

## Job Description – School Principal

### Norwegian International School

The Principal provides effective, dynamic and inspirational leadership in order that every child is able to reach their full God given potential at Generations.

The Principal serves Generations Christian Education (Generations) in supporting the implementation of its vision, mission and values for Christian Education and is part of the Generations Senior Leadership Team (SLT).

The primary purposes of the Principal are:

- To lead and manage the school in accordance with Generations' Vision, Mission and Values
- To provide the best possible learning environment where children achieve their potential as life-long learners
- To promote and safeguard the welfare of the children
- To inspire and motivate our outstanding team of staff

Line management is provided by the Executive Director, and functions through regular meetings, Senior Leadership Team meetings and monthly written reports.

### Key Duties

#### Learning:

To ensure that the program of learning at the school:

- Will build solid foundations of God's love through a Biblical world view curriculum that enables students to follow Jesus Christ and know His word.
- Enables children to make excellent progress in English and Maths.
- Secures high quality learning in all aspects of the curriculum leading in design and implementation.
- Has a broad, engaging, exciting and fun curriculum, which is regularly reviewed and continually developed.
- Introduces best practices, high quality resources and enriching school programs and classroom environments that are monitored, evaluated and constantly upgraded for outstanding levels of learning and teaching.
- Is implemented through highly qualified teaching staff who develop, coordinate, implement and evaluate effective teaching and learning
- Ensures a consistent and continuous school-wide student assessment and achievement evaluation using appropriate data and benchmarks to track and evaluate individual student progress.
- Maintains *behaviour* of a high standard following Generations Christian Education policy
- Secures a caring and supportive environment for all children. Challenging and providing remediation for under-performance.

- Works to remove barriers to underachievement for all students, particularly those requiring Learning Support Service.
- Challenges all children to perform to their full potential, especially those with particular Gifts and Talents.
- Providing nurturing and attentive pastoral care for all students
- Includes regular reporting and reflective analysis of student progress and achievement to the Executive Director and Director of Learning.
- Delivers effective communication to parents and stakeholders on school programs, student achievements, placements and behaviour.
- Satisfies the requirements of the Education Bureau of Hong Kong SAR.

### **Staff:**

- Recruit and retain; develop; motivate; and, lead high quality staff to achieve their highest professional standards.
- Ensure appropriate care and encouragement of staff, reporting on challenging personnel issues as appropriate.
- Implement and maintain an effective annual performance management process for all school staff.
- Effective promotion of professional development and academic growth of staff through systematic continued development programs.
- Build a collaborative learning environment across Generations Schools and learning agencies to build effective learning communities.
- Delegate to Learning Area leaders, Department Heads, Learning Support Teacher (LST) or Learning Support Coordinator (LSCo), budget holders and specialist staff in a way that promotes their development, enables them to perform to their full potential, holds them accountable and supports them fully.

### **Strategic Plan:**

- To assist the Executive Director on behalf of the Board in implementing the school's Strategic Development Plan.
- To regularly review school performance and improve outcomes through the design and ongoing implementation of a School Development Plan (SDP), which details time-scaled and budgeted outcomes and School Improvement Plan (SIP).
- Report to the Executive Director on the effectiveness of all aspects of the school's performance, including SDP and SIP.
- Be active in both the development and promotion of the Generations' vision to our stakeholders.

## **Community:**

- To stimulate, foster and enhance a sense of community amongst staff, parents and students that encourage them to support the Vision and Mission of the School through excellent interpersonal skills, taking and providing appropriate advice.
- Consistently use and develop information systems to ensure exemplary communication links to promote high quality relationships with all stakeholders.
- Manage the school in a way which promotes it as an attractive school to both current and potential students and their families.
- Build up community relationships and school collaboration.
- Ensure representation and support from the school at all Parent-Teacher Association meetings.
- Investigate, develop and coordinate suitable courses which support school families.
- Liaise with the Senior Leadership Team on stakeholder relationships, trends in student numbers, local population and contacts with external agencies.
- Coordinate with the respective kindergartens/pre-primary and secondary schools to ensure smooth transitions.

## **Administration:**

- Administer and implement all Generations' policies.
- Manage the day-to-day administrative and operation needs of the School including enrolment, staff management, health and safety of staff and property and maintenance of facilities.
- Maintain appropriate documentation for the performance, evaluation and management of all staff and students.
- Work with the Chief Operating Officer to manage the School's budget.
- Annual submission of accurate financial modelling scenarios to the Executive Director and/or her delegate.
- Work with the Chief Operating Officer to ensure that the School complies with the requirements of Hong Kong Education Bureau and other government agencies.
- Ensure the school satisfies its obligations under the Generations Support Services Agreement.

## **Marketing:**

- In conjunction with the Advancement Office, develop and implement effective marketing strategies which promote and develop enrolment demand along with the retention of existing students.
- To encourage the School community stakeholders to be passionate about their school and positively promote it to others.

## **Risk Management:**

- Effectively managing the school's operational risks to an acceptable level, including an annual regimen of inspection and maintenance of School property and buildings.
- Ensure all children and staff are acceptably safe and secure.
- Ensure all students are registered; fees are appropriately paid/settled.
- Alerting the Executive Director/Senior Leadership Team of any material issues that arise and how they are being handled.

## **Senior Management Duties:**

- Assist the Executive Director and Chief Operating Officer in the development of the organisation, offering advice and support in all areas.
- Attend relevant meetings as required e.g. Board meetings, Senior Leadership Team meetings, sub-committee meetings, senior staff meetings.
- Promote the ethos and message of Generations Christian Education.

## **Other:**

- Perform other duties as directed by the Executive Director
- Ensure that the all aspects of school administration and operations adhere to the *Operational Policy and Procedures Manual*.