



CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: Principal

PURPOSE: Chengelo School is a Christian independent boarding school in Zambia, consisting of a Primary School, Secondary School and Outdoor Centre. It's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond."

Chengelo aims to develop, mentor and disciple young people as they grow in their relationship with God and in character. It offers an international curriculum designed to prepare students to thrive as future leaders and global citizens. It is committed to educating the whole child to foster spiritual, intellectual, emotional and physical growth, through involvement in community and in creation.

The Principal will offer visionary leadership to guide the entire school in advancing its strategic goals. This role requires a dynamic leader who is dedicated to the Christian development of young people, passionate about high quality education, committed to student well-being, and able to oversee a unique blend of academic and outdoor learning experiences. The Principal will take full responsibility for the overall operation of the Primary School, Secondary School and Outdoor Centre, and will be accountable for the spiritual, educational, administrative, financial and logistical aspects of the School.

ACCOUNTABLE TO: The Board of Governors

WORKING RELATIONSHIPS:

Work with the School Heads and the Business Manager to coordinate the running of Chengelo School so that the vision is achieved, mission statement fulfilled, and ethos maintained.

The Principal is responsible to the parents, students, staff and the Board of Governors and will need to regularly report and communicate effectively with each group.

KEY RESPONSIBILITIES:

1. Educational Leadership and Vision:

- Provide dynamic leadership to the entire school community that drives the school forwards in a manner that gives glory to God.
- Collaborate prayerfully with the Board of Governors and senior leadership team in serving to implement the school's long term strategic vision and goals.
- Foster a culture of excellence, inclusivity, and innovation, embracing the ecumenical nature of the school to build unity.

- Manage strategic leadership, financial planning, and academic standards.
- Align initiatives with Chengelo's Christian mission and values.

2. Staff Leadership and Development:

- Lead and motivate a team of dedicated staff, fostering Christian and professional growth, collaboration, support, and development across departments.
- Oversee and take ultimate responsibility for staff, including recruitment, training and development, and performance management of staff.
- Maintain high standards of accountability and professional conduct, encouraging a culture of continuous improvement and innovation in teaching and learning.

3. Curriculum and Academic Excellence:

- Oversee the development and implementation of curriculum programs that meet the academic and developmental needs of students across the Primary School, Secondary School, and Outdoor Centre.
- Ensure that academic standards are met or exceeded, and staff are accountable for supporting pupils in achieving their full potential.
- Support staff in the use of best practices, professional development, and ongoing evaluation to ensure pupil progression, and provide intervention strategies where necessary.
- Champion experiential learning both in outdoor education programs and integrated within the broader school ethos.

4. Pastoral Care and Pupil Well-being and development:

- Promote a safe, nurturing, and inclusive environment, taking ultimate responsibility for supporting the spiritual, academic, social and emotional well-being of pupils and ensuring their safeguarding.
- Oversee and lead the spiritual life of the school, encouraging Christ-centredness among pupils and staff, and fostering growth in their relationship with God and in Christian character.
- Develop strong links with the local Christian community for joint activities and mutual support, acting as a visible presence and witness within the local church during term times.
- Provide support for staff with personal spiritual issues overlapping professional responsibilities.

5. Operational and Financial Management:

- Oversee the day-to-day operations of the school ensuring effective, efficient, organised and transparent functioning across all departments, including oversight of the Business Manager to ensure that the non-teaching aspects of the school function efficiently and align with the school's mission.
- Ensure compliance with regulatory requirements, health and safety standards and accreditation processes.

- Oversee and manage the school's budget, ensuring effective allocation of resources to meet the strategic priorities, ensuring accountability, and implementing strategies for sustainability.
- Work with the Board of Governors and Business Manager to coordinate the continued development of the school in alignment with the strategic plan and vision.
- Ensure good stewardship of infrastructure, including plans for long-term provision and maintenance.

6. Community Engagement and External relations:

- Build and maintain strong external relations with parents, the local community and external partners as a public face of the school, ensuring effective communication and collaborative relationships.
- Represent the school at events, conferences and other educational forums, and oversee website content, press releases, marketing, and public relations, advocating for the school's mission and values.
- Collaborate with stakeholders and government officials for consistent public messaging.

GENERAL DUTIES:

Undertake any other duties or tasks as reasonably directed or requested by the Board of Governors, contributing to the overall success and development of the school.