

JOB DESCRIPTION



Job Position: Headmaster
Reports to: Pearl House HR/Administrator
Organization: The Pearl House Academy

SUMMARY

The Pearl House Academy Headmaster is responsible for implementing and promoting the mission and policies of The Pearl House Academy. The Headmaster is also responsible for educational excellence and the day-to-day management of the Education department, including GES, teachers, staff and parents.

LEADERSHIP

1. Set an example of servant leadership: uses Biblical principles to resolve disputes, speaks to edify and encourage, and demonstrates faithful obedience to God's laws.
2. Act as a positive mentor and role model and promote the classical and Biblical aims, values, and ethos of the school.
3. Exemplify a high standard of and commitment to education.
4. Promote mission, vision and policies of the org.
5. Develop improvement strategies for the school.
6. Maintain congruency between The Pearl House Academy's Mission Statement and all activities within the academic day.
7. Communicate with the Supervisor regarding academic, curricular, behavioral, and personnel issues.
8. Communicate regularly with Teachers and/or Parents/Guardians tailoring instructional interventions for any student(s) with specific needs, and addressing questions and concerns.
9. With the Proprietress, develop, implement, and promote all school policies.
10. Regularly update school manuals to establish and maintain best practice in accordance with our Mission and Philosophy.
11. Develop appropriate relationships with the local and national educational officials.
12. Represent The Pearl House Academy at all appropriate functions.
13. Promote teamwork and collaboration throughout the organization.
14. Serve on School Board, School Management Committee, PTA and any other needed management meetings.

MANAGEMENT

1. Develop staff through regular trainings.
2. Coordinate regular departmental and full staff meetings.
3. Provide regular formal and informal evaluations for all teaching staff and assistants.
4. Conduct regular classroom observations.
5. Conduct regular checks of teacher lesson notes and plans.

6. Ensure that employees are familiar with and adhere to school policies in all areas of the school's operation and live lives reflective of The Pearl House Academy's mission.
7. Recruit , hire, train and orient all employees alongside the HR/Administrator and the Proprietress.
8. Ensure that all teaching staff obtain and maintain proper certification.
9. Make extracurricular assignments for teaching staff and assistants for their professional growth.
10. Manages all support staff and their respective areas of work.
11. Facilitate communication with all teachers, staff, parents and students as needed.

STUDENTS

1. Monitor student participation, demeanor, and attitude in class and ensure that follow-up procedures are put in place where necessary.
2. Establish and maintain high standards of student conduct.
3. Provide academic guidance to students; serve as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
4. Assure students receive a well-rounded education through initiating educational and social activities (clubs, sports, excursions, programs, etc.).

CLASSROOM EDUCATION

1. Maintain a high standard of education.
2. Initiate, implement, and oversee the day-to-day programs and activities.
3. Research and implement best practices in 21st-century education using a student-centered approach and interdisciplinary teaching strategies while operating under Ghana Education Service oversight.
4. Coordinate the administration of termly and annual testing.

MARKETING

1. Network in the community, educational and outside.
2. Develop relationships with parents.
3. Coordinate marketing and advertising strategies to attract new students to the school.
4. Warmly welcome and host visitors from the community and abroad.

ADMINISTRATIVE AND FINANCIAL RESPONSIBILITIES

1. Evaluate admission screening and school records to determine placement for enrolling students.
2. Provide reports as needed for the administration, board, etc.
3. Ensure the ongoing maintenances of a student database.
4. Ensure the grades are updated and posted in a timely manner.
5. Assist in the development and management of The Pearl House Academy education department budget and resources alongside the supervisor.
6. Make sure fees are paid on time and accurate records are maintained.
7. Manage and procure needed supplies.
8. Any other duties as prescribed by the supervisor.