



Verdala
INTERNATIONAL SCHOOL

Job Description

Elementary School Principal

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 school.

Leadership Structure

Reports to: Head of School

Member of: Leadership Team
Elementary Pedagogical Leadership Team (PLT)
Leadership + (Curriculum Coordinators & Leadership)

This role is a non-teaching role, although when required some teaching may be necessary. The initial contract is for two years, starting August 9 2021.

Purpose of Role

The ES Principal is expected to ensure that all activity within the Elementary School aligns with the Vision, Mission, and Guiding Statements of the School.

The Elementary Principal is responsible for leading and managing the Elementary School, and facilitating effective collaboration among all staff members.

The Elementary Principal is expected to have a good understanding of all curriculum programmes across the Elementary School and to liaise regularly with the Programme Coordinator to ensure teaching and learning are in line with programme requirements.

The Elementary Principal is expected to provide a safe, secure, and caring environment for students.

The Elementary Principal is expected to ensure a culture that supports and challenges every student in reaching their potential, that values and demonstrates life-long learning.

The Elementary Principal is expected to promote and encourage students, staff and where appropriate parents, to value the principles underpinning our Definition of Learning.

Specific Duties and Responsibilities

VIS Strategic Plan

- Ensure all aspects of the School's Strategic plan (2017-22) are adhered to
- Contribute to annual goals to support the strategic plan
- Highlight and encourage staff to be part of the strategic plan journey
- Support the development of the Facilities Masterplan
- Contribute to the development of the next strategic plan



Job Description

Elementary School Principal

Pedagogical Leadership

- Actively participate in the School Leadership team in decision-making that is in alignment with school policies and the ethos of the school.
- Contribute to the building of a whole-school
- Collaborate with other members of the school leadership team in developing school action plans within the framework of the school-wide strategic plan.
- Support a culture of professional development opportunities across the Elementary School
- Maintain a good understanding of ideas, debates and practice within Elementary education
- Conduct Performance Evaluations of Elementary teaching staff, within the framework established by school policy.
- Lead and facilitate regular collaborative planning meetings across the Elementary School
- Support the curriculum teams in ensuring that subject documentation is current, representative of the taught curriculum, and aligned across the school.
- Assist in the recruitment of quality teaching staff and their orientation to the school.
- Support new staff in settling in to the curriculum and programmes and other necessary aspects of school routines and procedures
- Encourage the integration of technology into teaching and learning in line with the School's IT Guiding Statements
- Ensure the development and sustainment of a culture of academic honesty and integrity
- In collaboration with the PLT, use internal and external assessment data to develop strategies to maximise student success

Student Learning

- Oversee, throughout the Elementary Grades, the development and implementation of a coherent, consistently documented curriculum that is consistent with the school's mission, vision and philosophy of teaching and learning.
- Coordinate the design and implementation of a schedule of classes within Elementary to implement the school's teaching and learning philosophy.
- Reinforce appropriate standards of behavior among all the students.
- Develop and support the pastoral curriculum
- Ensure an appropriate Edtech platform is available and accessible where required

Communication

- Ensure that all members of the Elementary are familiar with the aims and objectives within the framework of the School's Guiding Statements and Strategic Plan
- Facilitate effective communication amongst the staff, departments and other forums, e.g. PLTES, LT, LT+, Staff concerns



Job Description

Elementary School Principal

- Maintain a visible, approachable and welcoming profile for parents and visitors, in particular to those directly associated with the Elementary.
- Attend and report to the school community on school events and functions as appropriate.
- Communicate, in a supportive way, decisions taken by the school leadership.
- Ensure that community members understand the curriculum programmes of the Elementary campus.
- Encourage and support a positive home-school partnership
- Ensure that regular and timely communication takes place with parents about student progress and areas requiring improvement.
- Ensure concerns presented by students, parents and staff are followed up and timely feedback is given
- Develop an ethos throughout the Elementary section of the school of openness, respect, collaboration, enquiry and innovation.

Administrative

- Formulate and work towards aims, objectives and strategic and action plans for Elementary which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School
- Lead the development and delivery of the Elementary Action Plans (short-term and long-term) in accordance with the approved strategic plan
- Oversee and report on evidence of improved pedagogical practice in alignment with the programme expectations
- Oversee and facilitate the reporting cycle and use of Managebac in line with the assessment policy
- Submit budget plans for educational materials expenditure as requested by the school's business office monitoring and managing spending against that budget.
- Ensure the health and safety of Elementary students, staff and visitors.
- Ensure that the Elementary campus is well-presented, with fresh, attractive and informative classrooms, displays and other facilities.
- Utilise campus facilities to support the school's programme and aims.
- Ensure the use of meetings are regularly recorded and documented accordingly
- Support the admissions process as required
- Ensure that the school meets the standards of the MSA accreditation requirements, in particular support the MSA Action based research projects
- Manage the Elementary resources, ensuring that programmes and curriculum are effectively resourced to maximise student learning in line with the school's Guiding Statements and Strategic Plans
- Provide support to the Head of School in Board meetings and reporting.
- Act as a positive role model for all staff



Verdala
INTERNATIONAL SCHOOL

Job Description

Elementary School Principal

Application Process

1. Applicants must include the following to be considered:

- Letter of application
- Curriculum Vitae (max 2 pages)
- Contact details of three references, one should be the current Head of School, as part of the process the School will be contacting any long-listed candidate referees
- A video (2-3 mins. Max.) showing the candidate talking about their personal educational philosophy, this should be in either a shareable link or a .MOV or .MP4 format

All of the above should be sent to employment@verdala.org by 30 July 2020.

2. Candidates will go through a layered online interview process that includes:

(i) Long-list interviews with two panels (Curriculum & Pastoral) via zoom

(ii) Short list candidates will

- Participate in a DISC profile exercise and follow-up session with outsourced leadership coach
- Final interview with Leadership Team

GDPR Note: All recordings, videos and documentation will be deleted once the interview process is over and no later than Nov 2020.

May 2020