



## CHELTENHAM MUSCAT

### **Appointment Details**

**Post Title:** Assistant Principal

**Start Date:** August 2021

**Contract Type:** Full Time

**Location:** Cheltenham Muscat

**Reporting to:** The Principal

**Nationality:** Omani

### **Purpose of the Role:**

Reporting to the school's Principal, the Assistant Principal's key responsibilities will be to ensure that the vision, mission and objectives of the school are implemented and that the school maintains an excellent reputation for providing first-class education in Oman.

The Assistant Principal is responsible for the management, organisation, operation and administration of the School's Arabic, Islamic and Social Studies Department. Arabic is the principal foreign language of the school and taught to all pupils in accordance with the Omani Ministry of Education requirements.

The Assistant Principal will have an important role to play in the school's operations and in the promotion of the school in the wider local, national and international communities and for achieving appropriate external accreditation and inspection outcomes.

It is noted that the role of the Assistant Principal is new to Cheltenham Muscat alongside the school itself; this role will therefore develop over time and operational responsibilities will be agreed with the Principal in accordance with the postholder's skills and experience and skills. It is likely that the specifics will change depending on the strengths of the successful candidate. The successful candidate should therefore expect to carry out other duties as requested by the Principal.

## **Person Specification**

### **Qualifications**

- A good bachelor's degree in education.
- Evidence of post-graduate study i.e. Masters, Ph.D.
- Minimum 4 years teaching experience.

### **Experience**

- Experience of working in an education environment in Oman.
- An outstanding and proven track record of successful leadership at a senior level.
- A strong academic background, stature and experience that will command the respect of pupils, parents, colleagues and the wider community.
- Experience of leading change and/or innovation that has resulted in improved pupil outcomes.
- Successful teaching experience that illustrates a commitment to academic progress and the welfare and safeguarding of pupils.
- Experience of the assessment, appraisal, guidance, support and professional development of staff.
- Experience of curriculum development.
- Knowledge and understanding of recent educational developments and best practice.
- Experience of leading and managing staff and successfully building broader stakeholder relationships.
- Demonstrable experience of seeing a project through from start to finish.
- Experience of growing pupil enrolments.
- Experience in teaching pupils for whom English is an additional language.
- An understanding of an external school inspection or accreditation process.

### **Personal Qualities**

- Bi-lingual Arabic and English.
- Strong leadership skills and proven ability to motivate and inspire others to reach organisational goals.
- A charismatic, visible leader with the gravitas to cultivate strong relationships to support the development and growth of the School.
- Well-developed networking, influencing and representation skills at the highest level externally.
- Excellent interpersonal skills and influencing abilities.
- Excellent and accurate verbal and written communication skills.

- Ability to be flexible, to assimilate new information quickly in a new environment, to work effectively and sensitively and appreciate different cultures.

## **Job Description**

### **Responsibilities**

#### **General Responsibilities**

- Support the ethos and defining characteristics of the school.
- Be an effective, loyal, active and mutually supportive member of the school's senior leadership team.
- Create high morale and team spirit, always leading by example.
- Maintain excellent communication with colleagues, parents and within the school.
- Be a visible presence around the school, including at the start and end of the school day.
- Actively promote and follow school policies and procedures.
- Be an example of excellence as a leading teacher, inspiring and motivating other staff.
- Participate in, and contribute to, any internal discussion, consideration and implementation of school strategy or policy.
- Promote a calm, orderly and safe learning environment.
- Adhere to the school's Safeguarding Policy.
- Teach and support all activities of the school.
- Undertake other duties as reasonably requested by them.

#### **Leadership and Management**

- Assessment and development of Arabic, Islamic and Social Studies teaching staff to create a highly qualified and skilled team of teachers.
- Establish targets for improvement with the team and individual staff members.
- Coach, mentor, guide and lead the Arabic, Islamic and Social Studies teaching staff to continually improve upon standards of pupils' progress, teaching, learning, curriculum development
- Develop a high-quality self-evaluation system to ensure accurate assessment of current teaching practices and areas of potential improvement.
- Formulate and provide professional development programs designed to support teachers and learning assistant with outstanding teaching for effective learning.
- Monitor Arabic, Islamic and Social Studies lesson planning ensuring Arabic and Islamic lessons promote the consistent development of pupils' independent learning skills.
- Maintain awareness of best practices, emerging research and new methods and products: critically review these developments for the suitability of enhancing pupil attainment, progress and skills.

## **Teaching and Learning**

- To identify curriculum priorities for the Arabic, Islamic and Social Studies department and write the relevant sections of the School Development Plan as required by the Principal.
- To promote a developmental approach to teaching and learning, ensuring that the quality of teaching and learning is monitored and developed through lesson observations, learning walks, pupil work sampling and the school's learning environment.
- To ensure that all Arabic, Islamic and Social Studies schemes of work are in place and regularly updated.
- To establish the annual assessment, recording and reporting cycle for the and manage all assessment procedures including school reports.
- To analyse pupil performance, analyse trends and take appropriate actions to ensure optimal pupil progress is achieved.

## **Pastoral and Co-Curricular**

- Take responsibility for the pastoral care of children, including ensuring appropriate reward and disciplinary procedures are followed.
- To work with the Principal to ensure the school meets its statutory obligations in terms of Child Protection legislations and other Ministry requirements.

## **Admissions & Marketing**

- To be aware of the school's annual enrolment targets and actively strive to achieve or exceed these with all other members of the SLT.
- Attend and support all relevant marketing and admissions activities that will include evenings and weekends as required.
- Be an excellent role model to all staff for outstanding customer care.

## **Community**

- To identify opportunities with the Principal and senior colleagues to further involve parents, carers, community figures, businesses and other organisations to enhance and enrich pupils' experiences.
- To seek new initiatives that can be shared with other schools within Oman.
- To support the Principal in sharing school initiatives and events with parent groups.

## **Budget**

- To contribute to the the drawing up of the annual budgets and monitor department spends for Arabic, Islamic and Social Studies.

## **Safeguarding**

All adults employed by Cheltenham Muscat are responsible for safeguarding and promoting the welfare of children for whom they are responsible or with whom they come into contact.

Cheltenham Muscat is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks.