

English International School, Moscow

Job Description: School Principal



Position: Principal

Reporting to: EIS Moscow Governing Board

Job Purpose: To ensure the School delivers a high quality education for all of its students with continual improvement in student attainment through effective leadership and management of school activities and stakeholders in line with the overall direction and commercial expectations of the Governing Board

Key Accountabilities:

1. Strategic

- Provide inspiring and purposeful leadership for staff and students
- Work with the Board, staff, parents and students to develop and maintain a vision, ethos and value statement for the School, which is fulfilling and engaging for staff and students
- Ensure continuous improvement is achieved through the development and implementation of an ambitious School Development Plan (SDP)
- Monitor and evaluate the performance of the School and report to the Board as set out in Orbital Education Group Governance Policy
- Work with the Local Director of EIS Magister, to ensure that the finance and administration functions support the core mission of the school and that the School's accommodation is fit for purpose
- Work collaboratively with the other Principal of EIS Moscow to implement marketing activity, share best practice and resources for both schools
- Work collaboratively with the Orbital Education Group of schools to share best practice and implement Group-wide improvement initiatives
- Represent the school in the local community to increase awareness, knowledge and respect for the school

2. Teaching and Learning

- Lead the establishment of a fulfilling curriculum, timetabling, and extra-curricular programme, which supports the vision and mission of the School
- Create an environment and set expectations that promote excellent teaching, effective learning, high standards of achievement and good behaviour
- Monitor and evaluate the quality of teaching and learning to improve student achievement, using assessment data to drive standards upwards

- Provide extra-curricular activities and additional educational support programmes that support the vision, mission and commercial objectives of the School
- Work with Group Head of IT to promote the use of the Virtual Learning Environment, School Management System and other technologies to enhance teaching and learning
- Maintain an effective partnership with parents, key stakeholders and wider community to support and improve student achievement and personal development

3. Leading and Managing Staff

- Ensure effective management of staffing levels which meet the needs of the curriculum and students, identifying and recommending future recruitment needs, and the implementation of timely and effective recruitment and induction of new colleagues into the school.
- Plan, allocate, support, and evaluate work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities, ensuring all staff are held to account for their professional conduct, performance, and practice.
- Implement and maintain effective systems for the management of staff performance, challenging and motivating others to achieve high goals, ensuring systems are fair and transparent systems adequately address concerns and value excellence.
- Promote and monitor ongoing professional development of self and staff, including the induction of new teachers

4. Organization and Resources

- Work closely with the Regional Head of Schools (RHoS), representing the Governing Board of the School, on all aspects of governance, reporting, and development of the School
- Identify, recommend and maximise opportunities to promote which develop the school brand and reputation, and reputation of the wider group
- Engage the School community in the systematic self-evaluation of the work of the School to inform School improvement priorities, in the context of Orbital Education Group policy on external accreditation
- In coordination with the other EIS Moscow school, work with the Group Head of Marketing and Admissions to develop the profile of the School, grow enquiries and enrolments and promote retention, in line with expectations set in an agreed Annual Marketing Plan
- Work with the Local Director of EIS Magister and the Group Chief Financial Officer to prioritise and plan the allocation of resources in an agreed annual Budget to support the core mission of the School.
- Deliver financial outcomes in line with budget Key Performance Indicators
- Operate appropriate financial control processes and procedures within the School in line with the Delegation of Authorities Manual, in order to manage resources efficiently and effectively
- Ensure that relevant policies and procedures, and systems are up to date and fit for purpose. Work with Group Head of IT to assure the integrity of student management information system data and usage

5. Safeguarding and Safer Recruitment

- Ensure that all policies and procedures in relation to Safeguarding and Safer Recruitment are fully implemented and followed by all staff
- Ensure that sufficient time and other resources are allocated to EduCare, as mandated by Orbital Education and for the discharge of responsibilities of the Designated Senior Lead in Safeguarding and Child Protection.

Person Profile:

Qualifications and Training	Essential	Desirable
UK Qualified Teacher Status	x	
Honours graduate or equivalent	x	
NPQH or other recognised qualification in education management		x
Safeguarding and Safer Recruitment training	x	
Experience		
Senior leadership experience either as Principal, Deputy, or Head of School demonstrating a successful track record of: <ul style="list-style-type: none"> • managing both direct and indirect staff reports • working with and reporting to a governing board • autonomy and accountability for the delivery of organization wide initiatives and projects • specific achievements at a senior level within organizations • monitoring and evaluating the performance of a school 	x	
Substantial experience working in a British international school environment outside the UK	x	
Substantial classroom based professional teaching experience	x	
Responsibility for developing and enhancing a curriculum	x	
Responsibility for developing and implementing a School Development Plan achieving measurable improvement	x	
Working experience in Eastern Europe		x
Responsibility for operating safeguarding and safer recruitment	x	
Some commercial experience in for-profit education or other industry		x
Some experience working with an external accreditation scheme (such as Council of International Schools)		x
Knowledge and skills		
Basic spreadsheet skills	x	
Basic finance and accounting concepts		x
Basic marketing concepts		x
Knowledge of basic HR process and best practice	x	
Working fluency in Russian		x
Competences		
Communicates well with others engagingly and persuasively, both in writing and in person (one-on-one, group and presentation)	x	
Is a confident advocate for the school willing to engage with external audiences	x	

Is results-oriented, motivated by goals and drives self and others to achieve them	x	
Is well-organised, working within timescales and delivering against deadlines	x	
Seeks solutions to problems, finds a work-around to apparently intractable issues	x	
Is resilient in the face of challenging behaviour, circumstances, and isolation	x	
Accepts accountability and holds others to account	x	
Accepts constructive feedback and uses it to modify behaviour. Is able to give feedback constructively to manage performance	x	
Is able to adapt to new environments, different cultures, and mindsets	x	
Works collaboratively in a team where control is distributed and there are mutual dependencies between team members	x	
Has the courage to admit errors and does not hide information	x	
Is secure in delegating responsibility and in empowering others to achieve	x	