

Position	Primary School Principal
Division	School Wide
Reports to	Head of School
Job Opening	Academic Year 2023 - 2024

Purpose

The overall aim of the Primary School Principal is to provide outstanding leadership, inspiration, and guidance to students, faculty, and parents. The purpose of the position is to oversee the effective organization and leadership of the Primary School that leads to the highest standards of learning, teaching, care, and support.

Qualifications & Experience

- Be a passionate, experienced educator and leader who loves working with children, teachers, and families and can engage, inspire and motivate a diverse, international school community to success.
- A minimum of 5 years experience in successful leadership and teaching in an international school.
- Relevant Degree and Qualified Teacher Status or equivalent; preference will be given to candidates with a Bachelor's Degree or Master's Degree in Educational Leadership and Management.
- Experience within an inclusive school environment and working with students with Special Educational Needs.
- Experience in teacher training and professional development.
- Experience in curriculum design and development; preference will be given to candidates with Cambridge International and IB experience.
- Have a strong values-led mindset with the ability to lead a team with compassion, openness, honesty, and integrity.
- Highly organized with the ability to think critically and analytically.

To Apply

Do you feel you meet the criteria for this exciting opportunity? If so, please send your application to hr@proed.asia and CC'ed hadmin@proed.asia

Duties & Responsibilities

The Primary School Principal will;

- Oversee the effective day to day organization and management of the Primary School.
- Act as a member of the Schoolwide Senior Leadership Team.
- Work with the Leadership Team to formulate aims, objectives and strategic plans for the school.
- Model the values and ethos of the school; Act as a professional and positive role model for the school wide community. Develop a positive, warm and caring school culture and professional, supportive working environment and maintain positive working relationships with students, staff and parents.
- Provide line management, guidance and support to the Primary School faculty, to include the Primary School Assistant Principal; promote collaboration and motivate the faculty and support staff to ensure effective student learning, achievement, well-being and positive behaviour.
- Develop and document frameworks, policies and procedures related to Primary School and make these accessible and understood by all members of the school community.
- Oversee the design and implementation of a challenging, engaging and holistic Primary School curriculum that inspires a love of learning and achievement.
- Monitor the effectiveness of teaching and learning and develop and implement improvement strategies when necessary. Oversee the process of performance management and the ongoing professional learning and development of Primary School staff.
- Construct the Primary School timetable and staff deployment.
- Ensure that the Primary School classrooms and learning environments are well organised and are regularly updated and maintained.
- Ensure regular and effective communication between class teachers and parents.
- Organize events such as learning assemblies, open days and parents' evenings.
- Identify staffing requirements and lead the recruitment processes for Primary School.
- Hold responsibility for the Primary School financial budgets.

Students

- Act as an inspiring role model for all students and actively contribute to their development, learning, well-being, safety and global citizenship.

Parents and Community

- Ensure timely and effective communication between the school and the parent community.
- Meet with parents when required to provide support, advice and guidance on all school related matters.
- Develop and deliver a programme of information sessions and workshops for parents.
- Represent the school at both internal and external open events and ceremonies.