



UFS International

## PRE-PRIMARY & JUNIOR PRIMARY PRINCIPAL

UFS International is a CAIE and AISA school of 600+ Pre-K to AS level students located in the tranquil hamlet of Mhlambanyatsi in the Kingdom of Eswatini. The Governing Council seeks to appoint an experienced Pre-Primary and Junior Primary Principal to sustain and build on the excellent progress currently being enjoyed in this phase of the school.

This phase consists of the Grade 000 – Grade R classes in the Pre-Primary phase which follows the EYFS programme, and Grades 1 – 3, following the CAIE programme. There are 9 classes in total, (1 in each year group of the Pre-Primary and 2 in each of the Junior Primary year groups), 190 students in total, 9 class teachers, 9 assistant teachers and 10 specialist teachers.

### POSITION OVERVIEW

The Principal will have overall responsibility for the organizational, operational and academic functions of the Pre-Primary and Junior Primary School and works with the Executive Principal and other leaders to formulate the school's strategic plans and programs and develop a broad set of policies and procedures in support of the strategy.

The Principal will assume significant responsibility for curriculum review, development, and implementation in the Pre-Primary and Junior Primary School and be expected to contribute to curriculum planning across all departments to ensure vertical alignment.

As a collaborative and welcoming school leader, the Principal will also make meaningful contributions toward building a strong sense of community and positive culture within the school.

### KEY RESPONSIBILITIES

- While collaborating with other members of the Executive and School Leadership Team, ensure that the intent of the school's Mission and Vision statements are manifested in all areas of the school's curriculum and organizational plan.
- Support homeroom teachers and subject specialists in their development, understanding and implementation of the curriculum.
- Take a positive and proactive approach to student academic, behavioral, and emotional development.
- Play a key role in monitoring and evaluating school performance.

- Have oversight of and responsibility for the JP Extra Curricular Programme.
- Develop timetables, schedules and procedures/protocols to ensure the effective delivery of the educational programme.
- Assist in the development and administration of policies dealing with discipline, conduct, and attendance.
- Review professional growth plans and conduct teacher evaluations as required.
- Identify teacher training needs and plan and deliver professional development activities in accordance with the school's curriculum plan and pedagogical and assessment frameworks.
- Oversee assessment and reporting procedures and proof and edit reports as required.
- Assist with the procurement of equipment and resources for the program.
- Coordinate Open Days, Admissions & School Readiness Testing.
- Assist with the development of the orientation programme for new and returning faculty.
- Assist with the recruitment of faculty as required.
- Provide expertise and guidance on pastoral care, behaviour management and discipline of students.
- Lead on child-safeguarding in this phase.
- Perform other duties as assigned by the Executive Principal.

## PERSON SPECIFICATION

- A degree in education is essential. A higher degree or leadership qualification is preferred.
- An experienced school leader with at least 15 years' teaching experience and 5 years' experience as a lower elementary school leader of an accredited independent or international school.
- A thorough knowledge of EYFS and CAIE programmes, Global Citizenship Education, the intelligent use of ICT to augment teaching and learning and a concise view on what an effective Pre-Primary and Junior Primary education entails is essential.
- The ability to lead and work collaboratively with the team of teachers, administrators and other school personnel.
- A strong and outgoing personal presence.
- Proven commitment to a well-balanced, rigorous and supportive program that focuses on the whole child.
- Strong communication skills, with the ability to reach out to diverse and numerous constituencies.
- The flexibility to learn and adapt to new cultures and situation.

## REMUNERATION

UFSI provides a comprehensive and competitive salary and benefits package commensurate with experience.

## APPLICATION PROCESS

Interested candidates should apply as soon as possible, but no later than 4 July 2022.

Candidates should note that, in the event an outstanding applicant is identified early in the search process, UFSI reserves the right to bring the search to an early close. For this reason, it is *very important* that interested candidates apply at the earliest possible time.

Candidates should send the information requested below. Information must be submitted EXACTLY in the form and manner requested. Please DO NOT send any information other than that which is specifically requested below.

- A letter of application, not to exceed two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- A current resume, not to exceed two pages.
- A one-page outline of your educational philosophy and leadership style.
- At least 3 references, one of whom needs to be your current supervisor, with phone numbers and e-mail addresses.
- Most recent Police Clearance, DBS or similar Certificate.

Please note that ALL the above materials must be scanned into a SINGLE .pdf ATTACHMENT and sent to [a.tesar@usutuschool.com](mailto:a.tesar@usutuschool.com). Also, please note that it is important to limit the size of your SINGLE .pdf to 6MB.

Only shortlisted candidates will be invited to interview.

## SAFEGUARDING OUR CHILDREN

**UFS International is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment.**

**We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Student Safeguarding Policy which can be viewed in the Policies section of our website.**