

# Secondary Principal

---

The Secondary Principal is responsible to the Director.

The Secondary Principal is responsible for the following:

- the smooth day to day operation of the Secondary School;
- the leadership and management of the Secondary School;
- the development and planning for the Secondary School;
- contributing to the overall strategic planning of DISV.

## **THIS WILL INVOLVE:**

Showing **LEADERSHIP** by

- being an excellent practitioner and a suitable role model for the school's vision, mission, values and aims;
- empowering and supporting Subject Area Leaders and Coordinators in the secondary school to lead effectively;
- being a strong advocate for the ethos of the IB Learner Profile;
- setting the staff duty roster schedule and overseeing its implementation and review;
- challenging the Secondary School staff to work together and collaboratively develop clear goals that are consistent with and reflect both DISV school-wide development targets and IB MYP and IB DP requirements;
- participating actively in Academic Leadership Team meetings or other meetings that focus on whole school developments;
- working with the Director to evaluate and improve all aspects of DISV organisational policy and procedure;
- leading efforts in Secondary to raise awareness and funds for Waluka and Miwani schools in Kenya.

Overseeing the **CURRICULUM** by

- ensuring the development, implementation and review of the Secondary School curriculum along with the IB MYP and IB DP Curriculum Leaders, and the Secondary School staff;
- evaluating teaching and learning and making recommendations to the Director;
- coordinating and overseeing the Secondary timetable;
- overseeing Secondary awards;
- overseeing the Secondary calendar;
- in cooperation with the Director, liaising with the ICT Technician, Learning Support Coordinator, administrative personnel, Librarian, and Extra-Curricular Leader.

Ensuring **STUDENT WELL-BEING** by

- supporting the IB MYP and IB DP Leaders and classroom teachers in effectively implementing the secondary school Interventions program;
- overseeing and empowering the homeroom teachers to work with students and their families on social, emotional issues;
- oversee students' behaviour, help manage discipline and investigate student issues as they arise;
- communicating effectively with parents when student behaviour issues arise and referring to outside agencies when appropriate;
- monitoring student attendance and punctuality;
- empowering staff to create and deliver effective assemblies;

- creating effective, safe learning environments;
- conducting grade-level meetings to promote positive strategies and build student support plans;
- ensuring annual updates of the Secondary School handbooks;
- monitoring student progress by sharing data with the director.

Supporting the needs of the **PARENTS** by

- overseeing effective reporting procedures to parents;
- organising parents' consultation evenings and information evenings as required;
- communicating with parents through the Danube Digest, parent meetings, email, and other initiatives.

Responsibility for **RESOURCES** by

- overseeing the inventory of Secondary School equipment;
- liaising with appropriate school administrative personnel.

Responsibility for the Secondary School **BUDGET** by

- advising the Director on the needs of the Secondary School;
- coordinating the budget requests and inventory for Secondary subject areas;
- ensuring purchase orders are processed for secondary school resources.

Responsibility for **PERSONNEL** and in doing so

- assist the Director in short listing, interviewing and inducting new staff into Secondary School;
- use the DISV Professional Growth Model and Capabilities and Conduct Policy as appropriate;
- empower, motivate and supervise the IB MYP and IB DP Curriculum Leaders, the University/Careers Counsellors and any Secondary School specific posts of responsibility holders;
- monitor the professional conduct of the Secondary teaching staff;
- organise collaboratively after school Secondary staff meetings and professional development;
- monitor and ensure appropriate substitution as required;
- oversee the work of the Secondary Support Staff.

Responsibility for the **ADMISSIONS** process by

- overseeing the new student orientation process including ensuring individual timetables and assignment of a buddy;
- liaising with other schools if required;
- working with the Director on admissions decisions when necessary.

Supporting the process of **IB MYP and IB MYP EVALUATION** by

- overseeing the work of the Secondary Faculty to ensure that full curriculum documentation and study programmes used by Faculty members as the basis of their teaching and learning are provided in relation to the IB MYP and IB DP Curriculum;
- ensuring the IB MYP and IB DP administrative documentation is thorough and complete.

Promoting the **SECONDARY SCHOOL** within and outside the school by

- publicising school programmes and attending community meetings, PADIS meetings and functions and student performances whenever possible;

- visiting other institutions.

Modelling **GOOD PRACTICE**

- by having a teaching commitment as negotiated with the Director.