

PRIMARY SCHOOL ASSISTANT PRINCIPAL

Primary School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

Considered a pedagogical leader within their division and the school community, a member of both the extended and instructional leadership teams, the Primary School Assistant Principal is responsible for the oversight of teaching and learning throughout their respective division. This includes the implementation of the activities and events programme, the scheduling throughout the year, the organisation of parent information evenings, participation in the creation of a positive school climate, handling of minor disciplinary incidents, as well as participation in individual student progress. In addition, the Primary School Assistant Principal should work with Teachers, Heads of Department, IB Programme Coordinators, Grade Level Coordinators and Subject Coordinators on the curriculum and the operational organisation. They should also ensure the operational effectiveness of the division, on a daily basis.

The Primary School Assistant Principal should:

Leading our Learning Community

- Maintain effective communication with staff members and broader community through meetings, bulletins and ISZL newsletters
- Ensure effective dialogue between staff members and school leaders to plan for student learning

Leading Culture, Community and Wellbeing

- Oversee and develop, in consultation with the Principal, an appropriate culture of learning and support
- Support teachers, students and families with learning concerns and/or social/emotional needs

Leading Human Resources and Creating Agency

- Liaise with the Principal in order to recommend staffing needs for the school
- Oversee and organise a regular meeting and reporting process with Subject Team Leaders and Grade Level Team Leaders, and for each of these to meet with their departments, or other teachers implementing programs for which they are responsible
- Allocate teachers to various duties and monitor these duties including break-time supervision, lunchtime supervision, cover for absent colleagues and examination invigilation
- Liaise with the teaching staff members for Parent Teacher Conferences
- Assist in matters of staff appraisal

Leading Curriculum and Pedagogy

- Create timetables for the students, teachers and facilities during normal school days, examinations and special events
- Oversee and implement the student course selection process, to include meetings with students, teachers and parents where appropriate student course choices are discussed
- Stay abreast of current educational development, including the impact of technology on the process of learning and communication

Leading Operations

- Liaise with the Principal, and other administrators, to ensure a smooth daily running of the school
- Supervise the work of Heads of Departments, Subject Coordinators, and Grade Level Coordinators and give support to IB Programme Coordinators, as well as the rest of the teaching staff
- Collate annual orders for books and equipment while keeping track of the budget, and present these to the Principal

Teaching Responsibilities

- Up to 20%, as required (Primary)

Administration

- Assume leadership of and responsibility for the division, in the absence of the Principal
 - Represent the Principal, as requested, on various committees
 - Undertake other job assignments and tasks, as may be required by the Principal
 - Promote ISZL's image and reputation, and bring any issues or concerns, that could reasonably affect ISZL, to the attention of the Principal
 - Liaise with the Principal to ensure clarity and cohesive and uniform application of ISZL's administrative procedures
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Required and Preferred Qualifications

- Primary School teaching qualifications and PYP classroom experience required
 - Experience in a leadership role in a Primary School (preferably PYP)
 - Masters degree or educational leadership qualification
 - Fluent in English (native speaker or education in English)
 - Ability to be a collaborative and inclusive leader
 - Detail oriented and organised
 - uses a range of data to support and inform decisions
 - Passionate about learning and enjoys being part of a whole school community
 - Ability to place learners at the heart of decision-making
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.