

Assistant Principal (Grade 6-10)

Up to 6 Release Periods

The Assistant Principal (Grade 6-10) will report directly to the Secondary principal.

Specific Responsibilities

- The pastoral needs of all students in Grades 6 to 10.
- Serving as a member of the Secondary Leadership Team
- Liaison with staff and parents on student pastoral curriculum and individual casework in Grades 6 to 10.

Showing LEADERSHIP by

- providing a role model that sets high personal expectations of subject teaching, professionalism, professional development, and administration;
- providing the teachers of students in Grades 6 to 10 with clear goals that are consistent with and reflect both DIS school-wide development targets
- nurturing a culture that promotes the ideals of the IBMYP;

Liaising with KEY PERSONNEL to ensure that

- the school administration (normally the Secondary School Principal) is informed and advised regarding all aspects of student pastoral issues and related programme issues;
- there is close collaboration with the MYP Coordinator, advisory teachers and relevant subject and support teachers

Supporting STUDENTS by

- maintaining accurate records of students' progress, keeping the Secondary Principal, Director, students and parents regularly informed;
- dealing with any student behaviour issues that may arise in Grades 6-10 and keeping the Secondary Principal informed;
- coordinating the writing of student references for students in Grades 6-10 as required;
- assisting the Secondary Principal with admissions applications and testing and interviewing of potential candidates.

Responsibility for PERSONNEL and in doing so

- organising required meetings of teachers of Grades 6-10;
- devises (with the cooperation of the Secondary Principal) and coordinates a system for collaborative planning (including the meeting schedule) among classroom teachers and specialists;
- taking part as a member of the SSST;

Involvement in WHOLE SCHOOL DEVELOPMENTS and in doing so

- contributes towards the Secondary School Action Plan for the approval of the Secondary Principals, which must also fit into other school planning;

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- attend whole school curriculum meetings;
- attend meetings with the Director, Secondary Principals and IB Diploma Coordinator;