



BEIJING COLLEGIATE ACADEMY  
INTERNATIONAL SCHOOL

常春藤国际学校 北京

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## Principal

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| REPORTS TO      | CEO of the Educational Group designated by the Board                                   |
| LIAISE WITH     | Administrative Heads   |
| RESPONSIBLE FOR | Primary and Secondary Heads<br>All academic staff responsible for teaching instruction |

This position exists to serve as the educational leader and director of education for the school. The Executive Principal is responsible direction of the curriculum, classroom learning, staff development, student behavior, and academic administration in order to ensure excellence in classroom practice and student learning.

This is a senior management post with responsibility for leading the transition of BCA into an IB World School. The Executive Principal is committed to the values that underpin the International Baccalaureate and the integration of these aims into BCA's bi-Lingual program of English/Mandarin.

### DUTIES & RESPONSIBILITIES

#### Curriculum & Assessment

The Executive Principal will play a key role in the implementation of IB programs at the school and will be expected to:

- Lead the development and implementation of the school's curriculum policies and associated developmental activities.
- Promote the highest quality of teaching and learning in accordance with the BCA mission
- Lead the development and implementation of assessment procedures.
- Ensure that parents and stakeholders are kept abreast of curriculum developments.

#### Staffing

- Monitor and plan for academic staffing needs
- Collaborate with relevant departments in the selection and recruitment of academic staff
- Ensure regular supervision, observation and evaluation of faculty
- Ensure that professional staff development is appropriate to the needs of both the individual as well as the school and is a systematic on-going focus

#### Students

- Working alongside the Admissions Office and teachers on the issue of starting and leaving the school and the procedures that should accompany these events



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- Oversee Student progress and discipline if necessary, meeting with children and/or their parents to discuss any problems
- Promoting Students' personal development through regular and extra-curricular programs
- Development of a positive and supportive school environment
- Responsible for issues and concerns regarding child protection
- Ensure that a full register of students enrolled is maintained and that attendance is taken in keeping with government and school requirements

#### Parents

- Promote constructive communication channels between parents and BCA
- Enable regular communication with parents concerning developments to the educational program, school policies, and Student's progress
- Be available to answer parental concerns and meet with parents if necessary to discuss their children

#### Administration

- Participate in BCA Executive and Administration meetings
- Participate in community relations and developing links with other schools
- Develop budgets according to program needs and keep financial expenditure within the annual budget
- Overseeing the facilities, bringing any needs to the attention of the Facilities Manager.

#### Miscellaneous

- Ensure that the highest level of health and safety are maintained
- Ensure that all emergency procedures for example for fire drills, evacuation of the building are in place and practiced.
- Ensure that Policy and Procedures Manual are compliant with relevant policy and statutory requirements and adhered to by staff members
- Approve any off-campus excursions (giving due regard to health and safety)

#### Qualifications

- Teaching Certification with Master's degree in Education
- 5 - 10 years school leadership experience within an IB environment
- Demonstrable administrative experience
- Specialized training in IB, AP or other types of pedagogy
- International school experience (ideally within Asia) at a school characterized by cultural and academic diversity
- Native speaker or fluent in English
- Mandarin speaker (preferable but not required)