



**NAKHLAH**  
Educational House For Islamic Grooming

**Job Title:** Principal/Campus In-charge

**Roles and Responsibilities**

- Communicates with students and teaching staff to develop a proper understanding.
- Establishes a culture of mutual respect and excellence through dialogue and relationship with staff, students, office person and others.
- Provides leadership and oversight for the instructional, curricular and co-curricular program.
- Reviews curriculum development proposals from team members.
- Supervises implementation of Academic policies of the institute, evaluating lesson plans, observing class teachings and regulating tests and exams.
- Plans and ensures timely executions of events according to the approved event calendar.
- Ensures a safe, orderly environment that encourages the students to take responsibility for behavior and creates high morale among staff and students.
- Conducts meeting, as necessary, for the proper functioning of campus: Weekly lesson Plan meetings, monthly general staff meetings etc.
- Develops, monitors and evaluates programs to enhance positive campus culture and climate.
- Establishes monitors and evaluates campus improvement goals.

**Knowledge and Skills Requirement**

- Leadership and an ability to go an extra mile to get the job done.
- Good written and oral English.
- Strong communication and Interpersonal skills
- A hand on approach to Email communication and MS office applications.
- Problem assessing and solving skills.
- Time management and organizational skills.
- Commitment, excitement and dedication to work.
- Managing multiple tasks within time frame without being stressed.

**Experience**

Preferably 3 years of experience in similar capacity and 5 years of teaching experience.

**Educational Qualification**

Preferably Masters  
Minimum Bachelors