



The Ela Murray International School: Deputy Principal Position

What We Are Looking For

We are seeking applications from educational leaders with strong primary or middle school experience to play an active role in the leadership of our Prep – Grade 8 campus, home to 450 students.

The successful applicant will meet the following essential criteria:

- a demonstrated capacity to provide educational leadership
- sound understanding of current trends in curriculum
- proficiency in managing the development and performance of staff
- ability to establish and maintain effective working relationships with staff, students and parents from a range of cultures and backgrounds

Ability to meet the following criteria would be an advantage:

- strength and experience in school-wide leadership of English
- experience in Junior School leadership (Prep – Grade 2)

General Responsibilities

The Deputy Principal (one of three DP positions) will assume responsibility for leading both learning/curriculum development as well as day-to-day administrative management of the site.

Responsibilities are likely to include:

- curriculum development and management
- co-ordination of learning support programmes
- general organisation and administration
- supervision of teaching and non-teaching staff
- student welfare
- community liaison

Who Can Apply?

You should have current or recent experience in a primary or middle school settings, either with leadership experience or demonstrated leadership potential. It is not necessary to have had experience with the IEA curriculum. Single and married applicants, with or without children, are welcome. Accompanying spouses are unlikely to obtain a working permit for PNG if they are not PNG citizens. Appointments will be for an initial contract period of three years. The successful applicant will commence duties in mid-July 2017. Start date can be negotiated (earlier or later) for the right candidate.

About The School

School Motto: We Learn, We Lead

The Ela Murray International School (TEMIS) has a long history dating from 1911, with a reputation for quality education. TEMIS strives for excellence in the development of all facets of young people to enable them to contribute effectively to their culture and to their communities. Embracing the principles of quality education, the school aims to develop student potential and produce future leaders in all areas.

TEMIS is a member school of the International Education Agency (IEA). The Agency is responsible for nineteen private schools operating throughout Papua New Guinea. TEMIS currently operates on two sites: The Ela Beach site offering Early Learning programs for ages 2 – 4 and the Murray site with infants, primary and middle school grades from Prep through to Grade 8.

The students attending TEMIS come from a variety of backgrounds and nearly 30 nationalities are represented. The student body is made up of 70% expatriate students and 30% PNG nationals. The current roll is 550. Our teaching staff is around 40% expatriate and 60% Papua New Guinean. Class sizes are capped at 25 and there is at least one well-trained Classroom Assistant in every class.

The students are welcoming and friendly, celebrating each other's differences. Grade 8 students are the leaders of the school and role models to younger students. TEMIS provides specialist support for students with special needs, as availability of specialist assistance is very limited in Papua New Guinea.

The school follows the IEA Curriculum, an outcomes-based curriculum reflecting current international best practice. The curriculum can be accessed through the school website. The school has placed great emphasis on enriching the curriculum through a strong emphasis on music, the arts and physical education.

Resources

TEMIS is a well-resourced school with a Science Lab, Art Room, two Music Rooms, a 25 metre swimming pool and a Sports Hall with assembly/performance facilities. The school has a large oval, IT Lab, a Library and large classrooms with interactive whiteboards. There is a building project underway for seven new classrooms, and replacements for the Library, IT Room, administration and finance areas. Older students have access to individual laptops provided by the school.

Remuneration Package Deputy Principal

Employment conditions include:

- an excellent salary
- free housing
- free utilities
- motor vehicle allowance
- medical insurance
- removal expenses
- annual leave fares

How to Apply

Inquiries and applications (cover letter and CV) to the Principal, bclarkin@temis.iea.ac.pg by 22nd February, 2017.