



DEPUTY PRINCIPAL JOB DESCRIPTION

Job Title :	Deputy Principal
Line Manager:	Principal /CEO

Purpose of Job

As the Deputy Principal at Scholastic International School Myanmar (SISM), you will play an instrumental role in ensuring the effective functioning of the whole school (Year 6-13). In close collaboration with the Principal, you will champion academic excellence, offering unwavering support to our faculty, and fostering the holistic development of our students. Your active involvement will extend to shaping the school's strategic vision, contributing to curriculum enhancements, and advocating for student well-being. At SISM our mission is to cultivate a vibrant community where respect, leadership, and empathy thrive. We celebrate diversity as a cornerstone of our educational journey and believe that the joy of learning is at the heart of personal growth and global understanding. Together, we aim to inspire and empower our students to become responsible and compassionate global citizens.

As Deputy Principal, you will serve as a source of inspiration, setting a powerful example by consistently demonstrating a strong work ethic, approachability, kindness, and a likable personality. Through these actions, you will embody leadership and contribute to creating a positive learning environment that aligns with our commitment to delivering a world-class education

Duties and Responsibilities

- ❖ Promote high standards in all aspects of school life, particularly in pupil progress.
- ❖ Actively support the vision, ethos, culture, and policies of the school.
- ❖ Inspire and motivate pupils, teachers, and other school employees.
- ❖ Comply with the professional duties outlined in the staff Code of Conduct.
- ❖ Contribute to a school culture that is positive, purposeful, and professional.
- ❖ Engage positively in the school's Appraisal process and performance management arrangements.
- ❖ Demonstrate commitment to safeguarding and promoting the welfare of children and young people.
- ❖ Collaborate with school leadership to shape the school's culture.
- ❖ Assist in crafting the school's vision and values, ensuring understanding and alignment among all stakeholders.
- ❖ Work closely with leadership to implement the school's plans effectively.
- ❖ Ensure professional development opportunities are available to all staff, aligned with school priorities.
- ❖ Promote the school for student admissions and staff recruitment.
- ❖ Ensure the school runs efficiently on a daily basis, including managing teaching staff coverage and schedules.
- ❖ Create and oversee budgets while monitoring expenditures.
- ❖ Supervise and manage the school's timetable.
- ❖ Collaborate with the Director and Principal in hiring academic, administrative, and curriculum support staff.
- ❖ Prioritize learning in all planning and resource decisions.
- ❖ Conduct regular meetings with the School Management Team
- ❖ Ensure the delivery of the agreed curriculum and maintain high academic standards.
- ❖ Develop and adapt a suitable British-based curriculum for all students.
- ❖ Monitor and assess classroom practices for effective teaching and learning.



- ❖ Plan student groups and staffing structures.
- ❖ Supervise the development of assessment and tracking systems to monitor student progress.
- ❖ Stay up to date with educational theories and subject requirements.
- ❖ Establish and review academic policies, curriculum documents, and work schemes.
- ❖ Publish and update curriculum summaries and academic handbooks.
- ❖ Oversee pastoral support for all students.
- ❖ Promote personal development through the curriculum and enrichment activities.
- ❖ Create an academic profile for the school and its students.
- ❖ Assist staff in supporting students' learning needs.
- ❖ Manage staff recruitment, induction, and training.
- ❖ Lead by setting high expectations in professionalism, including dress, behavior, punctuality, and mutual support.
- ❖ Maintain a suitable teaching load, including agreed-upon extracurricular activities.
- ❖ Participate in the school's CPD program
- ❖ Collaborate with the Principal to handle staff disciplinary matters efficiently.
- ❖ Build positive relationships with parents and visitors.
- ❖ Present the school's performance accurately to various audiences.
- ❖ Oversee and attend parent student teacher conferences.
- ❖ Manage report production with department heads and ICT Services.
- ❖ Keep parents informed about pupil progress.
- ❖ Support and participate in major school events.
- ❖ Foster community partnerships at local, national, and international levels.
- ❖ Maintain effective communication within the school.
- ❖ Prioritize child welfare and collaborate to identify, assess, and support students.
- ❖ Ensure continuous health and security for all school stakeholders.
- ❖ Ensure the smooth operation of the school's Leadership Skills Foundation courses, with administrative support.
- ❖ Contribute to a termly Board of Directors paper, providing updates on all aspects of school life.

Requirements

- ❖ Possession of an appropriate degree, including a UK PGCE or an equivalent teaching qualification with QTS.
- ❖ Evidence of relevant and challenging continuing professional development
- ❖ Advanced degree in Education, NPQH or equivalent (desirable)
- ❖ Proficiency in the national curriculum of England, with expertise in IGCSE/GCSE and/or A Levels/IB as applicable.
- ❖ Satisfactory police clearances from the applicant's country of origin and all other countries where they have worked, with no concerns about suitability to work with children.
- ❖ Exemplary professionalism and a deep concern for children's well-being.
- ❖ Active and consistent participation in extracurricular activities.
- ❖ Deep respect for all members of the school community, regardless of their role, gender, age, or ethnic background.
- ❖ Prior experience working with students for whom English is not their primary language.
- ❖ Excellent communication and interpersonal skills.
- ❖ Cultural sensitivity and adaptability.
- ❖ Passion for teaching and a commitment to student success.

**Education is a dynamic field, and all staff members at SISIM are encouraged to actively engage in school activities and maintain a flexible*



approach to their responsibilities. While we have outlined the primary duties and expectations for this role, not all specific tasks may be listed. The post holder is expected to cooperate with reasonable requests from their line manager to perform work at a similar level that may not be explicitly mentioned in this job description. This description may be updated following discussions between the supervisor and the staff member, reviewed annually during the appraisal process, and adjusted based on the school's evolving needs.