

### Job Description: Executive Principal

We are currently seeking to appoint a female Executive Principal for a well-established and reputable private International School in Riyadh. Al Tarbiyyah Al Islamiah School is a large school for girls and boys offering the National curriculum and American Diploma to over 2500 students. The school has been operating since 1964 and has a long history of providing high quality education for the young people of Riyadh. With AdvancedEd accreditation and an ethos that promotes high standards within the context of Islamic values, the school has been very successful in achieving good standards and a strong foundation for girls and boys to access university and employment. The school is seeking an Executive Principal to take the school forward through a journey of transformation. The post has become available due to the retirement of the existing post-holder.

<b>Job title</b>	Executive Principal	<b>Department</b>	
<b>Start date</b>	January 2017 or before	<b>Location</b>	KSA, Riyadh
<b>Reports to</b>	The Executive Board	<b>Position(s) Supervised</b>	All staff

<b>Job Scope</b>	The School Leader will be responsible for running the school by academically and operationally leading the academic community, casting and developing the school's vision, managing the school's business and overseeing the implementation of the transformation plan recently developed by the school. The School Leader will also mentor a young Saudi lady to become the school's future school leader.
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide academic &amp; operational leadership of the school to ensure high academic school performance and efficient &amp; effective operations</li> <li>• Lead the implementation of the recently developed transformation plan, evaluate and report progress of the transformation plan.</li> <li>• Perform a variety of administrative duties involved in school operations, academic transformation, strategic planning, and quality assurance.</li> <li>• Strategic leadership of the senior management;</li> <li>• Strategic and day-to-day running of the three sections of school through the Senior Management Team, dealing with staff and pupils;</li> <li>• The management of curriculum matters, through Academic Supervisors</li> <li>• Recruit and manage high quality teachers and leaders by developing a plan to attract the best teachers in conjunction with management;</li> <li>• Making sure that the academic and pastoral needs of all students, including those with special educational needs, are met by working with senior Academic and Student Affairs personnel to accurately determine students' needs and ensure that effective programmes of support and guidance are implemented effectively;</li> <li>• Leading school ethos through Speech Days, Assemblies, meetings of groups or individuals and letters;</li> <li>• Overseeing student discipline by working with faculty and by building relationships</li> </ul>

	<p>with students;</p> <ul style="list-style-type: none"> <li>• Evaluation of departmental work through analysis of a breadth of information and data;</li> <li>• Monitoring student progress through exams, reports and the scrutiny of work.</li> <li>• Forward planning to improve the management or facilities in the school, working through the School Committee and Executive Committee to ensure a programme of continuous improvement against agreed priorities.</li> </ul>
<b>Key Relationships</b>	
<b>Internal</b>	Members of the team, including, Board members, children and staff
<b>External</b>	Parents and regulators and outside support agencies

<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor degree</li> <li>• Masters Degree (desirable)</li> <li>• At least 5 years teaching experience in secondary education</li> <li>• Native English speaker or Fluent English speaker</li> <li>• Arabic speaker (desirable)</li> <li>• Experience in school leadership and educational transformation</li> <li>• Experience in international school education (experience in the American diploma would be an advantage)</li> </ul>
<b>MUST HAVE SKILLS</b>	<ul style="list-style-type: none"> <li>• Exceptional relationships and communication skills</li> <li>• Essential to relate well to a range of stakeholders and with strong communication and listening skills.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to successfully lead a school academically, operationally and administratively</li> <li>• Ability to improve a school's performance;</li> <li>• Strong educational and pedagogical understanding;</li> <li>• Ability to effectively manage both performance and people including the use of coaching and mentoring to improve team performance;</li> <li>• Knowledgeable on the issue of inclusion and meeting the needs of the breadth of the student community;</li> <li>• Arabic speaker as an advantage;</li> <li>• Can communicate clearly throughout all departments of the school</li> <li>• Understanding of challenges and ability to adapt to the organization's structure</li> <li>• Sensitive to local culture and heritage;</li> <li>• Able to work with a multicultural work force;</li> <li>• Effectively using technology in the school</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to coach and mentor senior staff in implementing change</li> <li>• Excellent organization skills and attention to detail.</li> <li>• Strong time management and planning.</li> <li>• Proven ability to work well in a team.</li> </ul>
<b>Salary &amp; Benefits</b>	Package 50-60,000 SAR per month along with additional benefits including housing, healthcare and flights, the detail of which will be negotiable based on experience

<b>Contract</b>	2 year contract with the option for renewal
<b>Application</b>	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"><li>• Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position</li><li>• Current CV resume not to exceed two pages along with a professional photograph attached</li><li>• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years</li></ul> <p>Please send your application to: <b>sara@ruskineducation.ae</b></p> <p>For further information, please call the HR team on: 04 3947760</p>