

Primary School Assistant Principal: Early Years to Grade 1

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

The Primary Assistant Principal is considered a pedagogical leader within their division and the school community, and a member of both the extended and instructional leadership teams. He/she works closely with the Primary Principal, and is responsible for the oversight of the pastoral care and operational effectiveness throughout EY-Grade 1. A more detailed list of responsibilities can be found below.

The Primary School Assistant Principal is expected to:

Lead our Learning Community

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

Lead Culture, Community and Wellbeing

- In collaboration with the Principal, oversee and develop an appropriate culture of learning and support
- Co-create a positive school climate through developing a collaborative positive behaviour management approach
- Manage minor disciplinary incidents following school protocol
- Support teachers, students and families with learning concerns and/or social/emotional needs

Lead Human Resources and Create Agency

Liaise with the Principal in order to

- recommend staffing needs for the school
- Oversee and organise a regular meeting and reporting process with Team Leaders and for each of these to meet with their teams implementing programs for which they are responsible
- Allocate teachers to various duties and monitor these duties including recess and lunchtime supervision and cover for absent colleagues.
- help with the organisation for Parent Teacher Conferences
- Assist in matters of staff appraisal

Lead Curriculum and Pedagogy

- Model and support data driven decision making to support teaching and learning.
- Stay abreast of current educational development, including the impact of technology on the process of learning and communication
- Promote the development of flexible learning communities
- Further enhance student agency in the curriculum

Lead Operations

- Create timetables for the students, teachers and facilities during normal school days and special events
- Liaise with the Principal, and other administrators, to ensure a smooth daily running of the school
- Assist in supervising the work of team leaders and give support to IB Programme Coordinators
- Collate annual orders for books and equipment while keeping track of the budget, and present these to the Principal

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 Qualifications and Experience

- Primary School teaching qualifications
- Masters degree or educational leadership qualification
- PYP classroom experience
- Experience in a leadership role in a Primary School (preferably PYP)
- Proven experience with play based learning in early childhood.
- Fluent in English (native speaker or education in English)

Preferred Attributes

- Detail oriented and organised
 - Ability to be a collaborative, inclusive and empathetic leader
 - Passionate about learning and enjoys being part of a whole school community
 - Ability to place learners at the heart of decision-making
 - uses a range of data to support and inform decisions
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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](#)
 - [ISZL Teacher Candidate Profile](#)
 - 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.

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