

<b>ACADEMIC POSITIONS</b>		<b>Closing Date: 31st May 2026</b>
<b>Position 1: Head of School (1 position)</b>		
<b>Location : IISM Primary, Gombak, Kuala Lumpur</b>		
<b>Subject</b>	<b>Status</b>	<b>Expected Report Duty</b>
-	Full time	Immediate

**Job Description:**

Scope of Responsibility

1. Curriculum and Co-Curriculum Enhancement:
  - Accountable for upgrading the curriculum and co-curricular activities.
  - Responsible for aligning educational offerings with current standards and needs.
2. Management and Administration:
  - Oversee matters related to effective school management and administration.
3. Community Engagement:
  - Establish a dynamic two-way relationship with the community outside the school.

Work Activities

1. Curriculum Manager – Professional Duties
  - 1.1 Supervision and Policy Control:
    - Supervise and control school policies and objectives.
  - 1.2 Strategic Planning:
    - Determine school targets and formulate strategies for teaching and learning improvement.
  - 1.3 Syllabus Adherence:
    - Ensure teachers follow syllabi and lesson plans within designated timeframes.
  - 1.4 Quality Assurance:
    - Ascertain the quality and quantity of assigned student work, including marking and checking.
  - 1.5 Assessment and Data Utilization:
    - Ensure policy adherence for assessments and examinations, utilizing data for action plans.
  - 1.6 Pedagogical Supervision:
    - Observe and supervise the teaching and learning process.
  - 1.7 Review and Monitoring:
    - Regularly inspect teachers' lesson plan books, student achievement reports, and attendance records.
  - 1.8 Subject Load Allocation:
    - Determine equitable subject distribution among teaching staff.
  - 1.9 Resource Centre Effectiveness:
    - Ensure the School Resource Centre's optimal functionality.
  - 1.10 Co-curricular Policy:
    - Set policies for school co-curricular activities.
2. Students' Self-Development:
  - 2.1 Holistic Growth:
    - Implement self-development programs for students, focusing on organization, study skills, and motivation.
  - 2.2 Discipline Policies:
    - Establish and enforce school discipline policies.
3. Organization and Development
  - 3.1 Student Affairs
    - 3.1.1 Registration and Transfer:

- Supervise student registration and transfer procedures.
- 3.1.2 Attendance Oversight:
  - Monitor students' attendance records.
- 3.1.3 Examination Management:
  - Ensure proper implementation of public examination policies.
- 3.1.4 Documentation Verification:
  - Verify and endorse confirmation letters and school leaving certificates.
- 3.1.5 Accountability:
  - Accountable for student expulsions.
- 3.1.6 Safety Assurance:
  - Take measures to ensure students' safety within the school premises.
- 3.1.7 Guidance and Counseling:
  - Ensure effective functioning of guidance and counseling services.
  
- 3.2 Personnel Management
  - 3.2.1 Registration and Appointment:
    - Manage registration, appointment, and confirmation of teaching and support staff.
  - 3.2.2 Support Staff Collaboration:
    - Assist support staff in defining objectives and maintaining job standards.
  - 3.2.3 Duties and Supervision:
    - Determine staff duties, deployment, and year-round supervision.
  - 3.2.4 Professional Compliance:
    - Ensure teaching staff possess required teaching permits.
  - 3.2.5 Staff Welfare:
    - Foster a supportive staff welfare environment.
  - 3.2.6 Immigration Unit Liaison:
    - Monitor foreign staff work permits and teaching licenses in collaboration with immigration unit.
  
- 3.3 Finance
  - 3.3.1 Budget Management:
    - Ensure judicious utilization of the school budget.
  - 3.3.2 Financial Collaboration:
    - Collaborate with Finance Department for program budget approvals.
  
- 3.4 Physical Facilities
  - 3.4.1 Infrastructure Maintenance:
    - Collaborate for optimal physical building conditions.
  - 3.4.2 Facility Upkeep:
    - Maintain facilities and equipment for conducive learning.
  - 3.4.3 Furniture Condition:
    - Ensure good condition of all furniture.
  - 3.4.4 Security Measures:
    - Implement measures to safeguard school property.
  
- 4. Organization and Self-Development
  - 4.1 Staff Development:
    - Plan and supervise in-house training activities.
  - 4.2 Encourage Innovation:
    - Foster creativity, knowledge sharing, and self-potential growth among teachers.
  - 4.3 Resilience Planning:
    - Strategically plan fortitude and awareness courses.
  - 4.4 Community Participation:
    - Encourage teacher participation in community services.

## 5. Personal Growth and Professional Enhancement

### 5.1 Reading Culture Promotion:

- Advocate for a culture of reading and knowledge.

### 5.2 Research and Excellence:

- Engage in Research and Development (R&D) for management excellence.

### 5.3 Thought Leadership:

- Author relevant articles to share professional insights.

### 5.4 Active Community Involvement:

- Participate in community service initiatives.

### 5.5 Educational Contributions:

- Contribute expertise in educational matters to those in need.

### 5.6 Collaborative Engagement:

- Attend PTC meetings as a participating member.

### 5.7 Continuous Learning:

- Capitalize on educational opportunities by attending courses, seminars, and workshops conducted by reputable agencies.

## **Job Requirements:**

1. Degree in Education or a related field.
2. Extensive leadership experience in education and school management.
3. Strong expertise in curriculum development and enhancement.
4. Successful history in personnel management and staff development.
5. Effective communication and interpersonal skills for community engagement.
6. Proficiency in financial management and budgeting for education.
7. Familiarity with student welfare and safety protocols.