

VISS

HEAD OF MIDDLE SCHOOL

Role Description
and application details



PURPOSE

The Head of Middle School plays a pivotal role in overseeing the management of the academic programs, student well-being, setting budgets, hiring staff and overall day-to-day operations within the VISS Al Tawuun campus.

The Head of Middle school will be an active member of the Executive leadership team and will work directly with the Head of Junior School (Pre-Kg to Grade 5), Head of Senior School (Grades 10-12), the Executive Principal, and the Director of Schools on the overall strategic direction of the school.

From August 2023, Victoria International School of Sharjah - Al Tawuun will transition from the existing Secondary School Grade 7-12 structure to:

Grades 6-9: Middle School

Grades 10-12 Senior School

And....Grades Pre-Kg to Grade 5: Junior School

In the transitional phase, the Head of Middle school work with a team to lead and manage the change and implementation of the new structure within the school, working closely with all stakeholders, including leadership, staff, students, and parents.

In exercising this responsibility, the Head of Middle school will have the authority to make day to day decisions related to the efficient and safe running of the school and report directly to the Executive Principal.

ROLE

Key Areas

Strategic Leadership

Inclusive of, but not limited to:

- Academic vision and alignment with the senior school pathways
- Ensure staff understanding of the expectations.
- Working with Head of Junior school in transitioning students from Junior to Middle school
- Working with Head of Senior school to manage transition from Middle to Senior school
- Define the culture of the Middle school as a positive learning space.
- Work to build strong and collaborative teams

Day to Day

Managing all day-to-day aspects of Middle school

- Ensure policy and process is followed.
- Promote the wellbeing of students and staff.
- Manage staff and student punctuality and attendance
- Have a proactive presence within the school community for students, staff and parents.
- Work with relevant stakeholders for student enrolments
- Be a visible leader for staff and students.
- Be an active member of the child protection team.

Staff Management

- Support and lead staff on matters of wellbeing, teaching and learning and professional development.
- Promote and develop a positive collaborative workplace.
- Build strong academic and wellbeing teams.
- Monitor absenteeism.
- Work with VISS Group teams including, CEO, Director of Schools and HR on matters relating to staff performance, staff concerns and wellbeing as required.

Administrative and recruitment

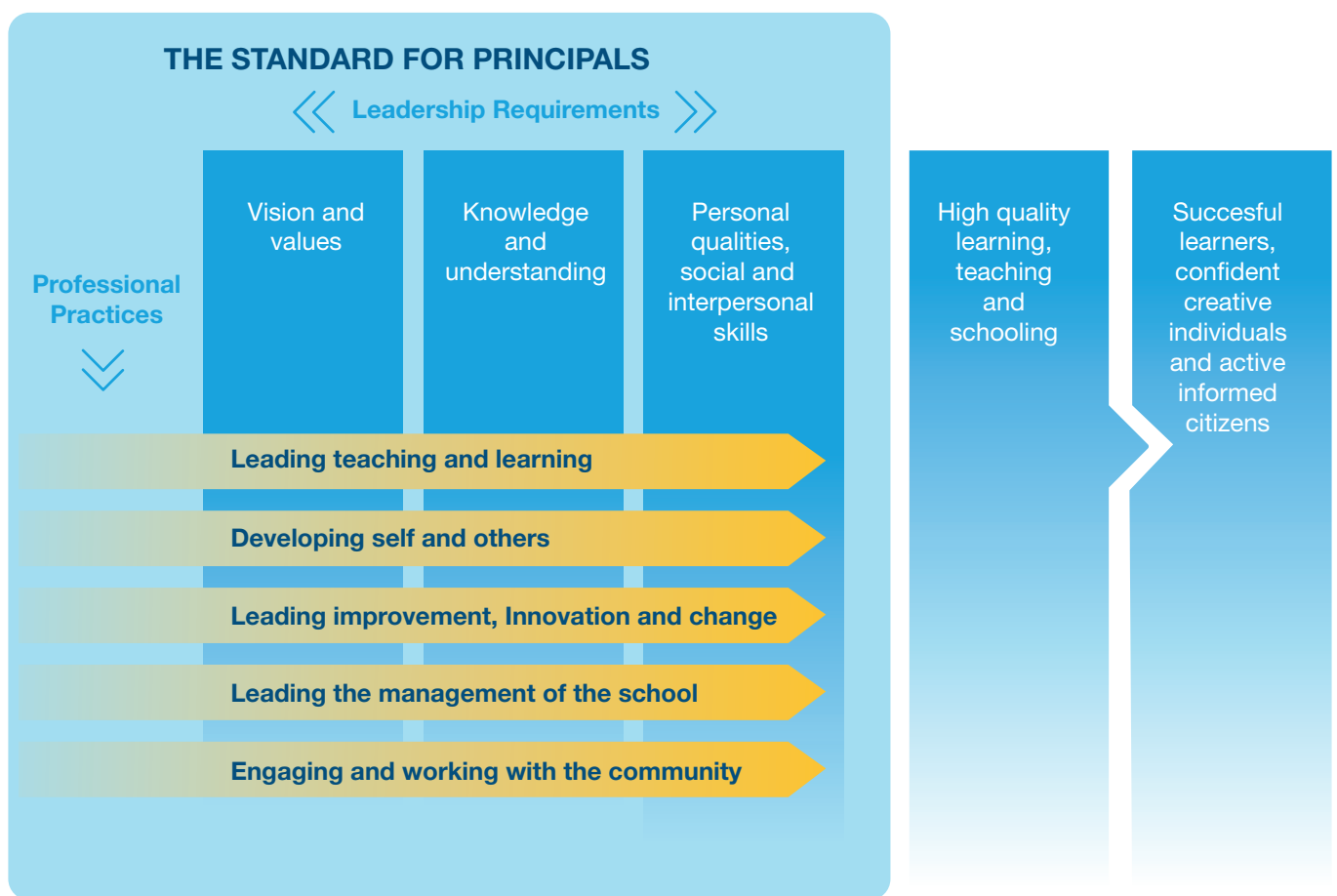
- Be actively involved in planning, recruitment and selection of staff.
- Management of administration staff
- Support the intervention teams with Learning Support Assistants recruitment as needed

KEY SELECTION CRITERIA

KEY CRITERIA

The Victoria International School of Sharjah School’s Group use the Australian Professional Standards for Principals from the Australian Institute for teaching and school leadership (AITSL) as the basis for the **key selection criteria** for recruiting Heads of Schools/ Principals in its schools. These standards also form the basis of the professional growth and accountabilities of leaders in the VISS Group of schools.

During the selection process, the interview panel will focus questions closely on the AITSL standard for principals as outlines below



Leadership context: School, Local area, wider community, Australian, Global.

For further information on AITSL and the principal Standards please click [here](#)

KEY SELECTION CRITERIA - PROFESSIONAL PRACTICE

The five professional practices and their profiles, that are particular to the role of the Head of School/ Principal, will form the basis of the **key selection criteria** for all Head of School/ Principal and Assistant Head roles in a VISS school

- KSC 1 **Leading Teaching and Learning**
- KSC 2 **Developing Self and others**
- KSC 3 **Leading improvement, innovation and change**
- KSC 4 **Leading the management of the school**
- KSC 5 **Engaging and working with the community**

KEY SELECTION CRITERIA - LEADERSHIP REQUIREMENTS

The key selection criteria will include an understanding of and evidence in practice of **the Leadership Requirements** focus of a Head of School (in a UAE context):

- KSC 1 **Vision and Values**
- KSC 2 **Knowledge and Understanding**
- KSC 3 **Personal qualities, social and interpersonal skills**



THE PROCESS

During the application and interview process, the focus should be on the Key selection criteria and where possible citing examples of good practice as well as any other information deemed necessary for the panel to establish.

Given the VISS Group operates in an international Middle Eastern environment, it is important to where relevant to contextualise your responses to specific context.

Using the five professional practice profiles as a guide written applications should be included in the application. Please note, if shortlisted for an interview the information provided in the application letter may be referred to in the interview.

PHASE ONE

Application made to the school

- Closing date 5 Jan 2022
- Fill in the application form
- Provide a CV and application letter that addresses the “Key Selection Criteria”

PHASE TWO

Shortlisting of candidates
20-24 April, 2023

PHASE THREE

Shortlisted candidates identified and notified by 27 April, 2023

PHASE FOUR

Face to face or Virtual interview week of 1-5 May, 2023

- 20 minute presentation (optional)
- Panel interview with a minimum of two people comprising of the Executive Principal, the Director of Schools and/or Executive Director of the VISS Schools Group
- Key selection Criteria from AITSL standards used as the basis for interview questions

PHASE FIVE

Selected candidates join between 7 and 10 August, 2023

PROFESSIONAL REQUIREMENTS

- Educational qualification required- Bachelor's degree minimum, Masters preferred
- Experience in a senior educational leader – Head of School, Deputy Principal, etc.
- Current registration with an education body preferred (ie VIT, QTS etc)
- Management experience essential
- Australian or IB curriculum an advantage

**Experienced Deputies will be considered

REMUNERATION AND BENEFITS

A competitive package inclusive of the following applies to the successful candidate and family (spouse and up to 2 children):

- Generous basic salary
- Accommodation allowance
- Gratuity (13th month)
- Laptop

Benefits for eligible dependents

(spouse and up to 2 children)

- Annual Flights
- Free tuition for 2 dependent children
- Immigration expenses
- Medical Insurance



This job description is not all inclusive. VISS Group reserves the right to amend this job description. We are an equal opportunity employer, committed to a diverse and inclusive work environment.