



Job Description

Assistant Principal (Elementary)

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Purpose of Role

The Elementary Assistant Principal (AP) at Verdala International School is a critical position responsible for a multifaceted role within the school. The Elementary Assistant Principal will play a vital role in ensuring a nurturing and effective learning environment while assisting the Principal in various administrative and pedagogical leadership functions. On occasion the AP may be required to cover classes, team-teach or take a class.

Reports to: ES Principal and working collaboratively with the PYP Coordinator

Member of: Elementary Leadership Team, Whole School Leadership Team, Whole School Crisis Team, H&S Team

Pedagogical and Pastoral Leadership

- Support the school's mission, vision, values, and guiding principles.



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- Provide pedagogical support to teachers, including monitoring and assessing student progress, and supporting supervision and evaluation.
- Lead professional development when appropriate.
- Manage student behavior according to school policies and practices.
- Support the onboarding of new staff.
- Plan, coordinate, and implement MAP testing.
- Work with the Director of Wellbeing to provide support for student's diverse needs
- Collaboratively analyze student data to support student achievement.

Operational and Organisational Leadership

- Assist and support Elementary recruitment
- Assist with the supervision and evaluation of teaching assistants and teachers.
- Support the school's strategic plan and general school improvement.
- Manage and coordinate operational aspects of the school, such as coordinating duties, buses, facilities, and maintenance.
- Collaborate to develop, share, and implement schedules and timetables.
- Coordinate standardised assessments.
- Ensure that the school is adequately resourced and that the ordering process is completed.
- Assist with the admissions and marketing process from PK1 to G5.
- Support the principal in meeting fiscal expectations for the elementary school.
- Coordinate and organize special events.
- Provide input into the creation of the Elementary School calendar.
- Communicate with stakeholders in an appropriate and timely manner.
- Conduct parent information meetings as necessary.
- Assist with the proofreading of reports.
- Read, understand, and act in accordance with school handbooks.
- Comply with Maltese law and school policies and administrative regulations.
- Assist with accreditation and compliances
- Attend regular H&S meetings and ensure H&S protocols are followed
- Assist with the Annual Goal Setting and lesson observation
- Support and coordinate Elementary school events

Skills, Attitudes and Dispositions

- Demonstrate professional qualities as detailed in the VIS Teacher Code of Ethics.
- Exercise sound judgment when making decisions.
- Maintain confidentiality.
- Assume responsibility for professional learning.
- Stay current with research related to educational trends and professional knowledge.
- Display organisational and time management skills
- Be flexible and reliable
- Possess confident leadership skills and show initiative



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- Be a team-leader, fostering collaboration and input from colleagues
- Strong problem-solving skills
- Be culturally minded
- Demonstrate respect, integrity, dedication and empathy

Qualifications

- Master's degree in Educational Administration or a related field
- Teaching qualification
- Minimum of 5 years of experience as a certified teacher
- Prior experience in an administrative role in an Elementary school setting is preferred
- Prior experience in a PYP school setting is preferred

Nov 2024