



# Job Description

## Assistant Vice Principal-Primary School

<b>Department:</b>	Primary School
<b>The focus of Job:</b>	Support VP Primary with school operations
<b>Principal Location of Work:</b>	Oryx International School
<b>Responsible to:</b>	Vice Principal (Primary)
<b>Timetable:</b>	Full Time

### Background

Educating nearly 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, [www.oryxschool.qa](http://www.oryxschool.qa)

### The Role & Purpose

As the Assistant Vice Principal for the Primary School, you will assume a position of great responsibility in shaping the educational experience of our primary students. Working closely with and being line-managed by Andrea Smith, Vice Principal, you will play a vital role in ensuring the effective implementation of educational policies and procedures and the overall administration and management of the Primary School.

### Essential Duties & Responsibilities

#### Whole School CPD

- Providing oversight and managing the Continuing Professional Development (CPD) provision and budget for the entire school. Your expertise in this area will contribute to our teaching staff's professional growth and advancement.
- Overseeing the use of the Orbital CPD Hub, ensuring that our teachers have access to high-quality professional development resources and opportunities.

#### Primary School

- Quality assuring teaching and learning within the Primary School, ensuring that our students receive a high-quality education that meets our educational standards.
- Ensuring the smooth administration and coordination of external assessments for primary students, such as standardised tests and examinations
- Overseeing the performance management process for teachers, providing guidance, feedback, and support to foster their professional growth.



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- Quality assuring primary school reports, ensuring that they are accurate, comprehensive, and aligned with our educational goals and standards.
- Deputizing for the Vice Principal of the Primary School in their absence, ensuring the smooth functioning of the Primary School's operations.

## Performance Management (Appraisal) Duties

- Administer and manage the performance appraisal process for specific middle leaders as allocated by the VP (Primary) by providing support, feedback, and professional development opportunities to facilitate their growth and success.

## Line management coordination

- Phase Leaders: You will guide and support the Phase Leaders, who are responsible for the day-to-day management of specific phases within the Primary School, fostering a collaborative and supportive learning environment.
- Oversight and coordination of specific areas of the school as allocated by the VP (Primary)

NB: Ongoing liaison with the AVP (Secondary) and the Assistant Principals, especially Curriculum, and Primary Timetable, will be required to ensure effective communication, collaboration, and coordination across the school. Please note that these responsibilities are aligned with the school's strategy, objectives, and School Development Plan.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list. They may be extended or altered to include other tasks that are commensurate with the role as directed by the Vice Principal (Primary) and the Executive Principal.

