



WESLEY METHODIST SCHOOL

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Job Description

Position : Principal

Reporting to : Director, Methodist Education, MCOE

Job Purpose

The Principal will be responsible for the overall management of the school in consonance with the fundamental philosophy of the Methodist Education and the provisions of the Education Act 1996. The Principal shall be part of Local School Management Team working together with the School Administration Managers and Heads of Departments.

He/she is responsible to provide leadership, direction and co-ordination within the school. The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school. He/she should strive to create an organization and or climate which fosters student and teacher growth.

Key Duties & Responsibilities

The duties of the Principal are all encompassing as all aspects of the schools' operations are either directly or indirectly under his/her jurisdiction. In general terms, the Principal shall be responsible for: (a) the detailed organization of the school, (b) the development of the instructional program, (c) the assignment of duties to and the supervision of members of his staff and (d) the general operation of the school facility.

1. Leadership and Climate
 - a. Work towards the objectives of annual WMS business plan, policies and strategic direction of the Wesley Methodist School as directed by the Methodist Council of Education / Wesley Methodist School Board of Management.
 - b. Continually endeavour to improve the operating effectiveness of the school for which he/she is responsible.
 - c. Comply with all regulatory laws, i.e. operation licenses and any other legal regulations and laws that governs private schools. Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences and reading professional materials.
 - d. Suggest appropriate changes and ensure adherence to approved policies, practices and procedures within his/her area of responsibility
 - e. When not involved in teaching duties, to devote as much time as possible to the supervision of the school; observing methods of instruction and endeavouring to improve the efficiency of the staff and the school in general.
 - f. Encourage, guide and assist student leaders and teachers
 - g. Meet with parents and administrators on a regular basis for problem resolution
 - h. Practise internal governance work processes for accountability and transparencies.
2. Programme and Curriculum
 - a. Ensure that academic policies and curriculum are followed.
 - b. Develops and tracks benchmarks for measuring institutional success.
 - c. Co-ordinate and foster the development of programs within the school to best meet the needs and interests of the students. This includes the establishment, supervision, and evaluation of special education programs where a child needs one.
 - d. Assist the teaching staff in the development, implementation, modifications and selection of curriculum materials, and keep the management informed as to any modifications in or substitution of approved courses.

- e. Develop and support a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular program.
3. Student Control and Supervision
 - a. Establish a climate in which students can develop self-discipline.
 - b. Have disciplinary authority over each student while on school premises, while going to and from school, while riding on school buses and while taking part in authorized school activities.
 - c. Have authority over activities sponsored and conducted by the student organizations of his school.
 - d. Responsible for the provision of supervision of students and student activities in the school buildings, on school grounds, while loading or unloading from school buses, or involved in field trips or other student activities sponsored by the school.
 - e. Provide an atmosphere free of any bias in which students can achieve their maximum potential.
 - f. Meet and listen to concerns of students on a regular basis.
4. HR responsibilities
 - a. Conduct performance appraisals for teaching staff.
 - b. Evaluate teaching staff and other staff members and identify areas of improvement.
 - c. Participate in hiring, training, and other employment activities for teachers.
 - d. Set performance targets and objectives for academic.
5. Financial responsibilities
 - a. Manage and plan the annual budget.
 - b. Propose budgets for items such as supplies, materials, staff and equipment and propose annual income forecasts.
 - c. Review and propose requests for instructional materials and equipment within the approved budget.

Job and Person Specification

Essential Specification (Must-have)

1. Possess minimum Bachelor's Degree in Education/Teaching or equivalent.
2. Excellent written and verbal communication skills.
3. Minimum 10 years of proven leadership experience in education management.
4. Strong management, multitasking and decision-making skills.
5. Strong interpersonal skills with parents and staff.
6. Ability to coach and inspire.
7. Knowledge of school administrative processes and national educational regulations.
8. Excellent organizational skills and attention to detail.

Desirable Specification (Added advantage)

1. Knowledge in School Management Systems and Learning Management System.

Safeguarding Commitment

Wesley Methodist School are committed to safeguarding and promoting the welfare and safety of our students and expects all staff members to share this commitment.