



St Joseph's Institution International School Malaysia POSITION DESCRIPTION

SJIIM is seeking to appoint Assistant Principals for August 2020. The job description below includes all of the responsibilities shared by the Assistant Principals. Specific roles and responsibilities will be shared depending on the strengths of the candidates and will be finalised prior to appointment. Please state your areas of experience and strength in your letter of application.

Job Title:	<i>Elementary School Assistant Principal</i>		
Reporting To:	<i>Elementary School Principal</i>		
Direct Reports:	<i>Year Leaders, Pastoral Leader and Teaching & Learning Leads, Subject Leaders</i>		
Effective starting from:	<i>1st August 2020</i>	To:	<i>31st July 2022</i>

Primary Purpose: The Assistant Principals are responsible for all aspects of:

- students profile: character and wellbeing and supporting academic progress.
- curriculum, assessment and progress tracking of all students in the ES.

Position in Context:

The Assistant Principals are expected to undertake all the professional duties of a teacher under the direction of the Principal. They will develop the character, wellbeing and academic attributes of all Elementary students and contribute to the strategic and operational planning and policy development of the Elementary School.

In fulfilment of all responsibilities and duties, the Assistant Principal will show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues, parents and pupils.

Specific Duties and Responsibilities:

1. Oversee the character and wellbeing development of students

- Liaise and communicate with teachers & parents regarding student character and wellbeing
- Oversee the development, communication and implementation of the student character and wellbeing programmes
- Oversee and manage links with student wellbeing community support agencies
- Oversee procedures to ensure the information relating to student health and wellbeing is up to date and communicated to staff
- Oversee the development and implementation of behaviour management policy and procedures for students including behaviour tracking and anti-bullying procedures
- To coach, support and advise other colleagues in relation to safeguarding



St Joseph's Institution International School Malaysia

POSITION DESCRIPTION

2. Support the academic progress of ES students

- Liaise with the assessment and teaching & learning leaders to discuss academic progress
- Lead Pupil Progress meetings: track PASS, GL Assessment, teacher assessments
- Put in place interventions and support strategies for identified pupils/groups
- Monitor planning, teaching and outcomes to ensure the needs of all pupils are met

3. Oversee the Special Educational Needs of Elementary School students

- Oversee the Special Educational Needs policy
- Oversee the needs and provision of SEN students in the ES
- Liaise with therapists and specialist centres
- Coordinate meetings with parents, staff and therapists
- Support teachers with IEPs and delivering a differentiated curriculum where appropriate
- Assist with the assessment and induction of SEN children

4. Oversee Transitions

- Liaise with High School staff to ensure transition between stages of the school are of a high standard
- Ensure all transitions within the ES are managed smoothly and effectively

5. Leading Teaching and learning:

- To actively promote the implementation of the school's teaching and learning policy
- To have an excellent knowledge and understanding of the key teaching and learning aspects across the school
- To have a good understanding of the levels of attainment across the school and how to plan lessons to meet these levels
- To support staff teams to produce differentiated and inclusive lesson plans, identifying learning outcomes and success criteria in which Teaching Assistants are fully engaged
- To utilise knowledge and understanding of new developments and initiatives when considering their impact on teaching and learning in the school
- Ensure that data is used effectively to further improve the quality of teaching and learning
- Ensure that data is used effectively in order to access adequate support for all children

6. Curriculum Development.

- Keep up to date with curriculum developments in the IPC and English National Curriculum and inform appropriate parties of relevant developments
- Establish and monitor procedures for long and short term planning for all subjects
- Develop and maintain an appropriate and inclusive curriculum delivered through the IPC, designed to reflect the best current educational thinking, practice and research
- Ensure parents and students are well informed about the curriculum, attainment and progress
- Translate the curriculum plan into an effective school timetable in liaison with the Principal
- Liaise with ES staff to ensure cross curricular links are made



St Joseph's Institution International School Malaysia

POSITION DESCRIPTION

7. Assessment and Reporting

- Ensure reporting policies are in line with the school ethos and principles
- Guide and support subject leaders by developing policy and practice in all areas of curriculum, planning and assessment
- Ensure summative assessments are used effectively to inform planning, teaching and reporting
- Develop and implement the Student-Led Conference system, including communicating with parents, guiding teachers and supporting year coordinators
- Oversee the quality of reporting

8. Timetable management

- Construct the ES timetable in consultation with ES senior leaders
- Respond to concerns about the timetable and communication in the ES
- Coordinate with staff across the school, as required, in the planning of the timetable

9. Contribute to the leadership and management of Performance Development and Professional Development of staff in the Elementary School

- Lead the Performance Development and Professional Development of class teachers, year leaders and learning assistants. This includes developing and overseeing a set of common protocols for staff
- Work with the SLT to monitor the quality of Teaching and Learning and address any concerns
- Lead and manage the Performance Development procedures for all direct reports
- Lead and manage the learning assistants induction and training programme

10. Lead and manage key school activities

- Liaise with the Elementary School Principal to produce the Elementary School Calendar and policy development in Elementary School
- Liaise with relevant people to compose class lists prior to the academic year. Assign new students who join SJIIM after the commencement of the school year to tutor groups
- Oversee processes for student entry to (and exit from) Elementary School, including preparation of leaver documentation
- Organise, communicate and lead Elementary School professional development meetings, assemblies, Parent Information Sessions, Parent Teacher Interviews and other school days/events
- Oversee the process for excursions, incursions, camps, sporting events etc pertaining to Elementary School students and approve, or otherwise, applications from teachers for these activities
- Lead and adhere to the school safeguarding policies

11. Lead and manage all direct reports.

- Provide leadership to, and mentor all direct reports (Year Leaders, Class Teachers & Learning Assistants)



St Joseph's Institution International School Malaysia

POSITION DESCRIPTION

12. School Policy and Documentation Preparation and Compliance

- Review, develop and implement ES policy and procedures as directed by the Principal
- Maintain, update and oversee Curriculum Policies, Course Outlines, Curriculum plans, Parent Handbook, Staff Handbook, Bulletin, Update, ES Hub, Staff Protocols
- Oversee system of ordering and distribution of exercise books, curriculum items and resources
- Respond to concerns about policies, documentation and communication in the ES

13. Teaching.

- Teach where directed and participate in the CCA programme

14. Other general administration.

- Maintain, update and oversee routine correspondence with parents
- Lead the process of assigning cover for absent teachers
- Maintain and update the school calendar
- Assist SLT with budget setting
- Promote the standing of SJIIM in the local community
- Communicate to students and parents when necessary
- Other duties as directed by the Elementary School Principal



St Joseph's Institution International School Malaysia

POSITION DESCRIPTION

Personal Specifications:

All staff working with our children are representative of the SJIIM community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with parents and colleagues, and committed to safeguarding and providing the best possible education for children, as well as promoting their health and wellbeing.

Has experience of:

- Working in a variety of schools
- Actively being a member of the school leadership team

Can demonstrate:

- Decision making and problem solving skills
- Excellent communication
- Ability to engage and motivate students
- Excellent organisational and time management skills
- Ability to work collaboratively, develop effective relationships and establish productive partnerships
- Initiative and leadership in managing change to enhance and raise standards.
- The ability to support the work of colleagues and provide staff development, with an understanding of its relationship to performance management
- The ability to listen and communicate effectively (both orally and in writing) to a variety of audiences
- Strong interpersonal skills, responding appropriately to both adults and children
- Ability to organise themselves and others
- Self-motivation
- Further degree or higher level qualification (preferable)

Demonstrates knowledge and understanding of:

- UK and International Curricula
- Assessment, recording and reporting of pupils' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum
- Current statutory safeguarding responsibilities of schools
- The school's role in effectively providing for the needs of all pupils, including those with additional needs
- The process and importance of school self-evaluation.
- Whole-school issues and their implications for financial management.
- School improvement strategies
- The principles and practice of primary education at Early Years and Key stages 1 and 2.
- The principles and practice of community and character education and student well being
- Up to date educational research