIS oversight ADEK oversight Entrepreneurship Research school SEF overview	Oversight action plans Committees Co-ordination appraisals Target setting Non re-reg of students Staff meeting formats Language Policy	Full Faculty meetings Academic standards
Strategic	Speeches Reporting to CO AD Principals group Taaleem Principals group Taaleem CO meetings	Polices Taaleem CO Meetings	SAB updates Exceptional Journey
Operations	Budget setting Marketing strategy External Comms Termly newsletter Calendar Fee Payment plans ADEK liaison Fee increase application Customer experience Comms strategy Transport safety Child Protection	Fee chase up ADEK Complaints Campus and Staff compliance H&S Room allocation and distribution ECP Programme Timetables Meeting schedules Campus checks CO re operations Signatory on all finance, leave and PD Trip approval Fire Drill Lock Down Events Calendar Summer Works Final Decision on school closure Procurement approvals	National Day International Day Parent Forum Parent Complaints Gate Duty VIP welcome and tours Attend whole school Events

		SLT Duties Licenses	
Staffing	Line Manage Heads of school, admissions, accounts, HR New staff settling in meetings Staff Structure Welcome letter new staff Admin wellbeing HR anomalies and exceptions Leave policy	Line manage Operations and SLT whole school Oversight of JDs Intention Letters Probation Sign off	Finalise action plan Recruitment plan and strategy Probation Observations Decision making on contract renewals PoRs Staffing plans Staff arbitration

Person Specification:

Education: Master’s degree or NPQH, 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.

Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: