



ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Vice Principal (Senior School)

Overview

Ensure the smooth running of the senior school through effective planning and organisation of school structures and procedures.

Enhance the quality of student provision by ensuring that the needs of individual students and teachers are considered during the planning process.

Support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

General responsibilities and duties

All post-holders at SJI International are to ensure that the school's vision, ethos and values are embedded in the day-to-day and long-term running of the School.

The holder of this post is expected to carry out the professional duties as **Vice- Principal (Senior School)** as described below.

The **Vice- Principal (Senior School)**, working with others, is responsible for evaluating the School's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices and ensuring that resources are efficiently and effectively used to achieve the School's values, aims and objectives.

Main Areas of Responsibility

The **Vice- Principal (Senior School)** has accountability for the following:

- I) Academic and Pastoral care of Senior School (Grades 11 & 12) students**
- II) Student Leadership (Senior Council, Peer Mentoring)**
- III) General senior school systems including IB Diploma Packages**
- IV) Safeguarding and Child Protection**
- V) Communication with parents**
- VI) Scholarship selection process**
- VII) Graduation and Prom**
- VIII) Project Week**

The Vice-Principal (Senior School) will be responsible for the following:

I) Student Academic, Curriculum & Pastoral Care:

- a. Leading a team of Assistant Principal (IB Coordinator), University Counsellors, Grade Heads and Tutors to support all senior school students in completing their curriculum requirements and in reaching their maximum potential
- b. Ensure that the senior school enrichment program encompasses the school's values and the IB Learner Profile
- c. Ensure an effective and efficient transition from Grade 10 to the IB Diploma programme
- d. Set up structures to identify and support students who need extra support. This includes liaising frequently with the school's Educational Psychologist, Counsellors, Nurse, Student-Support team and University Counsellors
- e. To organise and run the logistical aspects of the school's Scholarship program
- f. Manage the effective induction of new students to the senior school
- g. Leading and working closely with the AP - IB Diploma Coordinator, AP – Enrichment, Service Coordinator, CAS Coordinator, Head of Grades and Tutors to ensure the success of the Project Week program
- h. Monitor standards of conduct/discipline and behaviour and work to develop an ethos where senior school students show proper regard for authority and are encouraged to become role models of good behaviour
- k. Ensure the development of student leadership opportunities across the senior school including the organisation and mentoring of authentic student leadership programs such as the Senior School Council, the Peer Leaders, Project Week and ad-hoc CAS projects
- l. Organise and run the school's graduation ceremony and student prom
- m. Leading the process which identifies the graduation awards and the most suitable awardees
- m. To run training such as safeTALK in proactively ensuring the safeguarding of our senior school students
- n. To oversee the senior school budget

II) General School Systems:

- a. Develop plans and policies that allow for the effective running of the senior school
- b. Communicate effectively with staff, students and parents to ensure that systems are fully understood and followed
- c. Ensure that the Principal is aware of the particular circumstances of each day (absence of staff, pupils, year groups, special events, disciplinary issues, significant parental complaints) in order to ensure that the school continues to run in an orderly manner
- d. Submitting regular academic reports analyses of the G10 to G12 students to the Principal
- e. Organise special school events such as the G11 Parent Information Evening and the Project Week Information Evening
- f. Maintain student senior school records and ensure that all important and relevant information is recorded.
- h. Arrange for the induction of new senior school students, including their placement in Tutor Groups.

III) Student Behaviour:

- a. Deal with all serious behaviour issues as well as contacting parents as required
- b. Ensure that the Principal is aware of any disciplinary issues that have taken place
- c. Develop a positive atmosphere where senior school students are recognised and praised for good behaviour
- d. Ensure that all serious behaviour issues in the senior school are recorded
- e. To investigate all serious disciplinary concerns in the senior school

IV) Communication with Parents:

- a. Ensure that regular communication takes place between school and home
- b. Working with Vice-Principal (Curriculum) and Grade Heads in arranging regular Parent/Teacher Consultations, as set out in Assessment policy
- c. Facilitate regular communication between school and home by developing improved methods of communication
- d. Ensure that Start of Term and End of Term communications are sent home

General Areas of Responsibility:

A. Leadership and management

The Vice-Principal (Senior School) should contribute to:

- a. Providing effective organisation and management of the school and improving organisational structures and functions based on rigorous self-evaluation
- b. Ensuring that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment

Duties and responsibilities:

1. Supporting the Principal in developing positive working relationships with and between all staff
2. Support the Principal in providing a clear direction for the development of the school
3. Ensuring that School policies and procedures, as defined by the Senior Leadership Team, are carried out by the teaching staff
4. Contribute to establishing the core values of the leadership team and their practical expression
5. Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan
6. Assisting in the appointment of staff, as requested, and their deployment in the timetable to make most effective use of their skills, expertise and experience.
7. Ensuring that all staff have a clear understanding of their roles and responsibilities and to ensure staff share the aims of the school in promoting a high quality of learning in the classroom
8. Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all senior school students
9. Support the Principal and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives
10. Attend SLT meetings as required, and report back to staff when necessary
11. Establish good relationships, encourage good working practices and support and lead teachers
12. Oversee relevant aspects of the school organisation and management, including preparing agendas, chairing meetings and producing minutes, in order to ensure that school policies and practices are being delivered
13. Support the performance management process as required and use the process to develop own personal and professional effectiveness as well as those staff members assigned

B. Personal development and well-being

The Vice-Principal (Senior School) should contribute to:

- a. Securing and maintaining good working relationships with colleagues and students
- b. Being an excellent example to pupils, staff and parents through their professional presentation and conduct in order to promote pupils' personal development
- c. Including all students and the ability and right of all to be the best they can be

Duties and responsibilities:

1. Supporting the Principal in leading the development of the personalised learning agenda, raising achievement and improving the quality of teaching, learning and support across the school
2. Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture
3. Support the Principal to build a collaborative learning culture within the school and to look for ways to actively engage with other schools to build effective learning communities
4. Ensuring learning experiences for pupils are linked into and integrated with the wider community
5. Ensuring that parents are well informed about the Senior School curriculum, its targets, students' progress and their part in the process of improvement
6. Supporting staff to meet personal and professional targets

C. Views of learners, parents/carers and other stakeholders

The Vice-Principal (Senior School) should contribute to:

- a. Collaborating with other schools in order to share expertise and bring positive benefits to the school
- b. Working collaboratively at both strategic and operational levels with parents and carers and across the school workforce for the well-being of all senior school students.
- c. Ensure that parents are well informed about the curriculum in the Senior School.

Duties and responsibilities:

1. Creating and promoting positive strategies for challenging prejudice through the curriculum
2. Ensuring learning experiences for pupils are linked into and integrated with the wider community
3. Collecting and taking account of the views of learners, parents/carers and other stakeholders in the development of learning strategies

D) School Self Evaluation: Vice-Principal (Senior School) should:

- a. Work closely with SLT to develop and administer evaluation tools to facilitate the evaluation of the various aspects of the school. This will include surveys, focused lesson observations, work scrutinise and any other useful tools

E) School Improvement Plan (SIP): Vice-Principal (Senior School) should:

- a. Work with secondary SLT to develop a realistic yet challenging SIP that is based on clearly identified school development needs

F) People and relationships: Vice-Principal (Senior School) should:

- a. Sustain effective, positive relationships with all staff, pupils, parents, other stakeholders and the local community
- b. Work collaboratively and managing innovation and change
- c. Manage and develop effective working relationships with Principal and senior managers in the school

G) Human and material resources and their development and deployment:

Vice-Principal (Senior School) should:

- a. Assist in managing and producing the annual school budgets
- b. Produce a budget that is based on priorities for expenditure for areas of responsibility

H) General: Vice-Principal (Senior School) should:

- a. Take on specific tasks related to the day to day administration and organisation of the school as requested by the Principal
- b. Take on any additional responsibilities which might from time to time be determined
- c. To engage with appropriate training opportunities to promote professional effectiveness in this role
- d. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching
- e. To review long term planning to ensure adequate planning throughout the school

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.