

PRINCIPAL – Islamabad School Campus (Females Only)

Telecom Foundation is seeking an experienced professional for the position of Principal, responsible for administering, building, fostering, managing, implementing, and cultivating best practices in TF Schools. The successful candidate will play a crucial role in ensuring the smooth execution and supervision of all administrative and supervisory requirements for effective school operations.

Character building plays a vital role in a child's holistic development, and as Principal, you will be instrumental in nurturing students' character traits such as honesty, responsibility, empathy, and resilience. By incorporating character-building activities, values-based education, and positive reinforcement into the school curriculum and daily routines, you will create a positive, safe and encouraging environment that promotes students' character growth and prepares them for success in life.

Overall, as Principal, you will be responsible for providing strong leadership, fostering a supportive school community, ensuring effective operations, and prioritizing character development to help students thrive academically, socially, and emotionally

Your main responsibilities will include but not limited to:

1. Providing effective leadership and guidance to the school staff, promoting a positive and inclusive school culture.
2. Developing and implementing educational policies, programs, and initiatives that align with the foundation's vision and values.
3. Ensuring the curriculum is comprehensive, engaging, and supports students' academic and character development.
4. Supervising and evaluating teachers and staff, providing feedback and professional development opportunities to enhance their effectiveness.
5. Collaborating with parents, guardians, and the broader community to create a supportive and inclusive school environment.
6. Managing school resources effectively, including budgeting, procurement, and maintenance of facilities and equipment.
7. Monitoring student progress, identifying areas for improvement, and implementing strategies to enhance academic achievement and character development.
8. Promoting and upholding ethical and moral values among students, fostering an overbearing environment of integrity, empathy, and respect.
9. Resolving conflicts and disciplinary issues in a fair and consistent manner, promoting a safe and harmonious learning environment.
10. Keeping abreast of educational trends and best practices, attending professional development programs and conferences to enhance your knowledge and skills.

Eligibility Criteria and Skills:

- M.A./M.Sc/ M.Ed.
- Having B.Ed. qualification will be an advantage.
- Minimum 10 years of experience, including at least 3 years' experience in leadership position.
- Proven measures taken for character building of children and an integrity-based school environment.
- Proven Project management and leadership capabilities.
- Strong interpersonal and motivational skills.
- Proactive approach with excellent follow-up abilities.
- Effective verbal and written communication skills.
- Good negotiation and analytical skills.
- Commitment to excellence in customer service.
- Knowledge of school admissions process and criteria.
- Proficiency in email, MS Office, Outlook, and internet skills.

To apply, please visit the following link and submit your response till **22-October-2023**

<https://forms.gle/CLegATMqUZWifcKs9>

OR

Candidates may submit their detailed CVs at:

Email: tfes-principals@telecomfoundation.org.pk