

Job Description

Principal: Primary School

Department:	Primary School
Term of Employment:	Initial 2-year and subsequent annual contract. 200 Days per year.
Band:	Administration Band 1
Reporting Accountability:	Head of School

Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.

Safeguarding:

SIS is committed to safeguarding children's and young people's welfare and expects the same from its employees. All new staff employment approval will be subject to two satisfactory employment checks and enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, to explore any gaps in employment. Diversity, Equity and Inclusion are the responsibility of all SIS staff.

Scope of Responsibility:

The principal directly supervises all staff assigned to Nursery to Grade 5. The Primary School Principal serves as the instructional leader and is responsible for the total operation of the Primary School, including the administration and supervision of all phases of the instructional program and management of the facility. The primary school principal shall provide leadership to staff and faculty, as well as administrative and supervisory skills for the educational development of students and promote parent and community involvement.

Major Duties and Responsibilities:

- Coordinate and supervise all activities and programs conducted in Nursery to Grade 5.
- Evaluate the program's implementation and provide leadership in the continuous improvement of the Primary school in collaboration with senior administration and alignment with the school's Mission.
- Recruit and retain high-quality school staff.
- Evaluate the performance of all staff, guide improvement, and provide leadership in human relations.
- Contribute to continuous improvement in school-wide as part of the leadership team.
- Develop a continuity in the learning and teaching program from Nursery to Grade 5.
- Oversee effective utilisation of human, financial and physical resources.
- Facilitate the overall achievement, welfare, and good conduct of students in Primary School.
- Promote and maintain strong parental and community involvement.
- Calendar and effectively communicate Primary events.
- Develop and supervise teacher supervision duty schedules.
- Coordinate Learning Leader meetings.
- Promote and maintain strong parental and community involvement.
- Plan and implement the orientation program for new and returning teachers.
- Arrange significant student and faculty events.
- Contribute to relevant school publications.
- Provide weekly informative newsletters to parents highlighting the achievements of Primary students.
- Develop understanding and support the implementation of DEIJ initiatives and related matters.
- Meet enrollment targets as set by the Head of School.
- Other duties as assigned by the Head of School.

Specific Duties and Responsibilities:

Instructional Leadership

- Develop the curriculum, ensuring continuity across the school.
- Support all teams in functioning collaboratively and efficiently.



- Lead in furthering staff understanding of Diversity, Equity, Inclusion and Justice.
- Develop a professional learning plan that supports the school goals for the year.
- Development of a robust Social Emotional Learning (SEL) across the school, including setting an achievement criterion for evaluating its success.
- Work with the administration team to maintain an ongoing focus on the learner profile.
- Develop the concept of international mindedness in line with accreditation bodies.

School Climate

- Develop systems and structures that promote collegiality across the Primary school.
- Ensure clear goals are identified at the beginning of the year and the plans are transparent to all staff. They should also be revisited, reflected upon, and evaluated at the end of the year.
- Collect school climate data for the leadership team at least twice a year. Use this data for strategic improvements.
- Collect data from the students and families at least twice a year. Use this data for strategic improvements.
- Create a school culture that is inviting and appealing both physically and academically.
- Promote the notion of well-being across the staff and students.
- Ensure that all students, staff, and faculty are valued and treated fairly.
- Implement a school-wide effective behaviour management system.

Human Resource Leadership

- Provide growth opportunities for staff both formally and informally.
- Implement a school-wide staff evaluation system that maintains records and documents and maintains proficiency and communication.
- Lead the hiring of Primary staff and provide appropriate support to ensure their success at SIS.
- Support teachers with their goals by recommending professional development opportunities and coaching conversations.
- Ensure that teachers and administration on and off campus provide adequate professional development opportunities and are made aware of them.
- Engage in regular PD and attend IBO Annual Conferences and Regional Network meetings.
- Plan and deliver workshops for new teachers as they arrive at the school.

- Keep a record of workshops and school visits.

Organisation Management

- Demonstrate a commitment to school-wide policies.
- Ensure clear procedures are in place to protect the safety and well-being of students and staff.
- Maintained and monitored curriculum development, ensuring accessibility of planning documents.
- Oversee the development of policies that support alignment across the school.
- Lead or designate a lead for the curriculum review for implicit bias.
- Ensure that appropriate resources are available for the program, catering to the needs of second-language learners and the various cultural backgrounds of the school's students.
- Oversee MAP testing implementation and data analyses.

Communication and Community Relations

- Ensure there are clear and concise lines of communication for Primary staff.
- Before the start of the academic year, develop and distribute the Parent/Student Handbook(s)
- Provide weekly updates to the community via the Primary newsletter highlighting student achievements.
- Develop a year-long calendar of important events such as MAP testing, performances, sports, assemblies, field trips, etc.
- Encourage regular dialogue among teachers about all aspects of teaching and learning in the school.
- Conduct ParentEDU sessions and contribute additional relevant articles to the SIS community.

Professionalism

- Maintain ethical and professional boundaries with staff and the community.
- Model professional behaviour both in and out of school.
- Maintain confidentiality and a secure filing system.

Student Progress

- Collect and act upon student assessments and other data to ensure each student progresses appropriately.

- Measure student progress against like schools to ensure that SIS Primary is competitive and creates a value proposition for the Shenzhen community.
- Oversee the student support services team, ensuring students with individual needs receive appropriate support.

Qualifications, Skills, Experience and Attributes:

- A Master's Degree is preferred, specialising in education, administration, or related fields.
- At least five years of relevant school teaching experience.
- Ability to establish and maintain effective working relationships with school stakeholders.
- Experience in identifying and implementing excellence within current trends in education, curriculum, IBPYP, staff development, instruction, and supervision.
- Personal qualities are associated with good human relations and interpersonal relations.
- Commitment to shared decision-making skills to be an influential leadership team member.
- Ability to lead instructional improvement and staff development.
- Ability to prioritise, pay attention to detail, meet deadlines and work effectively under pressure.
- Demonstrate a high level of commitment to education and professionalism.
- Fluency in both written and spoken English.
- Previous experience as a principal is preferred.

This position description is designed to outline primary duties, qualifications, and job scope but not limit the employee nor SIS to only the work identified.

Principal Performance Appraisal and Growth

Domains of Performance

Performance Standard 1: Instructional Leadership

The principal effectively leads the development, alignment, and execution of a plan of action for monitoring the curriculum and implementing instructional and assessment strategies that enhance learning and teaching.

Performance Standard 2: School Climate

The principal develops and nurtures an internationally-minded, balanced, academically rigorous, positive, safe school climate.

Performance Standard 3: Human Resources Leadership

The principal selects, orients, assigns, develops, evaluates, and retains quality instructional and support personnel.

Performance Standard 4: Organizational Management

The principal supports, manages, and oversees the organisation, operation, and use of resources for their area of responsibility.

Performance Standard 5: Communication and Community Relations

The principal effectively communicates and collaborates, engaging stakeholders to promote understanding, support, and continuous improvement of the school's programs and services, which are aligned with the school's Mission.

Performance Standard 6: Professionalism

The principal demonstrates behaviour consistent with legal, ethical, and professional standards, engages in continuous professional development and contributes to the profession.

Performance Standard 7: Student Progress

The principal's leadership results in student progress consistent with the school's Mission and school-wide goals.