



## **APPOINTMENT OF PRINCIPAL FOR AUGUST 2024**

The International School @ ParkCity (ISP) is looking to appoint a dynamic, enthusiastic and inspiring leader to commence in August 2024. Located in the award-winning residential area of Desa ParkCity ([www.desaparkcity.com](http://www.desaparkcity.com)), Kuala Lumpur, Malaysia, ISP opened in September 2011 and quickly established itself as a special and dynamic place for children to learn. Enrolment exceeds 1400 students across the 3 to 18 years age range and a new Primary School extension opened in August 2023. In the most recent accreditation inspection, the school was graded as 'Outstanding' in all eight standards. ISP recognises that the calibre of the staff appointed is paramount to creating this unique learning environment and seeks to recruit people who complement each other with the aim of becoming better at everything that we do. We encourage you to read [this information pack for prospective staff](#) to find out more about our school and this exciting opportunity to join our dynamic team.

### **PRINCIPAL ROLE JOB DESCRIPTION**

The Principal has overall responsibility for the strategic leadership and operational management of the School to ensure delivery of an excellent learning environment which meets the needs of students, staff and the expectations of parents.

**Reporting Structure:** The Principal will report to the Director of Education and Board of Governors.

**Start Date:** 1<sup>st</sup> August 2024.

### **MAIN RESPONSIBILITIES:**

- Take overall responsibility for the day-to-day school operations.
- Provide leadership in order to achieve/exceed the school's objectives aligned with its Vision, Mission and Core Values ensuring continuous school improvement.
- Support the Head of Primary and Head of Secondary in their respective roles.
- Ensure consistent and optimal academic performance in the pursuit of each student achieving their maximum potential across the whole school.
- Promote the professional development, well-being and growth of staff.
- Seek every opportunity to enhance the School's reputation within the local community and the region.
- Work collaboratively with all stakeholders to monitor and review student enrolment, seeking ways to attract new families.
- Liaise with other schools and educational institutions, both locally and internationally.
- Liaise with Malaysian government authorities as necessary (such as the Ministry of Education, Ministry of Health, etc).
- Further strengthen relationships with external organisations, such as AIMS, FOBISIA, CAIE, AQA, BMCC, etc.
- Ensure that parents are included in school activities as appropriate.
- Collaborate with other Principals within the ParkCity group.
- In collaboration with the Director of Education, retain, recruit and develop employees to achieve the highest possible performance standards.



- Deploy resources and staff in a cost-effective and efficient manner without compromising on the quality of education delivered to students.
- Promote a friendly and stimulating work environment where employees feel valued and motivated, in keeping with the goal of retaining and attracting top talent.
- Be responsible for providing effective induction of new staff.
- Liaise with the General Manager for Operations to ensure the consistent smooth operation of the school.
- Ensure that the school meets all health and safety standards and that all required standard operating procedures (SOPs) are strictly adhered to (e.g. during a period of pandemic).
- Review, create and implement school policies as and when appropriate.
- Ensure that the school is fully prepared for accreditation visits.
- Ensure that staff and students are fully prepared for external examinations.
- Work collaboratively with all stakeholders to ensure that sustainability is a key focus for all.

### **PERSONAL SKILLS AND ATTRIBUTES**

- A role model across the school community in terms of conduct, dress, punctuality, attendance, positive engagement and professional relations.
- A passionate educator who has a genuine love of working with children; possessing integrity, a clear philosophy, knowledge of best educational practice, and a strategic vision.
- A team player who is willing to listen to the views and opinions of all stakeholders.
- A collaborative leader with excellent communication and interpersonal skills
- A dynamic, flexible, enthusiastic, inclusive, charismatic, inspirational and caring leader.
- Understands the importance of the culture and ethos of a school in securing high standards.
- An enthusiast who readily celebrates the successes of the school and everyone within it.
- Has a genuine interest in the well-being and safeguarding of all students and staff.
- Ability to adapt to a variety of cultures.
- Can generate new and innovative ideas in support of recruiting students.
- Continually seeks to learn and maintain a personal knowledge of international educational developments.

### **EXPERIENCE**

- Successful experience as a school leader in a relevant or similar setting.
- Experience of crisis management in school.
- Familiarity with school quality assurance and accreditation.

### **SKILLS**

- Have the ability to maintain emotional stability in light of professional pressures.
- Able to think/act in a strategic way whilst maintaining a focus on academic rigour and quality.
- Skilled in networking and building relationships within the school community and beyond.

- Possess good analytical skills with the ability to summarise and draw appropriate conclusions and then make astute decisions to raise standards.
- Have the confidence, sensitivity and resilience to both inspire and celebrate high performance and to constructively challenge underperformance.
- Delegate effectively to utilise the skills of others as appropriate to ensure maximum productivity.

### **QUALIFICATIONS**

- A Bachelor's Degree, supported by a recognised qualification in education.
- A Master's Degree, MBA, NPQH, or other higher qualification (desirable).

### **REMUNERATION PACKAGE**

A remuneration package commensurate with the importance of the position and experience of the successful candidate will be offered, details of which will be discussed at the final interview.

### **APPLICATION PROCESS**

The closing date for applications is 31<sup>st</sup> January 2024.

Applications should include:

- Curriculum Vitae (max 3 sides of A4) to include a recent photograph
- A letter of application (max 3 sides of A4)
- Contact details of three referees.

Applications should be emailed to [careers@isp.edu.my](mailto:careers@isp.edu.my). Interviews will either take place online or in Kuala Lumpur. Prompt applications are encouraged as the School reserves the right to appoint before the stated closing date.

