

Leadership Posting

Early Years and Elementary Principal International School of Lubumbashi

Lubumbashi, Democratic Republic of Congo

Application Deadline: February 18, 2024

Start Date: February 19, 2024



INTERNATIONAL SCHOOL OF
LUBUMBASHI

**Early Years and Elementary Principal
Founding Position
Required February 2024 or as soon as possible**



SCHOOL OVERVIEW

International School of Lubumbashi (ISL) is a new school in the heart of Lubumbashi which will open its doors in September 2024. It offers Pre-K to grade 8th and will gradually add more classes to allow our students to immerse and integrate the implemented program. At ISL we believe that each of our students can bring a positive impact to the community, and our goal is to provide students with the essential tools to be prepared for their futures. Its aim to develop individuals with thoughtful, reflective, and authentic critical thinking who can positively impact our society. Through our international bilingual program, we assure all our parents and students that they will have the ability to master another language to find success and fulfillment in a global world.

CANDIDATES REQUIRED:

The Founding School Director specially seeks to fill this role to complete the initial project management scope of work and complete the key tasks for the Pre-Opening Phase (January - July 2024) working closely as a founding core team to establish the school for ages 2-14.

A Principal with early years and primary experience, preferably with experience in developing countries and new schools.

The focus of this role in the opening phase will be to:

- Establish suitable models of education (early years and primary) for the context.
- Draft programs
- Establish Policy and Procedures
- Design suitable structures to include timetables, calendars, and daily schedules.
- Assisting with Early Years and Primary staff recruitment, orientation, and induction
- Advise on resources and classroom design and layout
- Supporting admissions and student enrolment targets
- Supporting Head of Teaching and Learning to establish the curriculum and programs
- Support the School Director in their executive role.

Description

The Early Years and Elementary Principal, reporting to the School Director, leads the teaching and administrative team, and a team of curriculum leaders. S/he is a member of the Executive, responsible for staff management, growth and development of primary students, and the smooth running of the primary school, its activities and operations. The Early year and Elementary principal is supported by the Head of Teaching and Learning. They will assist in ensuring student management programs and procedures are effective in promoting acceptable student conduct and social growth. The Principal supervises teachers and education staff and keep track of student performance. S/he ensures that school facilities remain safe for students and faculty and plan regular maintenance of school grounds and equipment. The Principal also researches and acquire new materials and resources to improve the experience of both students and teachers. The primary responsibilities will be to supervise the education staff and oversee day-to-day school operations, advising students, approving the school curriculum and ensuring the school environment is safe for all students and staff members. The Principal will also policies for their teachers to follow and will consistently monitor these guidelines.

Main Responsibilities

- Lead Teaching and Learning, holding responsibility for educational standards across the Primary School.
- Be a member of the School Leadership Team (ISL) and other staff teams as appropriate and to contribute to the development of policy and planning for the school.

Administration

- Serve as the academic leader of the early childhood/primary programs directly responsible to the School Director for the general organization and efficient administration of such programs.
- Assume the responsibility for creating and maintaining a school culture indicative of a professional learning community.
- Remain informed and supportive of all school policies and regulations.
- Work collaboratively with the School Director and the administrative team, keeping everyone informed of activities and special events at the primary school level.

- Participate in budget planning with the Executive director and the School Director by submitting requests for instructional needs after careful analysis and collaborative discussions with teachers.
- Develop a public relations program in order to further the community's understanding and support of the educational program.

Leadership & Management

- Play a major role under the overall direction of the School Director in formulating and reviewing the School Improvement Plan and the aims and objectives of the EY and Primary School by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards targets
- Develop, review and implement Community Code of Conduct
- Creating building and guest policies to keep everyone safe at all times.
- Be professionally active in associations and training courses and be aware of current educational trends to ensure best practice in teaching, care and leadership.
- Handle emergencies and school crises
- Recruit divisional staff; Interview and hire school personnel
- Review and implement school policies
- Provide guidance and counseling to teachers

Teaching and Learning

- Lead the Teaching and Learning strategy across the EY and Primary School.
- Have responsibility for the policies and procedures for the EY and Primary School curriculum, teaching and learning, assessment, recording and reporting.
- Oversee the development, organization and implementation of the EY and Primary School's curriculum.
- Ensuring that the learning and teaching provided by different teaching teams form a coordinated, coherent curriculum entitlement for individual pupils.
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided for in this all-through school by liaison with fellow school leaders, teachers and support staff.
- Oversee the planning and allocation of resources designed to facilitate the planned curriculum, including advising the School Director on needs for staff and other resources.
- Oversee the planning and co-ordination of a Primary School homework policy and the administration of a homework timetable.
- Oversee pupil assessment and the monitoring of academic standards.
- Provide guidance and support to Staff member in implementing schemes of work and ensure that statutory and school policies are being met.
- Ensure that arrangements are in place for the identification and support of children of all abilities.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> - Qualified Teacher Status/ License - Education Degree qualification - Demonstrable experience of monitoring and evaluating teaching and learning - Demonstrable skills in school improvement - Knowledge of accreditation processes and international standards - An ability to maintain consistently high standards and ensure good quality of teaching. - An ability to promote and sustain high standards for pupils. - Experience of monitoring and assessing children's development and progress - At least two years of classroom leadership and management experience - An ability to take a lead role in innovative curricular development. - Experience of working with external professionals - An ability to model good practice and engage in self-reflection. - An ability to think strategically and manage problems. - Demonstrable leadership qualities, e.g. assertiveness, confidence, etc. - Inspiring and influential. - Able to take control, lead and manage situations. - Consistent in modelling good practice and behaviour 	<ul style="list-style-type: none"> - Have extensive global experience as a teacher - Have at least 5 years' experience leading primary schools - Have African experience - Have new school experience - Have an IB experience and course certification - Master's degree or higher - Speak another language (French) - Experience of working with external accreditation professionals

The ISL policies for safer recruitment are aligned with best practice and the International Taskforce for Child Protection. At the International School of Lubumbashi, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share in this commitment. Successful applicants will be subject to various background and security checks including, but not limited to; receipt of satisfactory references, proof of qualifications, identification, and police checks, including overseas checks.

To apply please submit your resume, references, and IB certificate if any to katpriscillia2@gmail.com.

Leadership Posting

Instructions

Interested candidates should email their cover letter, current resume and applicable IB certificates to Priscillia Kat, Executive Director of the International School of Lubumbashi at katpriscillia2@gmail.com.

The deadline for applications is **February 18, 2024**