

Job Title: Vice Principal

Reports to: Head of School

Position Summary:

The Vice Principal plays a key supportive role in assisting the Head of School (HOS) in implementing the school's vision, mission, and strategic goals. This position focuses on ensuring the effective day-to-day operations of the IB continuum programmes (PYP, MYP, DP), supporting teachers, fostering student well-being, and engaging with the school community. The Vice Principal helps to create an environment that reflects the IB philosophy, promotes collaboration, and drives continuous improvement in teaching and learning.

Key Responsibilities

1. Strategic Support

- Collaborate closely with the HOS to provide direction for the development, implementation, and evolution of IB programmes.
- Assist in aligning school strategies with the mission, vision, and values of the institution.

2. Academic and Curriculum Oversight

- Work with the HOS and programme coordinators to support the implementation of the IB PYP, MYP, and DP.
- Oversee curriculum development and ensure alignment with IB standards and the Programme of Inquiry (POI).
- Monitor and ensure the consistency of teaching practices, assessments, and reporting standards across programmes.
- Support teachers in designing and delivering high-quality inquiry-based instruction.

3. Teacher Support and Mentorship

- Assist the HOS to actively mentor and support teaching staff, fostering a culture of collaboration and professional growth.

- Regularly visit classrooms to provide feedback and guidance aligned with IB philosophies.
- Assist the HOS in addressing teacher concerns, providing resources, and enhancing instructional practices.

4. Professional Development

- Work with the HOS and coordinators to plan and implement professional development initiatives.
- Facilitate workshops and collaborative planning sessions to strengthen teachers' understanding of IB frameworks.

5. Student Well-being and Pastoral Care

- Assist the HOS in overseeing the well-being and pastoral care of all students.
- Monitor and support students' academic, social, and emotional development.
- Promote a positive, inclusive, and balanced school culture.

6. Community Engagement

- Collaborate with the HOS to organize and promote community engagement initiatives.
- Support the celebration of achievements and milestones within the IB programmes.

7. Quality Assurance

- Assist the HOS in ensuring that IB standards and practices are consistently met across all programmes.
- Participate in internal reviews and evaluations to identify areas for growth.
- Help organize and lead collaborative meetings to support quality assurance processes.

8. Administrative and Operational Support

- Work closely with the HOS to manage administrative tasks, including scheduling and resource allocation.
- Serve as Acting Head of School when needed, ensuring smooth leadership continuity.