

DEPUTY PRINCIPAL (BOARDING, WELFARE & CHARACTER FORMATION)

Granada School is a forward-thinking girls' school in Vipingo, Kenya, serving students from Grade 7 to Grade 12 under the Competency-Based Education. Opening in January 2027, Granada School will offer both boarding and day places on a purpose-built campus designed to support academic excellence, personal growth, leadership, wellbeing and character.

Granada School is seeking an outstanding and experienced educational leader to join the school as its **Founding Deputy Principal (Boarding, Welfare & Character Formation)**.

This is a significant senior leadership opportunity for a professional who is passionate about girls' education, boarding, pastoral care, safeguarding, student wellbeing and character development.

The successful candidate will play a central role in establishing the culture, systems, traditions and standards that will define student life at Granada School from its foundation. Working closely with the Principal and Senior Leadership Team, the Deputy Principal will provide strategic and operational leadership across boarding, pastoral care, safeguarding, behaviour, student leadership and character formation.

KEY RESPONSIBILITIES

Boarding Leadership

- Provide strategic and operational leadership for the school's boarding provision, ensuring that boarding houses are safe, well managed, welcoming and supportive of students' academic and personal development.
- Establish and maintain clear boarding routines, expectations, procedures and standards across all residential areas.
- Lead and supervise House Parents, Matrons, Boarding Assistants and other residential staff, ensuring high standards of care, professionalism and accountability.
- Ensure effective communication between boarding, academic and pastoral teams so that every student receives coordinated support.
- Oversee weekend, evening and holiday arrangements for boarding students, including activities, supervision and student safety.

Student Welfare and Pastoral Care

- Lead the school's pastoral care and student welfare systems, ensuring that every girl is known, supported and able to thrive.
- Develop systems for identifying, monitoring and supporting students experiencing academic, emotional, behavioural, social or family-related difficulties.
- Work closely with the School Counsellor, Nurse, Class Mentors, House Parents and academic staff to coordinate appropriate student support and interventions.
- Promote student wellbeing, healthy relationships, resilience, confidence and positive decision-making.
- Maintain effective systems for student mentoring, guidance and pastoral follow-up.



Resilience



Curiosity



Kindness



Honesty



Respect

Character Formation and School Culture

- Lead the development and implementation of Granada School's character formation programme, ensuring that the school's RICH values (Resilience, Curiosity, Kindness, Honesty and Respect) are visible in everyday school life.
- Design programmes that develop leadership, responsibility, service, citizenship, confidence and personal integrity.
- Ensure that assemblies, house activities, mentoring, student leadership and co-curricular programmes contribute meaningfully to character development.
- Promote a strong sense of belonging, community and pride among students.
- Model and reinforce the standards of conduct, relationships and behaviour expected across the school.

Behaviour and Discipline

- Lead the development and implementation of the school's behaviour and discipline framework.
- Ensure that student behaviour is managed consistently, fairly and restoratively, with a strong emphasis on learning, accountability and personal growth.
- Handle serious pastoral and disciplinary matters and maintain appropriate records and follow-up actions.
- Support staff in managing student behaviour effectively and consistently.
- Work closely with parents where behavioural, welfare or pastoral concerns require family engagement.

Safeguarding and Child Protection

- Provide leadership in safeguarding and child protection and support the implementation of the school's safeguarding policies and procedures.
- Ensure that concerns relating to student safety or welfare are identified, recorded, reported and acted upon promptly.
- Promote a strong safeguarding culture in which all staff understand their responsibilities for protecting students.
- Support safeguarding training, awareness and compliance across boarding and pastoral teams.
- Liaise with the Principal and relevant professionals or authorities where safeguarding concerns require escalation.

Student Leadership and House System

- Lead the development of student leadership opportunities, including prefects, student councils, house leadership and mentoring programmes.
- Oversee the school's House System and ensure that it contributes to belonging, healthy competition, leadership, service and school spirit.
- Develop meaningful opportunities for students to participate in decision-making and contribute positively to school life.

Co-Curricular and Enrichment

- Work with relevant staff to develop a balanced programme of clubs, societies, sports, service, leadership and enrichment activities.
- Ensure that boarding students have access to purposeful evening and weekend programmes.
- Encourage broad participation in activities that develop students beyond the classroom.

Parent Partnership

- Develop strong and constructive relationships with parents and guardians.
- Ensure timely and professional communication regarding student welfare, behaviour, boarding matters and pastoral concerns.



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- Support parents in understanding the school's expectations, pastoral systems and boarding arrangements.
- Handle sensitive parent concerns with professionalism, discretion and sound judgement.

Staff Leadership and Development

- Lead, support and evaluate staff within the boarding and pastoral teams.
- Participate in recruitment, induction, professional development and performance management of relevant staff.
- Build a collaborative team culture focused on student welfare, high standards and continuous improvement.
- Ensure residential staff understand their professional, safeguarding and pastoral responsibilities.

Policies, Compliance and Risk Management

- Develop, review and implement policies relating to boarding, student welfare, discipline, safeguarding, attendance, student conduct and residential life.
- Ensure that boarding and pastoral provision complies with applicable school policies and relevant Kenyan education and child-protection requirements.
- Ensure appropriate risk assessments, emergency procedures, supervision arrangements and incident-reporting systems are in place.
- Maintain accurate and confidential records relating to student welfare, behaviour and boarding.

School Leadership

- Serve as a senior member of the School Leadership Team and contribute to the strategic development of Granada Schools.
- Support the Principal in establishing the culture, systems, traditions and standards of a new school.
- Participate in admissions, orientation and induction of new students and families.
- Contribute to school improvement planning, policy development and whole-school evaluation.
- Represent the Principal when required and undertake other leadership responsibilities appropriate to the role.

PERSON SPECIFICATION & REQUIREMENTS

Requirement Area	Essential Qualifications & Experience
Qualifications	- A Bachelor's degree in Education from a recognised university. - A relevant Master's degree in Education, Educational Leadership, Counselling, Psychology or a related field will be a strong advantage. - Valid registration with the Teachers Service Commission (TSC). - Strong knowledge and practical understanding of the Kenyan Competency-Based Education (CBE) and the wider regulatory requirements governing schools in Kenya. - A strong understanding of adolescent development, girls' education, student wellbeing and character formation.
Experience	- A minimum of 8 years' successful teaching experience, including at least 3 years in a significant school leadership, pastoral or boarding leadership role, such as Deputy Principal, Dean of Students, Head of Boarding, Head of Pastoral Care or equivalent.



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- Strong experience within a secondary school environment, preferably working with learners across Junior and Senior School.
- Demonstrable experience in boarding-school leadership, student welfare, behaviour management, discipline and pastoral care.
- Proven ability to build a positive school culture founded on clear expectations, strong relationships, student voice and shared values.
- Experience developing or implementing programmes in leadership, mentorship, life skills, citizenship, character education, clubs, houses and co-curricular activities.
- Experience working effectively with students, parents, teachers, boarding staff and external professionals.

Safeguarding & Law.

- Strong knowledge of child protection and safeguarding, with the ability to lead safeguarding systems, procedures and staff practice.
- Sound understanding of the legal, regulatory and professional requirements governing schools, boarding provision and student welfare in Kenya.
- Ability to ensure that policies and practices relating to student welfare, behaviour, discipline and safeguarding are implemented consistently and in accordance with applicable requirements.
- Commitment to maintaining a safe, respectful and protective environment for every student.

Personal Qualities

- Excellent leadership, communication, interpersonal, organisational and conflict-resolution skills.
- High levels of integrity, sound judgement, discretion, empathy and professionalism.
- A strong commitment to girls' education, student wellbeing and character development.
- Ability to build positive and trusting relationships with students, parents, colleagues and the wider school community.
- Ability to lead by example and promote a school culture built around high expectations, strong relationships and shared values.
- Willingness and ability to take a highly visible and active leadership role within a full boarding-school environment, including responsibilities outside normal classroom hours.



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Why Join Granada?

This is a rare opportunity to join a school at the beginning of its journey and help shape its identity from the ground up. As a **Founding Deputy Principal**, you will have the opportunity to influence the systems, traditions, student culture and pastoral philosophy of Granada School for generations to come.

You will join a school committed to high standards, strong values, excellent student care and creating an environment where every girl is encouraged to discover who she is, what she can do and who she can become.

HOW TO APPLY & DEADLINE

Interested candidates should submit:

- A detailed and up-to-date Curriculum Vitae.
- A cover letter explaining their suitability for the position and interest in joining Granada School.
- Copies of relevant academic and professional qualifications.
- Details of TSC registration.
- Contact details for at least three professional referees, including the applicant's current or most recent employer.

Applications should clearly state: "Application: Deputy Principal (Boarding, Welfare & Character Formation)"

Application deadline: 1st October 2026

Application Email: info@granadainternationalschools.com

Only shortlisted candidates will be contacted.

Safeguarding Statement

- Granada School is committed to safeguarding and promoting the welfare of children and young people. All members of staff are expected to share this commitment.
- The successful candidate will be subject to appropriate identity, qualification, employment, reference, safeguarding and background checks before appointment.
- Granada School is an equal-opportunity employer and welcomes applications from suitably qualified candidates who share our commitment to high standards, student wellbeing and the education and development of young ladies.



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