



ACS (International)

Vice-Principal Vacancy

ACS (International) Background

ACS (International) Singapore is part of the prestigious ACS family of schools whose proud legacy reaches back to 1886. Opening our doors in 2005, ACS (International) is a secondary school (12 – 18 years old) that serves both Singaporean and international students, with a diverse mix of 30 nationalities. Academic outcomes are a critical area of performance for the school, in conjunction with strong holistic development of students. The school offers the IGCSE programme with approximately 180 students graduating each year with over 50% of all grades being A or A*. The school offers the IB Diploma programme with approximately 180 students graduating with an average IB score of 36, including perfect scores of 45. Graduates attend universities across the globe, including Oxbridge and Ivy league universities.

ACS (International) is an [Accredited Member of the Council for International Schools](#).

Vice-Principal Position

ACS (International) is looking for an exceptional and experienced school leader who has a passion for academic and all-round educational excellence in an international setting. This is a demanding, but an immensely interesting and rewarding role, and suitable to those aspiring to principalship.

The start date is flexible – preferably March 2021, or by arrangement.

We are looking for someone who is:

- A confident leader, with an open and inclusive style who is able to maintain and develop the strong sense of community within the school;
- International in outlook and has an appreciation of the richness that a diversity of cultures brings to our 'Singapore international school' context;
- An all-rounder with strong academic, pastoral, leadership and administration skills to middle or senior management levels;
- Able to contribute to the holistic aspects of the school, such as House activities and CCAs.
- A team player who is able to effectively support and contribute to the five person senior leadership team;
- An outstanding leader who can lead, care and inspire the teaching faculty to create exceptional learning environment for the students;
- Strong in communication skills and style, demonstrating enthusiasm and energy in all interactions with the school community and able to inspire young people from all cultures
- An experienced and excellent secondary teaching professional

- An individual who respects that the school is founded on and adheres to Christian (Methodist) and ACS values.
- Each Vice-Principal is required to teach a class and be involved in school related activities.

Benefits:

- A professionally stimulating environment, working alongside motivated colleagues from around the world;
- Continuing professional development;
- Competitive salary;
- International package for expatriate appointment;

Applications to recruiting@acsinternational.edu.sg must be accompanied by a covering letter, a C.V., a completed application form and names (including contact details and email addresses) of two referees (with at least one of them is/was your reporting officer).

Full details including an application form are available on our school website: www.acsinternational.edu.sg

Applications close on 21 December 2020 with interviews to be scheduled for January 2021.

ACS (International) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safe recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to a background check and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).



Job Description – Vice Principal

General

The new Vice Principal is a member of the school's Senior Leadership Team supporting the Principal and other Vice Principals to maintain and further develop the highest standards of academic and all-round holistic excellence in every area of school life.

The Vice Principal will have wide ranging skills in academic, pastoral, leadership and administration areas as well as outstanding inter-personal skills.

S/he will work with the Principal and other Vice Principals to achieve on-going school improvement, and support and promote the school's special Christian character. Each Vice Principal plays a central role in creating a strong sense of community that will unite students, faculty, and support staff from diverse backgrounds.

Specific key tasks will be determined by negotiation and agreement after appointment, and after matching with the overall and different strengths of the other Vice Principals.

Generic Responsibilities

1. Work collaboratively to develop and effect strategic decision making within the Senior Leadership Team and across the school to support the school's educational aims;
2. One of the school's designated Child Protection Officers;
3. To professionally and effectively lead, coach and manage all staff in their area of jurisdiction by word, action and example;
4. Meet regularly with all direct reports;

5. To consistently and effectively be efficient in all administrative tasks in order to support other staff to undertake their own jobs effectively;
6. Assist / deputise for other members of the Senior Leadership Team in their portfolios during any extended absence after consultation with the Principal;
7. To liaise and work with middle managers to ensure ongoing improvement in each area of responsibility. This includes holding regular meetings, providing effective feedback, and the supervision and appraisal of allocated support staff/ Head of Faculty/Housemasters/Divisional Coordinators;
8. Responsible for the efficient and effective use of school resources, including actively monitoring and making best use of the allocated financial resources in their area of responsibility. Input into the following year's budget development is also required;
9. Maintain a high-profile role around the school, encouraging students and staff, and maintaining high morale and high standards of student behaviour;
10. Share in the leading of assembly and Chapel devotions, including leading the school in prayer as required;
11. Attend school functions both in and out of school time as required;
12. Be a strong ambassador of the school at parent meetings, and at school and inter-school events;
13. Teach one class in his/her area of speciality;
14. An outstanding leader who can Lead, Care and Inspire the teaching faculty to create exceptional learning environment for the students;
15. Lead by example, modelling the highest standards of professional and personal behaviour and performance, and upholding the school's IGNITE values in word and action;
16. An individual who respects that the school is founded on and adheres to Christian (Methodist) and ACS values.

Specific Responsibilities

The Vice Principals' key tasks are determined by negotiation, considering the various skill sets of the incumbents.

These specific responsibilities currently include:

1. VP (Middle-Division)

- Oversight, monitoring and development of all Academic / Teaching & Learning / Curriculum areas across the school;
- Appraisal / PRM;
- School Reports;
- Oversight of the various staff committees, the teachers' weekly duty roster, and Special Needs Specialist/School Counsellors/Nurse;
- Participation in the selection and recruitment of teaching staff;
- Liaison with the other VPs concerning training needs for staff;
- Monitoring of academic standards;
- Oversight of the provision of learning support, including gifted and talented students;
- Co-ordination of course selection for students;
- Development of meaningful methods of assessment to allow effective teaching and learning;
- Provision of transcripts and testimonials;