

POSITION DESCRIPTION

Position Title:	Vice Principal
Name of employee	
Line Manger Title:	Principal

Position Purpose Statement

A brief but complete statement describing why the position exists.

<p>The AGS Vice Principal is taking ownership and accountability for different aspects of school life within the allocated phase.</p> <p>The core purpose is to provide:</p> <ul style="list-style-type: none"> - professional and strategic leadership alongside the daily Ministry requirement tasks. - demonstrate a commitment towards implementing the mission, vision and values of AGS. - monitor and support the wellbeing, academic growth and social development of the pupils and teachers of the Arabic department phase. - develop professional relationships and be collaborative with colleagues and parents with the purpose to improve the social and academic experiences of their pupils and complete with commitment the demand from the Ministry of Education portal. <p>At all times, AGS Leads act with honesty and integrity to support the school leadership to achieve the corporate and academic objectives of the AGS School's group.</p>

Minimum Requirements

Describe the critical knowledge, skills and experience required to achieve the accountabilities of the position.

Education and Qualifications	<ul style="list-style-type: none"> • Post Graduate Certification in Education (PGCE) or Professional Graduate Diploma in Education (PGDE). or Batchelor degree in Education (B-Ed)
Years of Experience	<ul style="list-style-type: none"> • More than 7 years teaching experience of Education and 5 years in leadership.
Language Skills	<ul style="list-style-type: none"> • Native Arabic speaker With IELTS (English), minimum score 7.0



Performance standards and expectations

The bulleted subheadings should not be interpreted as standalone criteria but used to understand the overall role requirement.

AGS Lead:

- 1. Set high expectations which inspire, motivate and challenge pupils/teachers in the Arabic/ Islamic/ social studies department**
 - Develop practices that support and follow school policies.
 - Take a leading role in raising standards, improving quality of Arabic/ Islamic/ Social studies teaching and staff development.
 - Ensure resources are efficiently and effectively used to achieve the school's aims and objectives in Arabic/ Islamic and social studies.
 - 2. Promote good progress and outcomes**
 - Implement the school initiatives impacting on student attainment or progress of Arabic/ Islamic/ SS.
 - Upload and in partnership with the Principal, monitor children's progress and attainment on the ministry portal.
 - Be involved in development planning reviewing it for ministry portal purposes.
 - 3. Staff management and development**
 - As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils.
 - Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale
 - Lead by example and encourage the practice of working as a strong team.
 - Ensure that a professional demeanour and attitude is maintained by all staff in your team
 - Mentor trainees, newly qualified admin staff and support their induction
 - To play a full part in developing and enhancing relationships between the school, pupils, parents.
 - 4. Vice principal role**
 - *Be aware of all private school ministry regulation and work alongside the principal to achieve the necessary yearly targets on a timely and professional manner.*
 - *Sharing an accurate translation of the ministry regulations and information accurately with the principal and the according team for full understanding and accurate development of the school.*
 - *To play a full part in developing and enhancing relationship and accurate communication between the school and the ministry team who is visiting the school and sharing advice to support the growth of the school.*
 - *Registering all the student on the portal in a timely and professional manner.*
 - *Reading the communications shared by the ministry regularly and translating to the according member of staff to ensure compliance with the regulations.*
 - *Ensuring or informing the principal when a regulation or approval should be delt with in a timely and professional manner.*
- Wider professional responsibilities**
- Share common tasks allowing the administration staff to work together as a coherent team, ensuring consistency and equitability across the phase and school
 - Respond to the specific individual requirements unique to the education and development of the school
 - Contribute to the line management of the admin staff to ensure links between academic and ministry teams are coordinated, and support school improvement and development of the ministry attribute and standards
 - Undertake other appropriate tasks and responsibilities as allocated by the SLT



As required, attend senior leadership team meetings.



Performance Management Targets-Middle Leadership

Describe the critical performance/process improvements that will be achieved during this appointment.

	Performance Objectives (the What)	Action steps I need to take (How I'll get there)	Success criteria (How will I know when I've succeeded?)	Start date	Due date
Role Specific Objective 1.	<i>Within this role, identify a performance target that will be achieved within 1 Term</i>				
Role Specific Objective 2.	<i>Within this role, identify a performance target that will be achieved within 1 year</i>				
Role Specific Professional Development Objective	<i>Identify professional development activity that will increase the post holder's capacity to perform this role</i>				