



Job Description

Elementary School Principal

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Leadership Structure

Reports to: Head of School

Member of: Leadership Team

Crisis Management Team

Learning Leadership Team

Elementary Pedagogical Leadership Team (PLT)

Purpose of Role

This role is a non-teaching role, although when required some teaching may be necessary. This contract will start August 11 2025 until 31 August 2027.

The Elementary Principal is expected to ensure that all activity within the Elementary School aligns with the Vision Mission, and Guiding Statements of the School.



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They are responsible for leading and managing the Elementary School, and facilitating effective collaboration among all staff members.

The School is working on becoming a PYP candidate school, PYP teaching will commence in 2025-26. The Principal is expected to have a good understanding of the PYP and liaise regularly with the Programme Coordinator to ensure teaching and learning are in line with programme requirements.

The Principal is expected to provide a safe, secure, and caring environment for students.

The Principal is expected to ensure a culture that supports and challenges every student in reaching their potential, that values and demonstrates life-long learning.

The Principal is expected to promote and encourage students, staff and where appropriate parents, to value the principles underpinning our Definition of Learning.

Specific Duties and Responsibilities

VIS Strategic Plan

- Ensure all aspects of the School's Strategic plan (23-27) are adhered to.
- Contribute to annual goals to support the strategic plan.
- Highlight and encourage staff to be part of the strategic plan journey.
- Support the development of the Facilities Roadmap.
- Contribute to the development of the next strategic plan.

Pedagogical Leadership

- Actively participate in the School Leadership team in decision-making that is in alignment with school policies and the ethos of the school.
- Contribute to the building of a whole-school community and ethos.
- Collaborate with other members of the school leadership team in developing school action plans within the framework of the school-wide strategic plan.
- Support a culture of professional development opportunities across the Elementary School.
- Maintain a good understanding of ideas, debates and practice within Elementary education.
- Conduct Performance Evaluations of Elementary teaching staff, within the framework established by school policy.
- Lead and facilitate regular collaborative planning meetings across the Elementary School.
- Support the curriculum teams in ensuring that subject documentation is current, representative of the taught curriculum, and aligned across the school.



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- Assist in the recruitment of quality teaching staff and their orientation to the school.
- Onboard new staff to the school ethos, curriculum and school routines and procedures.
- Observe lessons and provide feedback for quality teaching and learning.
- Encourage the integration of technology into teaching and learning in line with the School's IT Guiding Statements.
- Ensure the development and sustainment of a culture of academic honesty and integrity.
- In collaboration with the PLT, use internal and external assessment data to develop strategies to maximise student success.
- Offer professional development opportunities and support for professional growth.

Student Learning

- Oversee, throughout the Elementary Grades, the development and implementation of a coherent, consistently documented curriculum that is consistent with the school's mission, vision and philosophy of teaching and learning.
- Coordinate the design and implementation of a schedule of classes within Elementary to implement the school's teaching and learning philosophy.
- Reinforce appropriate standards of behaviour among all the students.
- Develop and support the pastoral curriculum.
- Ensure an appropriate Edtech platform is available and accessible where required.
- Oversee student data and cohort performance (MAP testing, reporting).

Communication

- Ensure that all members of the Elementary are familiar with the aims and objectives within the framework of the School's Guiding Statements and Strategic Plan.
- Facilitate effective communication amongst the staff, departments and other forums.
- Maintain a visible, approachable and welcoming profile for parents and visitors, in particular to those directly associated with the Elementary.
- Attend and report to the school community on school events and functions as appropriate.
- Communicate, in a supportive way, decisions taken by the school leadership.
- Foster open communication channels that allow staff to contribute and feel part of the Elementary journey.
- Ensure that community members understand the curriculum programmes of the Elementary campus.
- Encourage and support a positive home-school partnership.
- Ensure that regular and timely communication takes place with parents about student progress and areas requiring improvement.
- Ensure concerns presented by students, parents and staff are followed up and timely feedback is given.
- Develop a positive ethos throughout the Elementary section around the school values of respect, integrity, dedication and empathy.



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Administrative

- Formulate and work towards aims, objectives and strategic and action plans for Elementary which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- Lead the development and delivery of the Elementary Action Plans (short-term and long-term) in accordance with the approved strategic plan.
- Oversee and report on evidence of improved pedagogical practice in alignment with the programme expectations.
- Oversee and facilitate the reporting cycle and use of school platforms in line with the assessment policy.
- Submit budget plans for educational materials expenditure as requested by the school's business office monitoring and managing spending against that budget.
- Ensure the health and safety of Elementary students, staff and visitors.
- Oversee and participate the duty schedule
- Ensure that the Elementary campus is well-presented, with fresh, attractive and informative classrooms, displays and other facilities.
- Utilise campus facilities to support the school's programme and aims.
- Ensure the use of meetings are regularly recorded and documented accordingly.
- Support the admissions process as required.
- Support marketing activities and advancement of the school.
- Ensure that the school meets the standards of the MSA accreditation requirements, in particular support the MSA Action based research projects.
- Manage the Elementary resources, ensuring that programmes and curriculum are effectively resourced to maximise student learning in line with the school's Guiding Statements and Strategic Plans.
- As a member of SLT participate in the after-school duty rota.
- Provide support to the Head of School in Board meetings and reporting.
- Ensure succession planning and hand-over materials are completed on departure from the role.
- Act as a positive role model for all staff.

Role Benefits

- Flights for employee and any dependants living in the same household.
- Free tuition up to 2 dependants (including capital contribution).
- Housing Allowance.
- Mobile Allowance.
- Laptop (Mac) for the duration of the contract.
- Health insurance in Malta for the employee and dependents.



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Application Process

1. Applicants must include the following to be considered:

- Letter of application
- Curriculum Vitae (max 2 pages)
- Contact details of three references, one should be the current Head of School, as part of the process the School will be contacting any long-listed candidate referees

All of the above should be sent to employment@verdala.org by Nov 25, 2024, early applicants will be considered and may be invited to interview.

2. Candidates will go through a layered online interview process that includes:

- (i) Long-list interviews with HOS & member of SLT
- (ii) Short list candidates will follow further interviews with a selected team

Nov 2024