



Job Description

Employee Job Title	Middle & High School Principal	Reports to	Head of School
		Updated	April 2024

CONTEXT

ACS Doha welcomes a range of student interests and abilities. Our internationally minded learning community strives to imagine better, welcome everyone, aim high and make it happen, work together, and act with kindness. We are committed to living sustainably and championing diversity, equality, and inclusion.

PURPOSE

All staff play a vital role in supporting, nurturing, and guiding students to be the best version of themselves. All members of the ACS Doha team are highly effective practitioners who are kind, reflective, inquisitive, supportive, and collaborative.

SAFEGUARDING

ACS Doha is committed to safeguarding and promoting the welfare of children and young people. As an employee you are expected to share this commitment. The protection of students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organization. All staff commit to implementing and adhering to the Safeguarding Policy.

Core Expectations

- Our students come first and are at the center of our decisions
- Be positive and open-minded
- Be adaptable, collaborative, and flexible to meet the evolving nature of our school
- Be committed to international mindedness
- Be committed to The Experience

Core Accountabilities

Instructional Leadership: Drive the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic progress, and Middle and High School improvement.

School Climate: Foster the success of all students by developing, advocating, nurturing, and sustaining an academically rigorous, positive, welcoming, and safe Middle and High School climate for all stakeholders.

Human Resources Leadership: Provide human resources leadership by selecting, inducting, supporting, evaluating, and retaining quality instructional and support personnel within the Middle and High School.

Organizational Management: Cultivate the success of all students by supporting, managing, and overseeing the Middle and High School's organization, operation, and use of resources.

Communication and Community Relations: Foster the success of all students by communicating, collaborating, and engaging with family and community stakeholders to promote understanding and continuous improvement of the Middle and High School's programs and services.

Professionalism: Foster the success of all students by demonstrating behavior consistent with legal, ethical, and professional standards, engaging in continuous professional development, and contributing to the profession.

Student Progress: The principal's leadership results in measurable, and appropriate student academic progress based on rigorous standards across the Middle and High School.

Pastoral Care: Provide a safe and stimulating environment for students, rooted in mutual respect, and modeling the high standards of behavior required. Support the whole school's culture of high attendance and high engagement. Ensure a high level of provision for the pastoral needs and well-being of every pupil. Liaise with parents, carers, and external agencies as required.

Community Engagement: Be fully committed to The Experience, our broad co-curricular program. Contributing to activities to enhance the student experience across the Middle and High School, in line with contractual requirements.

ESSENTIAL DUTIES

Leadership

- Lead the Middle and High School, promoting ACS Doha's vision and values
- Demonstrate reflective leadership practice that values feedback
- Implement and evaluate policies, procedures and practices to ensure the highest standards of learning and teaching, and communication
- Positively contribute to the development and annual review of school strategic planning, ensuring learning is at the center of decision making
- Establish a culture for continuous improvement, which engages the entire community

Teaching and Learning

- Ensure students receive a rigorous education using a variety of data to monitor learning
- Establish creative, responsive and effective approaches to learning and teaching
- Establish strategies which ensure high standards of behavior and attendance
- Monitor, evaluate and review classroom practice and promote rigorous improvement

- Use data and discussions with faculty to inform curriculum development, liaising with the Deputy Principals of Middle and High School and the program coordinators
- Communicate student progress effectively to parents to ensure their active involvement with their child's education
- Promote effective communication with all stakeholders, and facilitate positive and innovative problem solving
- Collaborate with admissions to ensure an effective enrollment process

Building Relationships

- Build effective and collaborative working relationships with all stakeholders
- Seek opportunities and partnerships with internal and external organizations to enhance student experience, including safeguarding
- Communicate effectively by attending and hosting community events, training workshops and opportunities for input and feedback
- Develop advocacy and recognition for students and teachers
- Address all concerns in a timely, sensitive manner encouraging positive outcomes
- Continually solicit feedback on performance to ensure continuous improvement
- Lead, motivate, support, challenge and develop staff to ensure continuous improvement
- Ensure effective orientation of new staff while fostering teamwork and collaboration

General administration and management

- Develop and manage efficient systems for the daily operation of the Middle and High School
- Collaborate on a schedule that allows for a continuum of learning throughout the school
- Manage information effectively and maintain appropriate records relating to students, staff, and curriculum in accordance with relevant internal and external requirements
- Contribute to inspection and accreditation processes, ensuring effective implementation
- Ensure student progress is accurately recorded and reported regularly to parents
- Ensure effective budget management, ensuring achievement of agreed objectives
- Contribute to budget projections and timely budget processes, as required
- Plan, allocate, support and evaluate work undertaken by individuals and teams, ensuring clear delegation of tasks and responsibilities
- Ensure continuous improvement through the use of performance management policies
- Contribute to the effective use of health and safety policies and procedures
- Ensure that appropriate procedures are adhered to before sanctioning activities and trips

KEY COMPETENCIES AND SKILLS

- Ability to promote the welfare of all children and positively promote diversity and inclusion
- Communicate clearly with all stakeholders
- Good interpersonal and negotiating skills
- Ability to work collaboratively with colleagues and delegate appropriately
- Ability to work effectively, prioritize and meet deadlines
- Use technology and software efficiently
- Strong organization skills

PROFESSIONAL DISPOSITIONS

- Optimistic: with a high degree of self-efficacy (a belief that you can make a difference)
- Resilient: does not give up or grow discouraged in the face of challenges, set-backs, and hard work; willing to take the long view
- Adaptable: able to change course, make new plans, and try a different way; coachable and open to constructive critique
- Collegial: enjoys being part of a team, celebrates the success of others, and knows how to give and receive critical friendship
- Emotionally intelligent: good listener, with a sense of humor; displays genuine empathy, compassion, and respect
- Enthusiastic: passionate educator, committed to the welfare of children
- Driven: self-disciplined, with high personal standards and ambitious to learn
- Engaged with the community: aware of local and global challenges; willing to pitch in and give back
- Ethical: exercises good judgment, acts with fairness and integrity
- Detail oriented: able to ensure that the school is ready to meet administrative requirements, standards and practices, including assessment & reporting deadlines

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree and an appropriate Master's degree (or equivalent) in leadership
- A proven track record of successful leadership, preferably in an equivalent setting to ACS Doha
- Qualification and experience in teaching the appropriate age range, preferably in an international setting
- Demonstrates consistently high standards of personal and professional conduct
- Fluent in English, both verbal and written, demonstrating excellent levels of communication

This job description does not constitute a complete description of duties. Staff members shall carry out the professional duties of their assigned role, including those duties particularly assigned by their direct report, as set out above but not restricted to them. The staff member may be required to undertake other duties as reasonably required by the school.

SIGNATURES	
Job Holder:	Line Manager:
Date:	Date: