

Nada International School

Executive Principal Job Description & Person Specification

Job Commences - January 2024

School Mission & Vision Statements

Mission

To provide an outstanding international education, which nurtures and inspires all students to become successful lifelong learners who are able to make a positive difference to their own community and the world.

Vision

To provide an innovative and nurturing learning environment where every student is equipped with twenty first century learning skills, knowledge and values to become caring and compassionate global citizens.

Post: Head of School

Core Purpose: As Head of School, you will be an inspirational leader with the drive and vision to work in close collaboration with the school Board, in leading Nada International School on its journey to become a centre of academic excellence and a place where students become successful lifelong learners who make a positive difference to their own community and the world.

You will take a lead role within the organisation, ensuring that the core values of Nada International School is embedded within the culture of the school and that these values of Respect, Honesty, Caring, Kindness, Fairness, Self-discipline and Excellence supports the delivery of outstanding provision for our students.

Context:

Nada International School is an International Private, co-educational school situated in the Al- Ahsa City, the eastern province of Saudi Arabia. It serves the

expatriate population of their Group of Companies and the expatriate population of the surrounding Al- Ahsa City.

Nada International School accommodates over 400 students aged 3-18. It has been an amazing transformation from when the school first started it had twenty students, ten teachers and two administrators. At the start of 2021, the school now has a beautiful boys and girls campus, which serves the needs of around four hundred and thirty students. Children travel from all around the Hofuf area.

In 2015 - 16 we were accepted to deliver the Cambridge (Primary, Secondary, ICE and AICE) curriculum and associated examinations. We have a sizable number of children who have received awards from CIE for their excellent academic performance, when compared to thousands of students across the region.

Every year graduates from G12 leave the school to go to a number of highly regarded universities around the world.

NIS has all the advantages of being supported by the Al- Othman Group, which aims to retain a family based ethos, high levels of student support and professional (but human) relationships that characterise the school environment. Since 2002, the Board of Trustees have made a longstanding commitment to facility enhancement and staffing. Resultantly, NIS are proud of the fact that it offers unrivalled safety for children within the highly secure Nada Farm Village Compound and have park-like grounds where children are encouraged to play and an ever improving excellent set of professionals at the school.

Primary Purpose of the Job

Have day to day management and organisational responsibility for the school.

- Establishing policies, processes and actions for school improvement
- Leading and managing staff in all delegated aspects of implementation, particularly in relation to academic excellence and any required interventions
- Monitoring practice to ensure that devolved responsibilities are being carried out effectively in order to improve the quality of teaching and learning and so enabling the highest possible outcomes for students

Responsibilities

- Oversee the daily operation of School

- Supply information called by the education department
- Coordinate with the various government agencies for affiliations of various education boards
- Monitor and review quality of teaching methodology and delivery of curriculum
- Lead a team of academic and non-academic staff in managing daily operations of the school
- Provide guidance and support to teachers in the care and nurture of Children
- Provide leadership to the team in the area of childhood development and teaching
- Coordinate with the various departments as designated in the organisation chart in the school for the smooth functioning
- Responsible for all documentation work regarding school admissions
- Preparation of the school budget and control on expenses
- Formulate policies and procedures in consultation with the managing committee
- Provide consultation and guidance to parents and students
- Maintain good communication and rapport with parents
- Engage in school events and activities. ment agencies for affiliations of various education boards

Skills:

- Leadership characteristics charisma
- Team leadership skills
- Decision maker
- Authorisation figure and Commanding presence
- Excellent verbal and written English communication skills.
- Strong work ethic, ability to maintain confidentiality and mature attitude.
- High achievement orientation.
- Strong Leadership, excellent business acumen, analytical mindset and strategic thinking skills.
- Good Team Player.
- Enthusiasm, energetic, focused, dedicated and committed.
- Should be dynamic, creative, self-motivated, passionate and innovative thinking.
- Should be able to handle large student strengths.

Qualifications / Knowledge / Skills / Experience

- Qualification: PHD in Education or Master Degree and Bachelors in Education.
- UK / NZ / AU/ Canada / USA national.

- Minimum 5 years of experience in leadership of a Primary and Secondary School (Principal).
- Minimum 15 years of experience in the Education Sector (Teaching).
- Experience as a Principal in the Middle East in an International English speaking school.

Timeline

- CV, Cover letter & one way video introduction submitted via online - applications close **31st October**
- Shortlisted candidates will be contacted by TIC Recruitment
- First interviews completed by **10th November**, conducted by Al- Othman Group
- Second interviews conducted by **24 November** (if necessary) conducted by Al- Othman Group.