



INDIAN SCHOOL AL WADI AL KABIR
ASSISTANT VICE-PRINCIPAL
JOB PROFILE- ROLES AND RESPONSIBILITIES

The prime role of a Head is to provide strong leadership. The Head is required to lead, manage and develop the school to ensure it achieves the highest possible standards of excellence in all its activities. The Head will be supported by the superiors and exercise leadership, demonstrate vision, and empower others in order to deliver the agreed strategies within the faculty.

It must be noted that while all designations and posts are important, the status of an Assistant Vice-Principal is particularly vital as she/he is instrumental in bridging the gap between the teaching fraternity, Academic Coordinators, HoDs, Academic Supervisor, Vice-Principals and the Principal. Her/His contribution will ensure the smooth functioning of each department in her/his care and thus contribute to the efficient running of the institution.

The following listed duties and responsibilities are exhaustive, however, not encompassing all other duties that would come her/his way in the course of the day-to-day running of the school and its activities.

Specifically, the role will include the following. She/He will -

- ensure that each member of the team is respected and all ideas and suggestions put forth are listened to, accepted and implemented, if relevant and if in the interest of the students and the institution.
- build a healthy team spirit and ensure that school rules, norms and practices are made clear to all concerned and implemented in true spirit.
- evaluate processes of curriculum implementation, suggest modifications and ensure that teachers are guided, keeping the vision and mission of the school in mind.
- proactively set achievable goals and work with the team in designing methods to achieve the same.
- review the progress towards the goals set and offer timely feedback and suggest plans to move towards achieving the goals, keeping the time frame in mind.
- plan innovative activities related to academics as well as co-scholastic activities, ensuring that students as well as the teachers gain from the exercise.
- guide teachers to implement appropriate methodologies in ensuring the success of the activities planned.
- play an important role in being part of the team in the process of framing

the annual pedagogical plans as per the CBSE guidelines, syllabus planning, administration and execution in the classroom scenario.

- guide teachers to write effective lesson plans, create challenging and fulfilling worksheets, reading cards, question papers and all other teaching-learning material.
- scrutinize lesson plans, worksheets, question papers and the like and offer meaningful inputs that work in the interest of all students.
- monitor and guide the Academic Supervisor/Academic Coordinators/HODs and ensure that they are executing their responsibilities efficiently. Offering timely feedback is crucial and follow-up on the same is even more vital.
- appraise the performance of all teachers, Academic Supervisor/Academic Coordinators/HODs from time to time, highlight the positives and offer suggestions for enhancement.
- apprise the Vice-Principal from time-to-time on the progress of the department/s and keep her/him informed of serious discrepancies or issues, if any.
- ensure classroom visits to gauge the performance of the teachers as well as the students and make recommendations as and when required.
- conduct surprise checks of notebook corrections, subject enrichment activities conducted, planning for co-scholastic activities and the like.
- organize meetings, keeping clear agendas in mind and ensuring that the minutes of all meetings are shared with the Vice-Principal.
- conduct need-based sessions/workshops for teachers and share important information with them with a view to ensure professional development.
- provide valuable inputs for the monthly BOD reports and SMC meetings, covering all vital information with regard to academics, co-scholastic activities, forthcoming plans, etc.
- scrutinize/prepare duty lists and ensure that details of requirements are attended to by the concerned and ensure the smooth execution of the morning and special assemblies, special activities, excursions, field trips etc.
- liaise with the administration department, route purchase/maintenance requests and coordinate with the Vice-Principal for suggestions and recommendations.
- liaise with the IT department to ensure that software and technology aids are provided for teachers in order to deliver quality lessons and present events of a very high standard.
- ensure that classes allotted to her/him are effectively executed and the delivery of the lessons are a role model for the team.
- liaise with the ABLE team to ensure that students with special needs are attended to and ILPs and testing techniques are applied where necessary.
- evaluate without any bias, the performance of all Academic Supervisor/HoDs/Academic Coordinators, offer feedback and recommendations with a view to enhance their performance.
- evaluate the term-wise Annual Appraisal and Confidential reports and report the same to the Vice-Principal.
- suggest innovative ideas to bring out the best in all students as well as the

teachers.

- accept responsibility for problems, lapses or inefficiencies, if any and seek solutions, being objective and positive in approach.
- be prompt, disciplined and committed towards all responsibilities and extend full support to the Vice-Principal and Principaal in ensuring the smooth flow of events all through the year.
- confidently depute duties to staff in the absence of Vice-Principal/Principal and accept accountability for her/his actions.

The Assistant Vice-Principal will carry out supervisory duties in accordance with the requirements, conduct meetings for teachers and parents and play a leading role in setting the stage for a smooth, refined and concentrated functioning of the departments as well as the school.

This job description is not necessarily a comprehensive definition of the post. It will need to be reviewed annually and modified as per the requirement at any given point in time.

The duties and responsibilities of an Asst. Vice Principal when shouldered responsibly, taking full accountability, leads to an effective working environment where every member of the team/departments is given due importance. Note, the above-mentioned areas are covered extensively. The Asst Vice Principal will attend to all other additional duties as per the need of the hour, in the best interest of the institution and make contributions and recommendations from time-to-time to uphold the name of the school.

The prime role of a Head is to provide strong leadership. The Head is required to lead, manage and develop the school to ensure it achieves the highest possible standards of excellence in all its activities. The Head will be supported by the superiors and exercise leadership, demonstrate vision, and empower others in order to deliver the agreed strategies within the faculty.

- play an important role in being part of the team in the process of framing the annual pedagogical plans as per the CBSE guidelines, syllabus planning, administration and execution in the classroom scenario.

Finally, the duties and responsibilities of a Vice Principal when shouldered responsibly, taking full accountability, leads to an effective working environment where every member of the team is given due importance. It is to be noted that the above-mentioned areas are covered extensively. The Vice Principal will attend to all additional duties as per the need of the hour, in the best interest of the institution and make contributions and recommendations from time-to-time to uphold the name of the school.

Reports to: The VP / PRINCIPAL