



# SIAS INTERNATIONAL SCHOOL

CARING  
懂得关爱

PRINCIPLED  
坚持原则

RISK-TAKERS  
勇于尝试

BALANCED  
全面发展

Phone (0371) 88908999 | 19137129398

Web: [www.siasinternationalschool.org](http://www.siasinternationalschool.org)

Intersection of Chaoyang Road and 4th Longteng St., Zhengdong New District, Henan province, China 450000

## Primary Principal Job Description

**Department:** Instructional Department

**Term of Employment:** 2 years

**Band:** Principal

**Reporting Accountability:** Deputy Head of School

### Position Overview:

The Primary Principal is the instructional leader of the Primary Years Programme (PYP) and oversees the overall operation of the primary school from Toddler to Grade 5. This role focuses on students' academic progress, personal growth, and emotional well-being. The principal should demonstrate a commitment to the International Baccalaureate (IB) programs and international education, promote collaboration within the school, build strong relationships with parents, and ensure that learning objectives are met.

### Scope of Responsibility:

The Primary Principal plays a crucial role in managing the overall operations of the primary school, which involves meticulous oversight of the budget to ensure resources are allocated effectively for various programs and initiatives. The Primary Principal is also tasked with creating and maintaining balanced schedules that facilitate optimal learning experiences. Engagement with the community is also a key responsibility, necessitating strong communication with parents, local organizations, and stakeholders to build partnerships that enhance the educational experience for all students. Through these efforts, the Primary Principal aims to cultivate a supportive and enriching atmosphere for students and staff.

## Major Responsibilities and Duties

### 1. Curriculum and Instruction

- Keep abreast of the latest theories and best practices in international education.
- Ensure the effective implementation of EY and PYP across all grades.
- Provide professional development (PD) sessions for staff.
- Oversee student assessment and reporting to ensure accurate and timely progress tracking.
- Collaborate with the PYP Coordinator on curriculum improvements.



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## 2. Student and Teacher Supervision

- Conduct classroom observations and provide feedback to teachers.
- Oversee student behavior management and positive reinforcement initiatives.
- Supervise teacher evaluation and professional growth plans.

## 3. Parent and Community Engagement

- Conduct Parent Academy sessions to engage parents in EY and PYP education.
- Communicate school-wide goals and policies effectively to parents and staff.
- Assist with school marketing efforts to attract and retain students.

## 4. Administrative Duties

- Collaborate with the admissions team on enrollment and appropriate placement of EY and PYP students.
- Develop and manage the primary school budget.
- Coordinate staff duty schedules and student timetable
- Assist in recruiting and onboarding new faculty for the primary division.
- Contribute to school-wide leadership discussions and policy development.

## 5. Other Duties

- Act as an advocate for the IB philosophy within the school community.
- Act as a member of the Senior Leadership Team and support administrative, instructional, and operational decisions to ensure continuous development of the school.
- Assist with school ceremonies, extracurricular activities, and special events.
- Follow the Professional Code of Conduct, Professional Expectations, and Child Protection Policy.
- Assist with all written accreditation reports required as needed.
- Attend all school functions and school-wide events.
- Plan specific times outside the academic calendar to mark the opening and closing of the school year.
- Assist with any other duties as assigned by the Head of School and Deputy Head of School.

## Qualifications and Experience

- Master's Degree (higher degree preferred) in Education, Administration, or a related field.
- Minimum 5 years of teaching experience at the elementary level and 3 years of leadership experience, preferably in an IB school.
- Experience in program development, staff training, and supervision.
- Exceptional knowledge of best practices in curriculum, assessment, pedagogy, and data-driven decision-making



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- Ability to establish effective relationships with students, parents, and staff.
- Strong leadership, communication, and problem-solving skills.
- Ability to manage budgetary and staffing needs for the primary division.

*Sias IS is committed to the protection of all children and young people from harm. Belief in and alignment with Sias IS core values and mission statement are non-negotiable.*