



CAREER OPPORTUNITY

JOB TITLE: VICE-PRINCIPAL (JUNIOR SCHOOL)

LOCATION: ACCRA

REPORTS TO: THE PRINCIPAL AND HEAD OF SCHOOL

GHANA INTERNATIONAL SCHOOL (GIS) PROFILE:

Founded in 1955 with 38 students, G.I.S now provides a world-class education to 1,360+ students, aged 3 to 18 years and representing over 40 nations. The primary curriculum is grounded in the English National Curriculum following the Cambridge Curriculum in English, Math and Science. Secondary studies lead to Cambridge IGCSE and A-level examinations, with impressive results. G.I.S alumni occupy prominent positions in business and public affairs worldwide. The School is operated as a non-profit company and policies are set by a Board of Directors constituted to reflect the international and multicultural character of the School

JOB SUMMARY:

Ghana International School (GIS) seeks to appoint an exceptional Vice-Principal for the Junior School (students aged 7–11 years). The successful candidate will provide strategic educational leadership and effective administrative direction for the section, working in close collaboration with the Principal and Head of School. The role supports the implementation of the Board of Directors' policy decisions and ensures alignment with the school's vision, aims, and objectives.

At GIS, all sections work collaboratively towards shared school-wide goals. The Vice-Principal will be expected to work closely with fellow sectional Vice-Principals to ensure coherence, continuity, and seamless operations across the school, fostering a unified and high-performing learning environment.

KEY RESPONSIBILITIES:

Student Programmes

- Provide for the organisation, planning, timetabling, evaluation and reporting required to implement a high-quality Junior School curriculum.
- Oversee the development and continuous review of the curriculum, schemes of work, assessment frameworks, and the selection of appropriate teaching and learning materials.
- Contribute to and lead the development, monitoring and evaluation of school policies on Teaching and Learning, and Assessment, Recording and Reporting.
- Lead the implementation of data-informed instructional practices, including the annual analysis of external assessments (e.g., Cambridge Checkpoint) to drive improvement in teaching and learning.
- Ensure that the developmental needs of Junior School students are met through robust programmes in personal, social and health education, and a strong, inclusive pastoral care system.
- Champion student voice, leadership, and character development through initiatives that promote wellbeing, inclusion, and a positive school culture.

Staff Management

- Provide strong, strategic leadership to Junior School staff, fostering a collaborative, high-performing, and supportive professional culture.
- Lead, implement, and continuously refine staff appraisal and evaluation systems, including classroom observations, feedback, and coaching.
- Support professional growth through structured professional development, including collaborative and peer-led learning opportunities.
- Motivate and inspire staff to adopt innovative, reflective, and data-driven teaching practices.

Junior Section Administration

- Provide leadership and oversight for the day-to-day operations of the Junior Section, ensuring effective coordination, organisation, and supervision of all staff.
- Translate the Whole School Strategic Plan into actionable Junior School operational priorities, with clear systems for implementation, monitoring, and evaluation.
- Prepare sectional reports for the Principal/Head of School to support Board reporting and strategic decision-making.
- Oversee the administration of Cambridge Checkpoint assessments and other external evaluations.
- Plan and coordinate the Junior School calendar in consultation with the Principal/Head of School and other Vice-Principals.

Communications

- Represent the Junior School to parents and the wider community, ensuring clear, consistent, and transparent communication regarding programmes, activities, and achievements.
- Strengthen parent-school partnerships through structured engagement opportunities that support student success and wellbeing.
- Ensure effective systems for reporting student progress, both in writing and through conferences and consultations.
- Lead and contribute to key school events, celebrations, and publications that showcase student learning and community life.

Resources and Finance

- Develop, in consultation with the Junior School team, a sectional budget aligned with strategic priorities and submit for inclusion in the whole school budget.
- Oversee the allocation and utilization of resources to support teaching, learning, and co-curricular programmes.
- Contribute to planning for future-focused facilities and learning environments that enhance student experience.

Board Operations

- Attend meetings of the Board of Directors.
 - Assist the Principal/Head of School in advising the Board on policy development and all matters pertaining to the operation and welfare of the Junior School.
 - Prepare and present reports that provide insight into Junior School performance, priorities, and strategic direction.
 - Implement and enforce Board policies as they apply to the Junior Section.
-

Relevant Competencies:

- Demonstrate excellent organisational and leadership skills, with the ability to motivate and inspire diverse teams.
- Demonstrate strong knowledge of curriculum development, instructional leadership, assessment, and programme evaluation.
- Demonstrate deep understanding of child development, inclusive education, and student wellbeing.
- Exhibit strong data literacy and the ability to use evidence to inform decision-making.
- Demonstrate financial and operational acumen.
- Exhibit excellent interpersonal, communication, and stakeholder engagement skills.
- Demonstrate a commitment to innovation, continuous improvement, and professional excellence.

EDUCATION

- University degree from an accredited educational institution.
- Certification in Educational Leadership, or Administration and Supervision.
- Have a minimum of five (5) years of excellent experience in teaching and/or administration.

MODE OF APPLICATION

If you have the requisite qualification, job experience and can hit the ground running, please submit the following:

1. Resume/CV detailing your education and professional experience.
2. Cover Letter explaining your interest in the role and how your skills and experience align with our needs. Only shortlisted applicants will be contacted.

Click [here](#) to apply.

DEADLINE FOR APPLICATIONS: 17th April, 2026.

Why Join Ghana International School?

- A Legacy of Excellence: An institution with a proud history dating back to 1955, known for its lasting influence on global education.
- Professional Development: Thrive in a supportive and collaborative environment with opportunities for growth and professional advancement.
- Community Engagement: Make a difference at a school that honors tradition while embracing innovation, leaving a positive impact on students and the broader community.

Ghana International School is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive environment for all employees.