

Sekolah Pelita Harapan Kemang Village



Job Specification - Academic Principal

The Academic Principal will:

1. Be responsible to the Head of School
2. Develop and maintain a strong Biblical Christian school ethos where students receive an excellent and true education
3. Lead and manage the academic program of the school, within the established policy guidelines, and in cooperation with the Head of School
4. Ensure a safe and productive learning environment
5. Oversee all academic areas including curriculum development and review
6. Contribute as a member of the School's Leadership Team
7. Assist in determination of relevant budget areas and ensure fair and timely allocations
8. Ensure facilities and equipment are adequate and suitable for tasks
9. Coordinate issues affecting both Senior and Junior Schools so that the unity of the whole school is maintained
10. Propose any necessary policy changes to the appropriate body/person with supporting documentation
11. Communicate relevant information efficiently and promptly to, and from, Leadership Team, teachers, support staff, students and families
12. Actively support the Parents Advisory Group and involve parents fully in the life of the school
13. Work to maintain harmony between the academic and administrative components of the school
14. Oversee teacher development, growth, and mentoring ensuring regular classroom observation occurs while guiding the performance appraisal process for all teachers
15. Assist with the development of both personal and school wide PD pathways for all academic staff
16. Develop and implement the timetable and schedule for all grade levels
17. Monitor student admissions process and conduct interviews as necessary
18. Provide Biblical Christian Leadership by teaching and by example
19. Promote responsible student involvement in school leadership
20. Determine future staffing needs to ensure effective recruitment
21. Ensure that requirements of external academic and accreditation bodies are met
22. Alongside the Pastoral Care Coordinator, be responsible for maintaining student discipline and coordinating efforts to maintain a positive whole school atmosphere
23. Participate fully in the community life of the school