

## Harare International School Elementary School Principal

### Our Mission Statement:

**Harare International School –  
A Boldly Diverse Learning Community that  
Inspires Curiosity  
Embraces Challenge  
Nurtures Personal Growth**

HIS is a non-profit, independently governed Early Childhood – Grade 12 international school located in Zimbabwe. HIS is the only School in Zimbabwe authorized to offer the International Baccalaureate Primary Years, Middle Years and IB Diploma Programmes. HIS is accredited by CIS and MSA. Enrolment is about 350 students, representing over 50 different nationalities.

The Elementary School Principal is the pedagogical and inspirational leader of the Elementary School, from EC1 through to Grade 5. She/he works closely with the PYP Coordinator and is a member of the Senior Leadership Team.

### Prerequisites:

1. At least five years of successful international PYP experience
2. At least two years of experience as an educational leader
3. Deep understanding and experience of the IB, with expertise in the PYP
4. Experience leading zero-based budgeting and management of resources
5. Relevant leadership certification

### Attributes:

- Commitment to the HIS Mission Statement
- Advocate for Inclusion through Differentiated Instruction with a focus on student-centered decision making
- Collaborative approach to leadership
- Demonstrated ability to take initiative,
- Exemplary communication and interpersonal skills
- International-mindedness and cultural sensitivity
- Technological competence for learning
- Clear commitment to Child Protection

### Job Description: see attached PDF.

### Application:

Interested candidates are invited to submit their application package as outlined below:

- Cover letter
- CV
- Statement of educational and leadership philosophy,
- List of at least three supervisory references, including email and telephone details

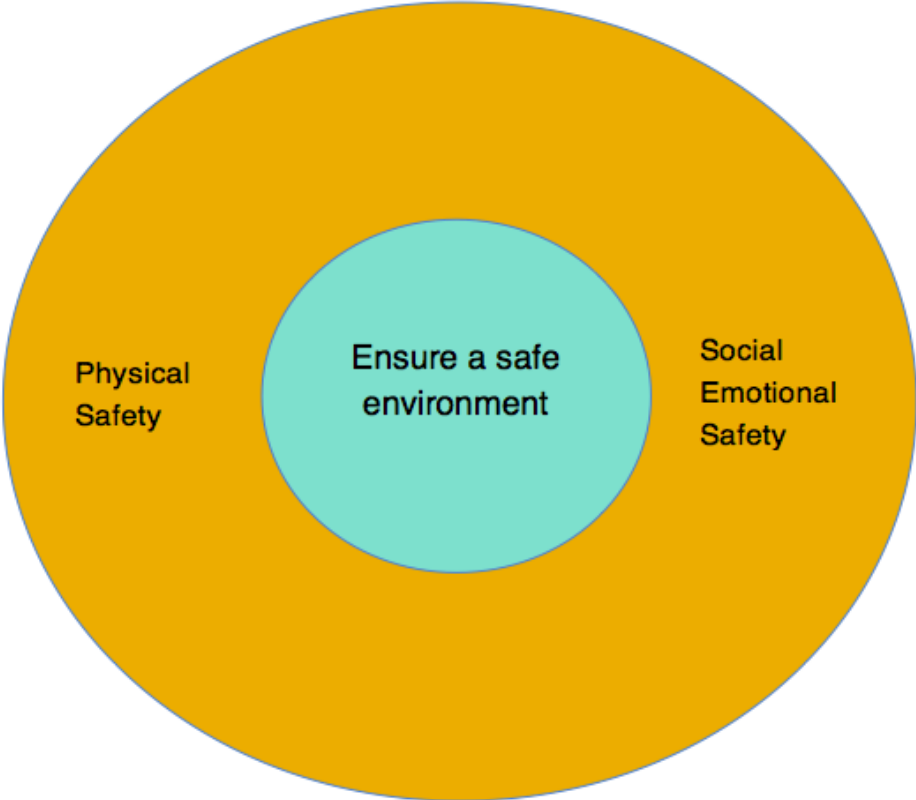
All documents should be submitted as a single PDF file, not to exceed a total of 6 pages, to Arden Tyoschin, Director, at [atyoschin@his.ac.zw](mailto:atyoschin@his.ac.zw)

Should a suitable candidate be found earlier in the process, HIS reserves the right to cancel the search and make the appointment ahead of this stated timeline.

Please note that HIS subscribes to child protection recruitment practices.

**Harare International School  
Job Specification - Principal**

**Job Title: Elementary School Principal  
Reporting to: Director**



# Harare International School

## Job Specification - Principal

<b>Job Title:</b>	<b>Elementary School Principal</b>
<b>Teaching Contact Time:</b>	<b>0%</b>
<b>Attendance weekdays required annually</b>	<b>205</b>
<b>Reporting to:</b>	<b>Director</b>

### General Responsibilities

- Pedagogical leadership
- Ensure and oversee safety procedures are adhered to, including suitable supervision of students both at school and when traveling for school related events
- Vertical and horizontal articulation of the HIS IB Programmes & Curriculum
- Pastoral care of students
- Senior Leadership Team (SLT) membership
- Deputising for the Director as required

### Programme Coordination

- To support the PYP-IB programme coordinator in
  - Programme review, evaluation and development
  - Leadership over curriculum documentation
  - Ensuring conformity with IB Standards and Practices.
  - Liaison with the IB.
  - Co-responsibility: PYP-MYP transition.

### Section Leadership Responsibilities

- Monitor academic, emotional and social progress of students
- Liaise with Learning Support Services and school counsellors
- Provide effective pedagogical leadership to teachers
- Professional supervision according to the HIS Teacher Growth and Appraisal Programme
- Resources management
- Monitoring and support of academic, emotional and social progress of students.
- Public relations:
  - parent handbooks, programme information events, student/parent/teacher conferences
  - timely response to all members of the community
  - Public relations: ensure smooth collaboration with Admissions
- Budget preparation and management for elementary school and relevant full school areas using a zero-based budget approach
- Liaise with Explore Zim Coordinator

### Community Responsibilities

- Oversight of parent and community workshops for programme and other information
- Setting up student/parent/teacher conferences and student led conferences
- Public face of the School and the IB programmes
- Attend school and community functions when needed