



HILLVIEW INTERNATIONAL SCHOOL

Principal (Headteacher of High School & Executive Leader)

Employment details:	
Job title:	Principal (Headteacher of High School & Executive Leader)
Reports to:	Board of Governors
Line manages:	Primary & EYFS Headteacher, High School Leadership Team, Finance Manager, and key administrative members.
Key responsibilities:	Provide overall strategic, operational, and educational leadership across all sections of Hillview International School; act as Headteacher of the High School; line-manage and support the EYFS/Primary Headteacher to ensure a seamless, high-quality whole-school educational experience; ensure financial sustainability, regulatory compliance, and academic excellence within an international context.
Essential qualifications, skills & experience:	● Teaching qualification: PGCE & QTS (or equivalent) ● Master's degree or postgraduate qualification in Education/Leadership (e.g., NPQH) [desirable] ● Degree-level qualification in a relevant academic discipline. ● At least 3–5 years of senior school leadership experience ● Evidence of continuous professional development in educational leadership ● Direct teaching and leadership experience within a High School / Secondary setting ● Proven experience in international curriculum management (e.g., Cambridge International / British National Curriculum) ● Comprehensive knowledge of child safeguarding protocols and SEND/EAL practices ● Outstanding written, verbal, and interpersonal communication skills ● ICT literate and proficient in data-driven school management systems ● Understanding of data-driven school improvement techniques and quality assurance frameworks
Personal Traits:	● Exemplary professional character, integrity, and personal authority ● Inspiring, approachable, and resilient leader with strong emotional intelligence ● Cultural empathy, open-mindedness, and commitment to diversity and inclusion ● Strong problem-solving, decisive decision-making, and organizational ability



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Main purpose

- Be responsible for the strategic direction, operational management, and overall educational standard of Hillview International School across both the EYFS/Primary and High School sectors.
- Serve directly as the Headteacher of the High School, taking hands-on responsibility for the leadership, academic delivery, pastoral care, and outcomes of Key Stages.
- Provide line management, strategic support, and accountability for the EYFS/Primary Headteacher, fostering alignment, continuity, and high standards across the entire learning journey.
- Be responsible and accountable for achieving the highest possible standards in academic performance, student conduct, staff professionalism, and child safeguarding across the school.
- Act as an ambassador for Hillview International School, building strong relationships rooted in mutual respect with parents, staff, governors, educational bodies, and the wider community in Malawi and internationally.
- Ensure the financial viability, resource efficiency, regulatory compliance, and long-term sustainability of the school.

Duties and responsibilities

Executive Leadership & Whole-School Strategy

- Define, communicate, and implement the school's vision, ethos, and strategic goals in close collaboration with the Board of Governors.
- Ensure whole-school alignment across EYFS, Primary, and High School in philosophy, policy, and educational standards.
- Establish, oversee, and regularly evaluate systems, processes, and policies that enable the entire school to operate safely, efficiently, and effectively.
- Lead whole-school self-evaluation and development planning, utilizing data to identify priority areas for continuous improvement.

High School Leadership & Academic Delivery (Headteacher Role)

- Serve as the functional Headteacher of the High School, establishing and sustaining high-quality, expert teaching across Key Stages.
- Oversee the implementation of an international curriculum (e.g., Cambridge IGCSE) tailored to inspire and challenge students.
- Manage High School staff, timetabling, pastoral care, homeroom structures, and student discipline to maintain a safe, disciplined, and stimulating learning environment.
- Monitor High School assessment, tracking, and examination processes, ensuring valid, accurate, and ambitious targets for student attainment and progress.

Line Management of EYFS / Primary Leadership

- Line-manage and appraise the EYFS/Primary Headteacher, providing guidance, executive coaching, and clear accountability for the performance of the Primary sector.
- Ensure a smooth transition for students moving from Primary to High School, promoting curriculum continuity and shared pastoral standards.
- Empower the EYFS/Primary Headteacher to manage day-to-day Primary operations while ensuring alignment with whole-school strategic priorities.



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Teaching, Curriculum & Learning Standards

- Model exemplary teaching practice and deliver lessons where appropriate or required on the High School timetable.
- Promote evidence-informed pedagogical strategies that cater to all learning needs, including English as an Additional Language (EAL) and Special Educational Needs and Disabilities (SEND).
- Ensure accurate, regular, and productive use of assessment strategies across all key stages to secure consistent student progress.

Safeguarding, Health, Safety & Conduct

- Act as the ultimate Lead Safeguarding Officer for the school, upholding rigorous procedures to ensure the safety and welfare of all pupils and staff.
- Maintain a secure, inclusive, and safe learning environment, establishing high expectations of student behaviour and respectful citizen values.
- Oversee site security, risk management, and emergency response procedures across all school facilities and off-site activities.

Staff Management, Culture & Professional Development

- Build and nurture a collaborative, positive, and high-performing staff culture across all school phases.
- Lead the recruitment, induction, appraisal, and continuous professional development (CPD) of teaching and support staff].
- Ensure fair deployment of staff, maintaining due attention to workload, professional development, and staff well-being.

Operational, Financial & Resource Management

- Work alongside the Finance Manager and Governing Board to formulate and execute a robust multi-year budget plan.
- Ensure optimal allocation and deployment of resources, physical assets, and technology to support curriculum delivery.
- Ensure compliance with Malawian statutory regulations, employment laws, health and safety standards, and relevant international educational accreditations.

Communication, Governance & Community Engagement

- Act as the primary link between the operational staff and the Board of Governors, providing accurate, comprehensive reports on school performance, finance, and developments.
- Communicate regularly and effectively with parents and carers regarding student progress, school events, and educational policy.
- Promote Hillview International School within Malawi and broader international educational networks to enhance its profile and recruitment.

Note: This job description is not a contract of employment. It sets out the main duties and responsibilities of the role as currently defined and may be revised from time to time in consultation with the post holder to reflect changes in school organization, operational needs, or strategic direction.