

**Position:** Principal

**Location:** Palla, Nuh, Haryana

### **Areas of Responsibility:**

#### **Position Purpose (Mission):**

- ✚ To make the school self sufficient ( Increase the strength from 400 students to 600 )To strengthen the academic, administrative and co-curricular activities in Schools. To develop a highly motivated faculty to deliver the quality services to produce best results.

### **Key Performance Areas and Main Responsibilities:**

#### **Leadership and Management:**

- ✚ Provide inspiration and strong leadership to the Heads of School/Coordinators and the teaching teams to ensure that the school continues to deliver the highest standards of learning and care across the board.
- ✚ Lead by example and embody the school's vision and values for the leadership team, pupils, staff, and Governors.
- ✚ Lead and manage all academic and administrative staff at t school. This will include appointments, appraisals, training and development, and when necessary initiate the implementation of disciplinary procedures and make reports to the Director/Managing Committee/Governing Body when necessary.
- ✚ Treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's Mission Statement.
- ✚ Ensure the effective implementation of all school policies, including those that relate to pastoral care, such as behavior, discipline and bullying.
- ✚ Foster warm and positive relationships between the school, the local community and all stakeholders.
- ✚ Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- ✚ Develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- ✚ Regularly review own practice, set personal targets and take responsibility for own personal development.
- ✚ Responsible for ensuring the safety and wellbeing of the pupils at the school;
- ✚ Responsible to the Director/Managing Committee/GB for all matters pertaining to organisation.

#### **Learning and Teaching**

- ✚ Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- ✚ Assess, monitor and evaluate the quality of teaching standards and learning and the delivery of the curriculum across the board in order to build on success and identify and act on areas of improvement.

- ✚ Continue to develop and review curriculum for organisation in keeping with our changing world.
- ✚ Monitor and evaluate pupils attainment levels
- ✚ Demonstrate excellent classroom practice;
- ✚ Teach a timetable commensurate with the responsibilities if required; Monitor the teaching and learning throughout the school;
- ✚ Encourage the further development of a wide ranging extra-curricular activities programme, socio emotional learning, and gender & diversity studies.

### **Organization – Managing Systems and Resources**

- ✚ Implement a framework of effective evaluation, assessment and performance management which engages the whole school community.  
Provide effective organisation and management of the school and seek ways of improving organisation structures and functions based on rigorous self-evaluation.  
Take a strategic role in the development of new and emerging technologies to extend and enhance the learning experience of pupils and the wider school community, actively engaging with other schools to build effective learning communities.
- ✚ Manage and organise the accommodation effectively and efficiently to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.

### **Strategic Direction and Shaping the Future**

- ✚ Work with the Director and Adviser to maintain a shared vision and future strategic plans which will inspire and motivate pupils, staff, parents and the wider community.
- ✚ Ensure that learning is at the centre of strategic planning and resource management.
- ✚ Monitor and review all aspects of teaching, attainment, priorities, and targets.
- ✚ Promote excellence, equality and high expectations of all pupils, and the wider school community, ensuring a consistent and continuous school wide focus on pupils' achievement

### **Community**

- ✚ Create and maintain a strong sense of community with effective partnerships with all stakeholders that supports and improves pupil's achievements and personal development.
- ✚ Continue to maintain the school culture and ethos.
- ✚ Actively promote the school as a centre of excellence for education in the local community.
- ✚ Continue to develop links within both the school and the wider community, enabling and promoting excellent communication and relationships between all parties, including neighbouring schools, and all outside support agencies.
- ✚ Exercise responsibility for ensuring fair and equal treatment of all employees and customers.

### **Staff Management and Development**

- ✚ Develop effective relationships and communications, which underpin a professional learning community that enables everyone in the school to achieve.

- ✚ Create an organisational structure that reflects the school's values and enables the management systems, structure and processes to work effectively in line with key priorities.
- ✚ Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- ✚ Provide opportunities for growth and continuing professional development of the teaching team by creating an inspiring, professional work environment and modelling behaviour consistent with the school's values and aspirations.
- ✚ Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps.
- ✚ Put in place effective team communication mechanisms to ensure that all staff are involved in the school development plan and kept informed of key priorities and developments.

### **Accountability**

- ✚ Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- ✚ Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.  
Ensure that all stakeholders are well informed about the school's direction, priorities, curriculum and pupils' attainment and progress.
- ✚ Combine the outcomes of regular school self-evaluation with external evaluations in order to develop the school.
- ✚ Exercise responsibility for ensuring that all new employees receive an induction programme and are properly inducted in the school's policies and procedures.

### **Essential Values, Behaviors and Skills:**

- ✚ Change orientation
- ✚ Execution orientation
- ✚ Operational Excellence
- ✚ Passion to serve
- ✚ Relationship Building
- ✚ Strategic Thinking
- ✚ Providing Leadership

### **Education**

Master's Degree with minimum 55%  
Regular B. Ed degree with minimum 55%  
CTET qualified is desirable

### **Experience**

Minimum 10 years of teaching experience and at least 2 years of administrative experience in a recognized Higher Secondary School.

### **Languages**

Excellent communication skills English and Hindi. Must have significant and proven writing, presentation and people management skills.

**Application process**

Please email your CV to

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)