



**NAKHLAH**  
Educational House For Islamic Grooming

**Job Title:** Vice Principal

**Roles and Responsibilities**

1. Actively supports the Head of Campus in the implementation of Academics in particular and co-curricular and extracurricular plans/programs.
2. Coordinates with teaching staff for syllabus follow up and lesson planning.
3. Attends subject coordination and lesson plan meetings.
4. Assists in the planning and monitoring of Tests, Exams and assignments.
5. Ensures that deadlines are met by the teachers in the checking of papers and result preparation.
6. Monitors students' behavior and develops interventions for improvement.
7. Maintains professional integrity, confidentiality, respect and sensitivity in advising.

**Knowledge and Skills Requirement**

1. Practicing of Islam.
2. Understanding of various subjects.
3. Awareness of teaching methodologies.
4. Good language and interpersonal skills.
5. Skills to work on MS Office and internet.
6. Meeting deadlines and handling multiple tasks.
7. Accepting the challenges given and overcoming the weaknesses.

**Experience**

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

**Educational Qualification**

Preferably Masters  
Minimum Bachelors  
Montessori Diploma