



ST. JOSEPH'S INSTITUTION INTERNATIONAL

JOB DESCRIPTION

Job Description: Assistant Principal Enrichment

Starting date: July 2027 or earlier

Responsible to: Vice Principal Teaching & Professional Learning

School section: Whole School (Grades 7 to 12)

Management level: 5

Teaching load: 9 lessons per week

Member of the Senior Leadership Team (SLT)

Our School Ethos:

SJI International is a co-educational Lasallian Catholic school in Singapore offering a holistic, values-driven international education to a diverse community of all faiths. Rooted in our mission of character education, we equip students to be compassionate and responsible global citizens guided by the core values of Faith, Service, Community, Excellence, and Respect. We are committed to fostering an environment where students Learn, Inspire, and Serve.

Child Safeguarding Statement

Aligned with the recommendations of the International Taskforce on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. We are committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. All post holders are appointed subject to satisfactory Criminal Records Checks, Social Media Checks, Civil Litigation Checks, Global Sanctions Checks, and Reference Checks with past employers. All long-listed candidates are also required to complete and sign an Information and

Declaration Form, which includes a declaration of any previous disciplinary issues or criminal convictions.

Primary Responsibility:

The Assistant Principal Enrichment provides whole-school strategic leadership for the school's enrichment provision, ensuring that Service Learning, CASL, Outdoor Education and Experiential Learning, and related areas of holistic student formation are coherent, values-led, safe and aligned with the school's mission and strategic priorities.

Working through and alongside the Service Learning Coordinator, CASL (Creativity, Activity, Service, Lasallian) Coordinator, Head of Outdoor Education and Experiential Learning, and Student Leadership Coordinator, the postholder enables students to access rich, purposeful and challenging experiences beyond the classroom. These experiences support students' holistic development, fostering character, service, leadership, creativity, community engagement and a lifelong commitment to learning, while upholding the highest standards of safeguarding and student wellbeing.

General description of the post:

The Assistant Principal Enrichment is a member of the Senior Leadership Team and works collaboratively with senior leaders, specialist enrichment leaders, staff, students and families to ensure that enrichment at SJI International is purposeful, inclusive, high-quality and sustainable.

The role has a particular focus on bringing together the key areas of enrichment through a shared vision, while retaining the distinctive strengths of each programme. The postholder provides leadership, direction and support to the specialist leaders responsible for these areas, helping to strengthen systems, clarify priorities and ensure effective implementation.

The postholder is responsible for the policies, quality assurance processes and communication structures needed to support the ongoing development of the enrichment programme. They play a key role in fostering strong school-community relationships by ensuring that students, staff, parents and relevant partners receive clear, regular and effective communication about enrichment.

The postholder leads the evaluation and continuous improvement of enrichment provision, ensuring that it meets its strategic objectives, aligns with the School Improvement Plan, and reflects the school's values of faith, service, community, excellence and respect.

The postholder may also undertake other leadership responsibilities, including line management of academic teams, as directed by the Principal.

Summary of job tasks:

Strategic Leadership and Enrichment Programme Coherence

- Provide strategic leadership across Service Learning, CASL, Outdoor Education and Experiential Learning, Student Leadership, and related areas of enrichment.
- Develop, implement and regularly review a whole-school Enrichment Policy in consultation with relevant stakeholders.
- Ensure that enrichment provision is coherent, inclusive, values-led and aligned with the School Improvement Plan and wider school strategic priorities.
- Work with relevant leaders to maintain a broad, balanced and developmentally appropriate range of enrichment opportunities for students.
- Support the ongoing development of enrichment programmes so that they contribute meaningfully to students' holistic formation, character development and learning beyond the classroom.

Leadership of People and Teams

- Lead, support and line manage the Service Learning Coordinator, CASL Coordinator, Head of Outdoor Education and Experiential Learning, and Student Leadership Coordinator.
- Bring together the leaders of key enrichment areas through regular meetings, shared planning and clear communication.
- Establish shared priorities across the enrichment team while recognising the distinctive purpose and expertise of each programme area.
- Support the professional growth, clarity of role and effective collaboration of all staff who contribute to the enrichment programme, especially the leaders within the enrichment area.
- Work with relevant Elementary School leaders to support alignment and continuity across whole-school enrichment provision, where appropriate.

Safeguarding, and Health and Safety

- Working with relevant colleagues, lead and support the safeguarding, health and safety, and risk management systems for the enrichment programme, ensuring that activities, service learning projects, and outdoor education and experiential learning experiences, both in Singapore and overseas, are planned and delivered within robust school procedures.
- Work with trip providers, external vendors and relevant school leaders to ensure appropriate checks, documentation and safeguarding requirements are completed.
- Ensure that the Service Learning Coordinator, CASL Coordinator, Head of Outdoor Education and Experiential Learning, and Student Leadership Coordinator have appropriate systems and documentation in place to support safe and effective practice.

- Work with pastoral, safeguarding and outdoor education leaders to ensure that students' individual needs are considered and planned for in relation to enrichment activities, service learning projects and outdoor education experiences.

Quality Assurance, Evaluation and Reporting

- Lead quality assurance and evaluation processes across enrichment provision, including appropriate observation, review and feedback mechanisms.
- Oversee the use of relevant data, including attendance, participation and wellbeing information, to evaluate the quality and impact of the enrichment programme.
- Provide regular reports to the Senior Leadership Team on the progress, impact and development priorities of the enrichment programme.
- Use evidence from quality assurance and stakeholder feedback to inform continuous improvement.

Communication and Community Engagement

- Ensure clear, regular and effective communication with students, staff, parents and relevant community partners about the enrichment programme.
- Act as a senior point of contact for enrichment-related questions, feedback and concerns from stakeholders.
- Represent the enrichment programme at relevant school events, including information evenings, transition events, award assemblies, service celebrations and open houses.
- Support student leadership, including student and service councils, by helping students develop initiatives and proposals and by sharing relevant plans with SLT where appropriate.

Resource and Systems Management

- Oversee the effective use of resources, budgets and external partnerships linked to the enrichment programme.
- Work with relevant colleagues to ensure that contracts, terms and conditions for providers and vendors are appropriate and aligned with school procedures.
- Review relevant role descriptions and responsibilities within the enrichment team to ensure clarity, accountability and alignment.
- Ensure that key systems, including sign-up processes and programme communications, are well organised, transparent and accessible to stakeholders.

Wider Leadership Responsibilities

- Contribute to the work of the Senior Leadership Team and support whole-school priorities as required.
- Undertake additional leadership responsibilities, including line management of academic teams, as directed by the Principal.

- Contribute to relevant school processes, events and decision-making as appropriate to the role.

General Duties

- Contributing to the establishing the core values of the leadership team and their practical expression.
- Supporting the Principal in providing a clear direction for the development of the school including contributing 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.
- Leading the school in the absence of the Principal, if required.
- Taking on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal.
- Attending SLT meetings as required, and reporting back to staff when necessary.
- Taking on any additional responsibilities that might, from time to time, be determined.
- Supporting the Principal and staff in the review, implementation, development and monitoring of whole school policies and procedures which promote the school's values, aims and objectives.
- Overseeing 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.
- 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.
- Supporting the performance management process as required and use the process to develop own personal and professional effectiveness as well as those staff members assigned.
- Assisting in the recruitment and appointment of staff, as requested, and their deployment in the timetable to make most effective use of their skills, expertise and experience. Identifying and engaging in appropriate training opportunities to promote professional effectiveness in this role.
- Leading by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Being an excellent example to pupils, staff and parents through their professional presentation and conduct in order to promote pupils' personal development.
- 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.
- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Supporting the Principal to build a collaborative learning culture within the school, sustaining effective, positive relationships with all staff, pupils, parents and the local community and to look for ways to actively engage with other schools to build effective learning communities.

- Working collaboratively and managing innovation and change.

Person Specification: Assistant Principal – Enrichment

Criteria	Essential	Desirable	Method of Assessment
Qualifications	• Qualified teaching certification (Secondary School) • Degree level (or equivalent) qualification	• Evidence of high level professional development eg MA; NPQH; ILMP etc	• CV
Experience	• At least 5 years teaching experience (Secondary) • Outstanding commitment to holistic, values driven education • Commitment to continuous school improvement • Effective management of change • Aspects of leadership and management in a whole school context • Effective line management of other staff • Middle Leadership experience	• Effective leadership of at least one area of Enrichment – Service, Sport, Outdoor Education or Co-curricular activities. • Experience of working in a wider context than an individual school • Previous whole school leadership of an enrichment programme • Previous experience using a school management system to track attendance. • Previous experience of strategic planning in a school • Performance management experience in a leadership or management role.	• CV • Application Letter • Interview
Professional Development	• Evidence of relevant continuous professional development related to the area of enrichment. • Experience of how school partners/vendors operate in relation to a school enrichment programme.	• Recognition that life-long learning is an essential part of personal development	• Application Letter • CV • Interview
Personal qualities, skills and characteristics	• Build and maintain effective relationships through effective interpersonal and communication skills	• Understanding of how to effectively manage and resolve conflict. • High degree of emotional literacy.	• Application Letter • Interview

Personal qualities, skills and characteristics (continued)	● Inspire, challenge, motivate and empower others ● Think creatively to anticipate and solve problems ● Ability to evaluate current programmes, based on current best practice ● Ability to produce development plans that move the school forward with vision and vigour ● Evidence of effective team leadership and ability to contribute to a range of teams ● Willingness to commit beyond school hours and at short notice when required. ● Think strategically and contribute to creating a coherent school vision ● Inclusive approach to education ● High expectations of self and others ● Work under pressure, maintaining a sense of perspective ● Commitment, honesty and dedication ● Ability to manage own time effectively ● Reliability and integrity ● Resilience and tenacity	● Solution rather than problem focussed. ● Role model best leadership practice	
Knowledge / special aptitudes	● Knowledge of current educational trends related to enrichment programmes ● Clear understanding of the ethos of a holistic Lasallian school ● A commitment to the principles of the child	● Knowledge of developing a Self-evaluation Document ● A creative approach to holistic education	● Application Letter ● Interview

	centered, inclusive education ● A dedication to high standards ● A belief in working in partnership and as part of an established team ● Proven ability in the development of effective structures and systems ● Ability to think strategically ● Very good literacy skills ● Significant experience of managing a fairly large school budget		
Other	● Good health and attendance record ● Outstanding references		● Application Letter ● CV ● References