

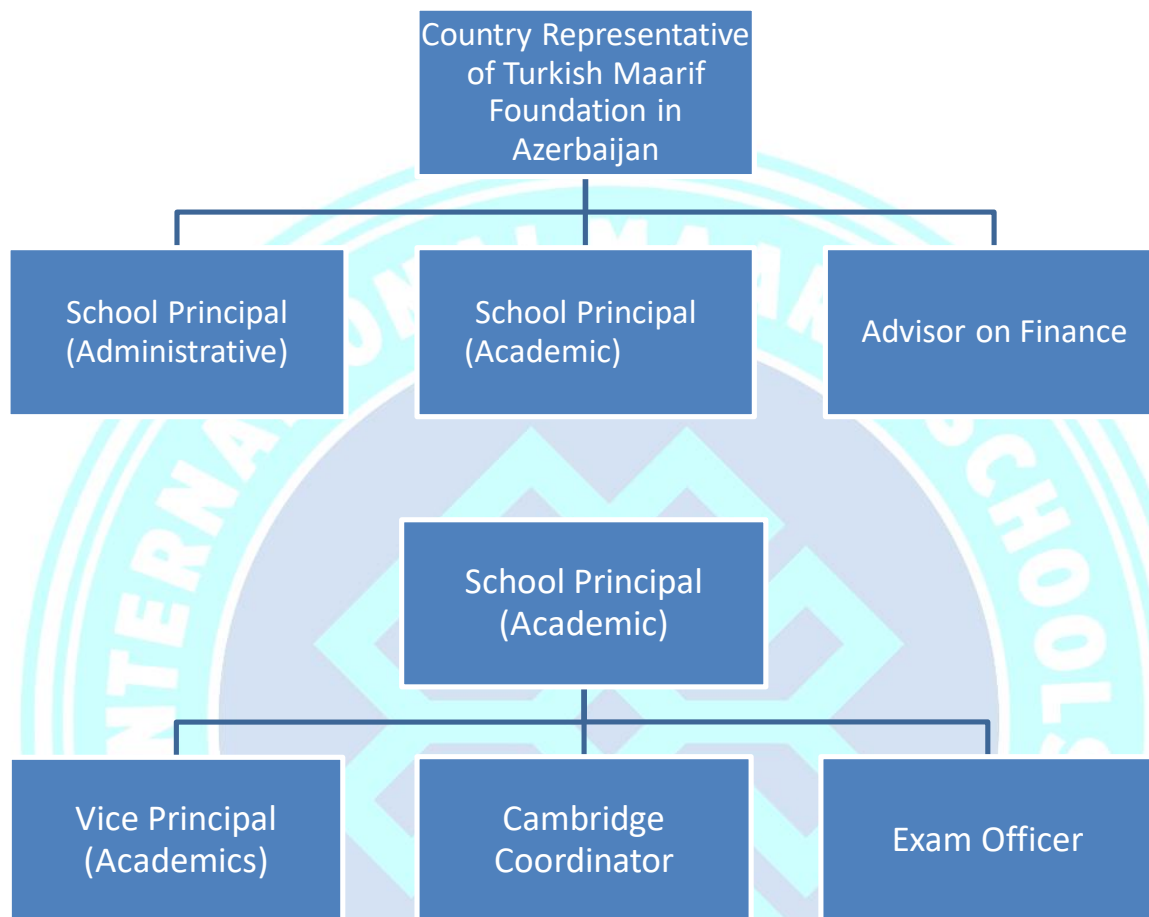


INTERNATIONAL MAARIF SCHOOLS AZERBAIJAN

School Leadership Team

International Maarif Schools Azerbaijan – Senior Management Team

Organogram for Senior Management Team



Job Descriptions, Roles and Responsibilities of Senior Leadership Team

Academic Principal and Administrative Principal are the chief executive of International Maarif Schools Azerbaijan and are responsible for the overall leadership, management, and day-to-day operations of the school. The Principals report directly to the Country Representative of the Turkish Maarif Foundation in Azerbaijan and ensure that the school's academic and administrative functions align with the Foundation's goals and the standards of the Cambridge Assessment International Education.

Academic Principal (Responsible for Academic Leadership)

The Academic Principal focuses on the educational mission of the school, ensuring quality teaching and learning. Their main roles and responsibilities include:

Curriculum and Instruction

- Develops and oversees the implementation of the curriculum
- Ensures alignment with educational standards and policies
- Monitors teaching methodologies and suggests improvements

Teacher Supervision and Development

- Evaluates teacher performance and provides professional development opportunities
- Encourages innovative teaching strategies and student-centred learning
- Organizes teacher training and workshops

Student Learning and Achievement

- Monitors student performance and academic progress
- Implements strategies to support struggling students
- Oversees assessments and examinations

Educational Policies and Standards

- Ensures compliance with national and regional educational regulations
- Implements policies to enhance academic excellence

Parental and Community Engagement

- Communicates with parents about academic progress and school programs
- Encourages parental involvement in student learning

Administrative Principal (Responsible for Administrative Leadership)

The Administrative Principal manages the operational and logistical aspects of the school, ensuring smooth daily functions. Their main roles and responsibilities include:

School Operations and Management

- Oversees school facilities, safety, and security
- Manages daily operations and schedules

Finance and Budgeting

- Develops and monitors the school's budget
- Manages school finances, expenses, and resource allocation

Human Resources and Staffing

- Handles recruitment, hiring, and contracts of staff
- Oversees staff discipline and administrative duties

School Policies and Compliance

- Ensures compliance with legal and regulatory requirements
- Implements policies for student conduct and school discipline

Infrastructure and Maintenance

- Supervises school maintenance and improvement projects
- Ensures the availability of necessary resources, such as books, technology, and furniture

Communication and Public Relations

- Acts as the liaison between the school, local authorities, and the community
- Manages external communications and public relations efforts

Vice Principal

Job Description:

The Vice Principal supports the School Principal by focusing on all aspects of the school's operation. This role is crucial in implementing and monitoring the Cambridge program, ensuring that the curriculum is delivered effectively, and maintaining high academic standards throughout the school.

Roles & Responsibilities:

- **Academic Leadership:** Oversee the academic programs, ensuring that the Cambridge curriculum is effectively implemented and that teaching practices meet international standards.
- **Curriculum Development:** Work closely with the Cambridge Coordinator to develop and refine the curriculum, ensuring that it meets the needs of students and adheres to Cambridge guidelines.
- **Teacher Development:** Plan and execute professional development programs for teachers, focusing on effective Cambridge teaching methods and continuous improvement.
- **Student Performance:** Monitor and analyze student performance data, implementing interventions where necessary to improve learning outcomes.
- **Instructional Support:** Provide leadership and support to teaching staff, encouraging the use of best practices in education and promoting innovative teaching strategies.
- **Exam Preparation:** Ensure that students are well-prepared for Cambridge examinations, working closely with teachers to align instruction with assessment requirements.
- **Operational Support:** Assist the School Principal in the daily operations of the school, ensuring smooth academic functioning.

Cambridge Coordinator

Job Description:

The Cambridge Coordinator is responsible for managing the Cambridge program within the school. This includes overseeing curriculum implementation, coordinating Cambridge examinations, and ensuring compliance with Cambridge International standards.

Roles & Responsibilities:

- **Program Coordination:** Coordinate the implementation of the Cambridge curriculum across all grade levels, ensuring that it aligns with the school's educational objectives.
- **Exam Administration:** Organize and manage all aspects of Cambridge exam administration, from registration to the delivery of results, ensuring compliance with all Cambridge regulations.
- **Teacher Support:** Provide ongoing support to teachers delivering the Cambridge curriculum, offering resources, guidance, and training as needed.
- **Liaison with Cambridge:** Act as the primary point of contact between the school and Cambridge International, ensuring effective communication and compliance with all Cambridge policies and procedures.

- **Program Evaluation:** Regularly assess the effectiveness of the Cambridge program within the school, making recommendations for improvements and adjustments as needed.
- **Documentation and Reporting:** Maintain accurate records of all Cambridge-related activities and ensure that all required reports are submitted to Cambridge International and the Country Representative.
- **Parent Communication:** Inform and engage with parents about the Cambridge program, including curriculum details, exam schedules, and student progress.

Exam Officer

Job Description:

Exam Officer is responsible for ensuring confidentiality and security of exam materials, as well as conducting and supervising Cambridge exams. This person plays a vital role in ensuring that the administration and delivery of Cambridge International examinations run smoothly and in strict compliance with established standards.

Roles & Responsibilities:

- **Exam Coordination and Administration:** Organizing and scheduling examinations, managing candidate registrations, and overseeing the logistics of exam paper distribution and collection.
- **Compliance and Record Keeping:** Ensuring all exam processes adhere to Cambridge International guidelines, maintaining accurate records of exam entries, results, and candidate details, and implementing strict security measures to safeguard exam materials.
- **Communication and Liaison:** Acting as the primary point of contact between the school, Cambridge International, and other stakeholders such as teachers, students, and parents in relation to exams. This includes disseminating vital information about exam procedures, dates, and any changes in policies.
- **Quality Assurance and Support:** Coordinating with invigilators and school staff to monitor exam conduct, addressing any issues or irregularities, and providing guidance and support to ensure that both students and staff understand and follow the required examination protocols.

Summary

The school senior management team at International Maarif Schools Azerbaijan - Cambridge School in Baku, consisting of the School Academic Principal, Administrative Principal, Vice Principal (Academics), Cambridge Coordinator and Exam Officer, operates under the supervision of the Country Representative of the Turkish Maarif Foundation in Azerbaijan. Each role is crucial for the successful implementation and administration of the Cambridge program. Together, they ensure the delivery of a high-quality education that meets both local and international standards.