

ACADEMIC PRINCIPAL

SEKOLAH PELITA HARAPAN – KEMANG VILLAGE

Detailed Job Description

December 2018

Accountability:

Reports directly to the Head of School

Partnership:

Works alongside the Administrative Principal and in cooperation with the Curriculum Coordinators

Basic Function:

Oversee the implementation of SPH's educational philosophy and curriculum in the following areas

- Ensuring a Christ centred and God honouring learning environment;
- Implementing a curriculum with a Biblical perspective;
- Developing, in our students, excellent social, behavioural, and moral standards grounded in Biblical standards.

Personal Requirements:

- Has a personal commitment to the Evangelical, Reformed position of the school as set out in the Statement of Faith determined by the governing body of the school (Yayasan Pendidikan Pelita Harapan).
- Is an active, dedicated and committed member of a Christian Church
- Thinks Biblically and provides leadership in teaching from a Christian, Biblical foundation.
- Has a Master's degree in Education.
- Has at least 7 years of teaching experience preferably in Christian schooling.
- Has at least 3 years of school administration experience of some kind.
- Possesses the following personal qualities:
 - Is an inspirational and enthusiastic leader with a cooperative and consultative style.
 - Is an effective team builder, team member and motivator.
 - Is pastorally minded and able to contribute to the nurturing of students, teachers, staff and parents.
 - Possesses cross-cultural experience and understanding.
 - Has an awareness of current international trends in education and experience in the professional development of teachers.
 - Is fluent in written and spoken English and able to communicate effectively in public speaking.

Role Description:

Spiritual Development:

- Implements SPH's educational philosophy through programs to educate the whole child spiritually, intellectually, relationally and physically from a Biblical Christian perspective in an environment that glorifies Jesus Christ as Lord.
- Provides a Christ-centred and God-honouring learning environment that is permeated with Biblical truth and which enables students to think from a Biblical perspective.
- Promotes students' spiritual growth through daily class devotions, chapel participation, and spiritual retreats.

Curriculum Development:

- Develops a coherent and integrated approach to curriculum which prepares students for each new phase of education and engages them in a learning process through discussion, practical work, inquiry and investigation.
- Ensures a smooth transition for students at critical grade levels e.g. K3 – G1 and G6 - G7 and upon initial entry to the school at any level.
- Offers a variety of co-curricular programs and activities for all students.
- Ensures teachers use a wide range of learning activities and strategies so as to provide opportunities for students to: collect, analyse and apply data; develop their imagination and creativity; grow as independent and collaborative learners.
- Ensures students have opportunity to access a broad range of information and utilize knowledge through technology.
- Seeks out opportunities to engage with new ideas in education and keeps the curriculum under regular review in order to maintain the highest level of student performance.
- Participates in ensuring a robust co-curricular program at the school e.g. PE/Sport, Ministering Arts, Biblical Studies etc. supports student learning and is seen as an integral part of the school program.

Teacher recruitment and performance:

- Selects, recommends and evaluates expatriate and national teachers based on approved vacancies and policies within the school.
- Ensures only qualified personnel who meet SPH requirements are recommended for employment/continuing employment.
- Evaluates and provides feedback to teachers ensuring the implementation of best teaching practice is applied and that practices are based on our Christian educational philosophy.
- Monitors and evaluates teaching methods/learning processes by reviewing teachers and their unit plans, student's report cards and learning activities through regular meetings with and observations of, teachers.
- Assists teachers new to the school in their adjustment period and provides the support needed to enable them to meet expectations.
- Gives recommendations to the Coordinators for training/workshops which are needed for teacher improvement.
- Oversees the scheduling and determination of the classes in each grade in accordance with school policy.

Communication:

Leadership Team

- Communicates relevant information and decisions efficiently and promptly to and from the School Leadership Team and teachers, staff, students and parents.

Student – Parent Relations

- Maintains positive student/parent relationships by promoting regular parent/teacher meetings, newsletters and other communications to build school/home cooperation to enhance parental support and partnership with the school.

Parent Involvement

- Maintains good relationships with Class Parent Representatives (CPR) and the Parent Advisory Group (PAG) to ensure their positive involvement in the school.

Teachers and Staff

- Maintains regular and open communication with teachers and staff
- Ensures quality and timely communication between teachers and staff.

Language and Numeracy Skills

- Ensures each student is assisted to develop oral and written fluency and comprehension in English and expects the highest standards of English use from students and teachers.
- Ensures each student is assisted to develop a high level of mathematical competency.
- Provides ESL assistance where required in accordance with school policy.
- Requires the use of English by teachers and students in all subjects except those offering another language.

Achievement of Students' Potential:

- Oversees and participates in the admissions process in cooperation with the Admissions Office, Head of School, Associate Head of School, Administrative Principal, and Coordinators.
- Ensures students understand their current level of achievement.
- Ensures readiness of students for the next levels of work.
- Ensures guidance exists to help students, parents and families in regard to future learning programs.
- Ensures students are assisted to achieve their best academic potential.
- Ensures differentiation and learning support are available to all students.

Discipline and Behaviour:

- In partnership with the Pastoral Care Coordinator, establishes excellent social, behavioural, and moral standards for students based on a Biblical Christian perspective through student self-discipline, supportive relationships and a sense of respect and responsibility by all through:
 - Reinforcing good behaviour with examples and praise
 - Providing a clear and consistent approach to discipline and a code of conduct

- Encouraging good manners, courtesy, respect and making students aware of the intrinsic worth of others
- Applying appropriate consequences when expectations are not met
- Involving students in the decision-making processes of the school where possible
- Encouraging and developing student leadership and an awareness among students of their role in the community, country and the world
- Ensuring all students have access to appropriate pastoral care support when needed
- Providing opportunities for students to: exercise responsibility, learn team work, develop self-discipline, practice diligence, strive for excellence and grow in patience through sports, the arts, committee work, camps and clubs etc.
- Using forgiveness of each other as an expression of Christ's love for us and enforcing consequences when required.

Cultural Awareness:

- Promotes inter-cultural awareness and understanding and builds mutually beneficial and positive relationships amongst students through –
 - Developing awareness, discernment and appreciation of diverse cultural traditions both present and past
 - Featuring national and other ethnic celebrations regularly
 - Exposing expatriate students to Indonesian culture and language
 - Ensuring cultural perspectives are incorporated into curriculum activities
 - Fostering international mindedness in students
 - Promoting international academic, cultural and sporting activities/trips to support the broadening of students' perspectives
 - Encouraging students to learn from each other and to model inter-cultural understanding
 - Enabling all students to become proficient in and value Indonesian language and culture

Environment:

- Ensures the learning environment is clean, orderly, stimulating, safe and conducive to quality learning.
- Promotes the use of technology in teaching and learning while ensuring appropriate guidelines for sensible and safe use are adhered to.

Other

Any other duties and responsibilities as delegated by the Head of School from time to time.