



JOB FAMILY Teaching

Role Name	Vice Principal (with responsibility of a PYP Coordinator)
Job Code	TCH
Role Summary	<ul style="list-style-type: none"> • Consistently champion and uphold the school’s core values and foster caring, positive relationships. • Support the schools mission statement and IB Learner profile • Develop and articulate a shared vision and strategic development plan for the school and lead colleagues in achieving this. • Act as a pedagogical leader • Create an atmosphere of mutual trust where collaboration, discussion, debate and teamwork are promoted within the school. • Model exemplary professional practice. • Contribute to the creation of the school’s learning community, fostering a spirit of inquiry, innovation, professional learning and reflection. • Promote high standards and expectations through supporting performance
Main Accountabilities	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • To be the Principal designate as required • To ensure quality teaching/learning and assessment • To develop teachers’ and educational assistants’ professional knowledge and skills • To develop and present effective staff development programs • To develop and present effective parent workshops and information sessions • To develop effective teams and ensure the successful implementation of the School Development Plan • To liaise with the IB on all Primary Years Programme matters <p><u>School Management</u></p> <ul style="list-style-type: none"> • Ensure effective Year group communications • To lead and develop the Primary Years Programme throughout the school • To actively lead curriculum development across the school • To attend and lead all planning meetings as PYP coordinator • Ensure professional learning through collaboration and self-evaluation • To coach and mentor staff • To review planning of teachers • To support the teaching and learning of students across the school • To develop the teaching timetable as determined by Principal



	<ul style="list-style-type: none"> To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives
Typical reporting relationship	Principal
Minimum typical education	Degree in Early Years Education or equivalent
Minimum typical experience	Recent senior management / VP experience desirable/ PYP experience essential
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> Resource /budget management Curriculum development Present to adults Lead others <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Expert understanding of IB/PYP Understand the needs of young students
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> Leadership and management skills Ability to motivate, inspire and build capacity in others Learning agility Professional integrity Commitment and passion for the education of young children Visionary thinking / strategic orientation Balance and reflective
Notes: Two year finite contract.	