



Job Title: Principal

Department: Academics Administration

Roles and Responsibilities

- To keep a balanced work relationship with the Academic Coordinator and uphold his/her respect in front of staff.
- To provide leadership for the planning, operation, supervision and evaluation of the curricular and co-curricular program within the campus.
- To review curriculum development proposals from academic team members.
- To be responsible for designing the campus event calendar for each new session as per Policy and ensuring timely execution of all activities and events.
- To supervise the academic activities in coordination with the Academic Coordinator.
- To assess and evaluate the teachers' planners and students' exercise books, conduct classroom observations and lesson presentations and regulate tests, informals and exams smoothly.
- To ensure retention of teaching staff, conduct performance appraisals, coordinate new teacher induction and ongoing staff development program with the HR Department.
- To ensure first aid, health and safety procedures are carried out as per policies.
- To review the books and the stationery lists for upcoming academic sessions.
- To represent the institute at various events both internally and externally. This includes attending conferences, seminars, and other events to promote the institute's mission and values.

Knowledge and Skills Requirement

- Excellent leadership skills and ability to go the extra mile to get things done.
- Problem-assessing and solving skills.
- Excellent time management and organizational skills.
- Strong communication and Interpersonal skills.
- Excellent moral characteristics.
- Commitment, passion and dedication to work.
- Sufficient and appropriate knowledge of Islam.
- Meeting deadlines and multi-tasking.
- Excellent English language skills both verbal and written.
- Proficiency in the latest computer software packages, especially MS Office/Google Docs/ERP.

Experience

Overall 5 years of teaching experience including 3 years in a similar capacity.

Educational Qualification

Preferably Masters

Minimum Bachelors