

# THE BERKELEY INSTITUTE

(Founded in 1897)

*"Respite Finem"*

**Accredited by Middle States Association of Colleges and Schools**



## Deputy Principal

The Berkeley Institute, a four-year comprehensive aided senior school in the Government education system, is seeking a suitably qualified Deputy Principal to join the administrative team.

### Deputy Principal Job description

The Deputy Principal is an integral member of the Administrative Team, led by the Principal, which provides core leadership and manages the implementation of the strategic direction and development of the school. The Deputy Principal is fully committed to upholding the school's core values, mission, and legacy while demonstrating initiative, responsibility, enthusiasm, and competence in the exercise of all duties. The Deputy Principal is dedicated to the promotion of excellence in education and the success of students at all levels of ability. The Deputy Principal may be assigned by the Principal to serve as the Principal's designee on select occasions or may be assigned to act on behalf of the Principal in the Principal's absence.

### Qualifications and Experience required:

- 5 years of successful teaching experience
- A Master's Degree, preferably in education administration or a related field
- Previous administrative experience
- Demonstrated evidence of effective and/ or exemplary ratings in recent performance appraisals

### Reports to: The Principal

### Supervises: Faculty, support staff, and students as assigned

### Responsibilities:

- Adhere to and enforce policies of the School and the Board of Governors, and administrative directives
- Assist in maintaining an effective and safe school environment
- Assist in education programming and curriculum development to meet the needs of all students
- Assist in the development, communication, and administration of policies dealing with discipline, conduct, and attendance
- Work with and assist faculty in the development of effective classroom techniques, discipline and organization
- Monitor curriculum coordination and student achievement in selected disciplines
- Prepare required reports and paperwork such as student and course data reports, discipline reports, parent communications, and other paperwork as assigned
- Supervise and evaluate faculty and staff as assigned
- Work as a team member to meet the needs of the school
- Work as part of and/or lead various committees
- Organize and supervise special events
- Provide orientation for new teachers
- Assign and supervise teacher duties
- Perform other duties as assigned by the Principal and the Board of Governors

A completed application form, letter of application, up-to-date resume, portfolio of artefacts to demonstrate leadership skills, completed pre-interview question form, a recent evaluation and a structured interview are required. Short-listed applicants will engage in other activities and will also be interviewed by members of the Berkeley Board of Governors.

Application forms are available from the school office at 26 Berkeley Road, Pembroke HM 07. Your completed application form, together with all supporting documents mentioned above should be sent to the Principal at the address below, and copied to Mrs. Cheryl Burrows, Senior Manager, Human Resources at the Ministry of Education, P.O. Box HM 1185, Hamilton HM EX.

For further details, please contact Ms. Beverly-Dawn Knights, Administrative Assistant to the Principal, either by e-mail at [bknight@berkeley.bm](mailto:bknight@berkeley.bm) or by telephone at 292-4752 extension 3193.

**The deadline for all applications is Wednesday, July 22nd, 2015.**

Principal: Dr. Phyllis Curtis-Tweed

Address: The Berkeley Institute, P.O. Box HM 2704, Hamilton HM KX

Phone: 1-441-292-4752