

**Job Title:** Lower School Principal

**Reports to:** Head of School

**Liases with:** Teachers; parents; students; SMT

**Compensation:** n/a

**Document Number:** JDLSPRINC

## **KEY RESPONSIBILITIES**

The core purpose of the Lower School Principal is to organize and manage all aspects of the Lower School in accordance with the Dwight School Seoul's mission statement and philosophy. This requires the LS Principal to have a solid understanding of the PYP and work collaboratively with the PYP coordinator and ECD coordinator in ensuring all aspects of the Lower School are in order to ensure there is a safe environment for the teaching and learning taking place. The LS Principal is responsible for ensuring clear lines of communication with all bodies in the LS community (staff, students and parents).

### *Administration*

- Communicating with the Head of School, administration, faculty and staff regarding information about all aspects of the Lower School.
- Together with the PYP coordinator being the Pedagogical leaders of the Lower School.
- Being the face of the Lower School, meeting all prospective students and their families.
- Being an active member of Dwight Senior Leadership Team who ensures the IB standards and practices are being lived in the school.
- Being responsible for all Lower School Applications to Dwight, ensuring that prospective students would fit with the programme and the philosophy of the school.
- Advising and assisting in formulating all school policies.
- Developing the Lower School Timetable.
- Developing the Duty Roster to ensure the school is a safe environment for all aspects of student's life.
- Ensuring the Lower School library is continually being developed.
- Review all School wide documents e.g. Parent/Student Handbook, Faculty Handbooks etc.
- Organise and ensure clear communication in all Lower School events e.g. Open House, Welcome to School evenings, Guest speakers, VIP Reading day, Ski Camp etc.
- Advising and assisting in formulating school policy.
- Overseeing weekly Assemblies of students from ECD – Grade 5 in the Auditorium.

- Contributing to marketing the Lower School within and outside the school.
- Developing and implementing a PYP action plan based on the IB's Standards and Practices with the PYP Coordinator.
- Promoting and coordinating interaction with other IB PYP schools through attending workshops, conferences, school visits, correspondence, in addition to facilitating staff participation in curricular development with the IB Regional Office.
- Advising the Head of School and Finance Officer on all program-related expenses and keeping track of these, notifying the business office of any payment due.
- Maintaining the Lower School Budget.
- Submitting regular materials for the Dwight School Seoul newsletter and for the Head of School's annual report as requested.
- Holding regular LS meetings, to ensure consistency and clear communication across classroom and specialist teachers, in addition to attending all relevant school wide meetings.
- Keeping the Head of School fully informed about all aspects of life in the Lower School students, staff, and parent issues.
- Ensuring all Lower school staff have the necessary support and guidance.
- Compiling a Daily Bulletin for all staff to communicate daily events in the Lower School.
- Ensuring Job Descriptions are up to date and align with other Dwight schools.
- Ensuring all forms of assessment for the academic year are carried out, in Lower School.
- Ensuring staff receive regular Appraisal as part of the long term Appraisal process.
- Proofreading all LS student reports, both interim and end of Semester.
- Undertaking short-term substitute teaching as required.
- Overseeing all aspects of the school charity committee is organized in an open, transparent way and that funds reach the correct responsible contact.
- Encouraging links with the local Community here is DMC, Seoul.

#### *Liaison with Students*

Being responsible for setting the standards of behaviour in the Lower School.

- Ensuring the school and classroom essential agreements are followed.
- Liaising with families when students are badly behaved following clear lines, with appropriate consequences.
- Overseeing all records of behaviour are documented in the behaviour book and appropriate action is taken.
- Keeping the Head of School informed of all student behaviour.
- Ensuring the anti-bullying policy is adhered to.
- Supporting students as required in all aspects of life in the Lower School.
- Ensuring that a Lower School student council is created, meets regularly and is an active part of student life.

#### *Liaison with Parents*

- Ensuring parents are fully conserved in all school activities.
- Being available to meet with all parents as deemed necessary.

- Ensuring there is a close collaboration with the parent body in the Lower School.
- Chairing monthly Parent Link meetings where parent representatives of each class meet to discuss ways of how best to support the teaching and learning in the classrooms.
- Ensuring parents are provided with comprehensive information on the IB PYP.
- Keeping parents informed about their children's progress.
- Assisting transfer students by liaising with their previous school and/or providing information to the receiving school.

The LS Principal will be required to carry out additional tasks that are in line with the above job description, as required by the Head of School, including taking on the responsibility of Head of School during school related absences.

Job performance will be evaluated in December by the Head of School.

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Head of School

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Date