

Job Description of Secondary Principal

The opening of ISA Wuhan will create a new model for ISAIEG, bringing together two separate schools in the same location: ISA Wuhan International School and ISA Wenhua Wuhan International Chinese School. This model will be used across a number of ISA schools being planned for China, and will truly bring to life the ISA mission of providing an education that combines the very best values and practices from the East and the West.

All staff will be invited to assist in the development of the culture of the school and work together to create an ethos of continuous improvement to enhance learning outcomes for students.

KEY RESPONSIBILITIES

Key responsibilities of the Secondary Principal include, but are not limited to, the following:

1. Under the leadership of Head of School, responsible for the preparation of the secondary school, as well as the academic management and operation management after the opening of the school.
2. Organizing and implementing on building the organizational structure, staffing, post responsibilities, operation norms and processes of secondary school to ensure a smooth start.
3. Developing policies of the secondary school.
4. Organizing the formulation and implementation of development project and work plan of secondary school.
5. Helping to monitor needs and opportunities for professional growth and improvement in the Secondary School;
6. Assisting in ensuring that the academic programs meet the standards and requirements of the IB and other accrediting bodies.
7. Working closely with the Primary School Principal and other school leadership team on the design, implementation and review of the timetable and staffing requirements;
8. Establishing effective communication and linkage mechanism with school service center, student affairs office and parents' committee to ensure students' health, safety and wellbeing.
9. Responsible for the daily management of the secondary school, including recruitment, management and evaluation of teachers, teaching evaluation and research, and all-round ability development of students in areas such as



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morals, intelligence, physical fitness, work and aesthetics, to ensure the full implementation of teaching plans and to create a positive international campus culture.

10. Assisting with the design, implementation and review of school-wide initiatives, curriculum development, special projects and strategic planning;
11. With a strong sense of cost, responsible for the budget formulation of the secondary school, resolutely implementing the school's budget plan, and carefully reviewing the costs.
12. Maintaining good relationships inside and outside the school, and properly dealing with multiple relationships among the school, parents, students, peers, and local education authorities.
13. Responsible for the formulation and application of the admission plan of secondary school, fully cooperating with the admission and publicity of the school, to improve the school brand constantly and promote the increase of the school income.
14. Ensuring the efficient and effective day-to-day operations of the Middle School, through imaginative planning, and appropriate delegation to line managers;
15. Communicating sensitively and punctually with parents on matters of interest and concern to them.

Other duties as assigned from time to time by the Head of School.