

JOB DESCRIPTION

Position Title:	Vice Principal	Division:	Administration
Reports to:	Principal	Department:	Senior Leadership
Location:	Muweilah Area, Sharjah		
Role Purpose: Work collaboratively with the Principal to manage, coordinate, supervise and provide leadership for all educational and administrative school activities.			
KEY RESPONSIBILITIES		PERFORMANCE INDICATORS	
CURRICULUM		<ul style="list-style-type: none"> Coordinate with the school leaders (Academic Consultants, Heads of Departments, and Subject Coordinators) to implement the ISCS and UAE curriculum. Ensure compliance and monitor the annual achievement tests. Supervise the implementation of the assessment policy. Take decisions regarding material, resources and equipment required to fulfil curriculum related objectives. 	
PASTORAL		<ul style="list-style-type: none"> Monitor and oversee the supervision of students throughout the school day. Maintenance of school wide student behaviour plan. Ensure communication of said policy to parents, teachers, and students. Collaborate with Phase Directors regarding phase level pastoral issues. Oversee the implementation of health and safety regulations and procedures school wide. Assist in the supervision and evaluation of phase directors, teachers and support staff. Organization, supervision and evaluation extra-curricular activities 	
ADMINISTRATIVE		<ul style="list-style-type: none"> Adhere to all Bukhatir and ISCS policies and procedures. Monitor the Registration Department to ensure proper student record keeping and compliance with Ministry of Education (MOE) regulations. Collaborate in the preparation, presentation and maintenance of the school annual budget. Organization of special events, celebrations and assemblies. Oversee the ISCS shared services department (HR, Accounts, IT, Registration, Health, Office Management & Facilities) Provide monthly performance updates to the Principal. Prepare management presentations/reports as and when required. 	
CORE ISCS VALUES			
CUSTOMER FOCUS		<ul style="list-style-type: none"> Understand the needs and wants of ISCS customers (staff, students, visitors, vendors) in order to provide accurate, complete and timely service. 	
TEAMWORK		<ul style="list-style-type: none"> Work cooperatively with others to achieve organizational and team goals. 	
DIVERSITY		<ul style="list-style-type: none"> Take full advantage of the rich backgrounds and abilities of all by recognizing and valuing differences, seeking inclusiveness, and considering and honouring differing points of views. 	
CREATIVE PROBLEM SOLVING		<ul style="list-style-type: none"> Create new and valuable ideas and use these ideas to solve problems and develop improved processes and methods. 	

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CONTINUOUS LEARNING	<ul style="list-style-type: none"> Show a commitment to continuous learning and improvement of self, others.
INTEGRITY	<ul style="list-style-type: none"> Adheres to high standards of Islamic, personal and professional conduct.

QUALIFICATIONS, EXPERIENCE, SKILLS & KNOWLEDGE

Qualification and Work Experience

Completion of a Master's Degree and Teaching Certification required.

Experience:

Successful teaching experience of at least 5 years required and ideally at least 10 years.

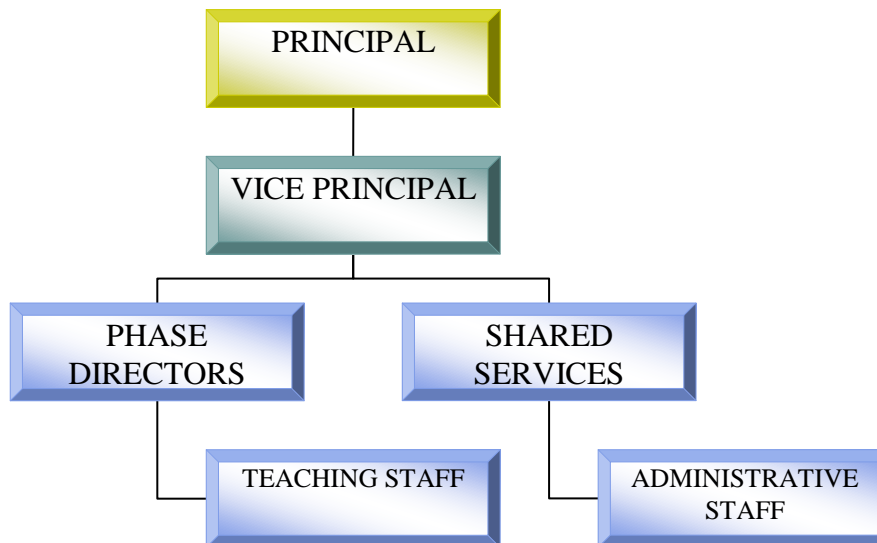
Soft Skills

- Work cooperatively with the school board, parents and staff.
- Strong organizational skills including proven ability to prioritize and work to deadlines.
- Good interpersonal and communication skills
- Ability to work on own initiative and as part of a team
- Ability to perform well under pressure
- Good written and oral communication skills in English, Bilingual Arabic speakers would be preferred.

Special Knowledge/Skills:

- Curriculum Development
- Personnel Administration
- Education Program Administration
- Knowledge of School Budgets and Operation
- Knowledge of U.A.E. Ministry of Education and Ministry of Labour laws

DEPARTMENT ORGANIZATION STRUCTURE



DIMENSIONS