



DEPUTY PRINCIPAL ACADEMICS (CURRICULUM & TEACHING)

Granada School is a forward-thinking girls' school in Vipingo, Kenya, serving students from Grade 7 to Grade 12 under the Kenyan 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 Academics (Curriculum & Teaching).

This is a key senior leadership role with responsibility for shaping the school's academic culture, curriculum delivery, teaching standards, assessment systems and professional development from the outset.

Working closely with the Principal and Senior Leadership Team, the successful candidate will provide strategic and operational leadership across teaching, learning, curriculum, assessment, academic administration and school improvement.

KEY RESPONSIBILITIES

Academic Leadership

- Provide strategic leadership for teaching, learning and academic standards across Granada School.
- Work closely with the Principal to establish and maintain a strong academic culture characterised by high expectations, excellent teaching and continuous improvement.
- Lead the development, implementation and review of the school's academic strategy.
- Ensure consistency and quality of teaching and learning across subjects, grades and pathways.
- Set clear expectations for academic performance and ensure that these are understood and implemented across the school.

Curriculum Leadership

- Lead the implementation and continuous development of the Kenyan Competency-Based Education across Grades 7–12.
- Ensure that schemes of work, lesson planning, learning activities and assessment practices are aligned with curriculum requirements.
- Coordinate curriculum planning across departments and ensure appropriate progression between Junior and Senior School.
- Oversee the development of Senior School pathways and subject combinations in line with student interests, abilities and national requirements.
- Ensure that curriculum delivery develops the appropriate competencies, values, knowledge and skills expected under CBE.



Resilience



Curiosity



Kindness



Honesty



Respect

Teaching & Learning

- Lead the development of consistently high-quality classroom practice.
- Establish effective systems for lesson observation, learning walks, book scrutiny, curriculum reviews and academic monitoring.
- Work with Heads of Department and teachers to identify strengths and areas requiring improvement.
- Promote innovative, engaging and student-centred approaches to teaching.
- Encourage effective use of technology, digital resources and contemporary teaching methods.
- Ensure that teaching appropriately supports students with different learning needs, abilities and levels of attainment.

Assessment, Tracking & Reporting

- Lead the school's approach to assessment, academic tracking and reporting.
- Ensure effective implementation of continuous assessment, School-Based Assessment, internal examinations and other relevant assessment requirements.
- Oversee preparation for national assessments and examinations, including KJSEA and KSSEA, where applicable.
- Ensure that student progress and attainment data are analysed regularly and used to inform teaching and intervention.
- Identify students who are underperforming, excelling or requiring additional support and ensure appropriate interventions are implemented.
- Ensure that academic reports to parents are accurate, meaningful, timely and of a consistently high standard.
- Present academic performance reports and analysis to the Principal and Board as required.

Academic Administration

- Provide leadership and oversight of the school's academic timetable, examination schedule, reporting calendar and academic calendar.
- Ensure appropriate allocation of teachers, classrooms and academic resources.
- Coordinate arrangements for teacher cover and ensure continuity of learning.
- Oversee academic records, examination administration and relevant documentation.
- Ensure that academic systems and procedures operate efficiently and support effective teaching and learning.

Staff Leadership & Development

- Provide professional leadership to Heads of Department, subject leaders and teaching staff.
- Support the recruitment, induction and development of high-quality teaching staff.
- Lead and coordinate Continuous Professional Development (CPD) relating to teaching, curriculum, assessment and academic leadership.
- Support teacher appraisal and performance-management processes.
- Mentor and develop emerging academic leaders within the school.
- Promote a culture of professional reflection, collaboration, innovation and shared responsibility for student outcomes.



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Heads of Department

- Lead and coordinate the work of Heads of Department.
- Establish clear expectations and accountability for curriculum delivery, assessment and departmental performance.
- Conduct regular departmental reviews and meetings.
- Ensure that Heads of Department effectively monitor teaching quality, student performance and curriculum coverage within their areas.

Student Progress & Academic Support

- Ensure that every student is appropriately challenged, supported and monitored academically.
- Develop systems for academic intervention, enrichment and extension.
- Work closely with pastoral, boarding, counselling and learning-support teams where academic concerns are linked to wider student needs.
- Promote effective study habits, independent learning and academic responsibility among students.
- Support students in making informed decisions regarding Senior School pathways, subjects and future academic options.

Parent Partnership

- Build strong partnerships with parents around student learning and academic progress.
- Ensure parents receive clear and timely information regarding curriculum, assessment and student achievement.
- Participate in parent meetings, academic conferences and information sessions.
- Address significant academic concerns raised by parents in a professional and constructive manner.

Quality Assurance & Compliance

- Ensure academic provision complies with relevant Ministry of Education, TSC, KICD and KNEC requirements.
- Maintain accurate academic records and documentation.
- Coordinate preparations for academic inspections, reviews and external quality-assurance processes.
- Lead regular reviews of academic policies and procedures.
- Ensure the school remains informed of curriculum, assessment and regulatory developments affecting teaching and learning.

Admissions & Transition

- Support the academic aspects of the school's admissions process.
- Contribute to student placement, subject selection and pathway guidance.
- Support the transition of new students into Granada School.
- Work with staff to identify appropriate academic support for newly admitted students.

School Leadership

- Serve as a senior member of the School Leadership Team.
- Contribute to whole-school strategic planning, policy development and school improvement.
- Support the Principal in establishing the systems, standards and culture of Granada School as a new institution.



- Participate in school events, assemblies, parent engagements and other leadership responsibilities.
- Deputise for the Principal when required and undertake other senior leadership responsibilities appropriate to the role.

Qualifications

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, Curriculum Studies, Educational Management or a related field will be an added advantage. - Valid registration with the Teachers Service Commission (TSC). - Strong knowledge and practical understanding of the Kenyan Competency-Based Education (CBE), particularly at Junior and Senior School levels. - Sound knowledge of curriculum design, pedagogy, assessment, academic monitoring and quality assurance. - Strong understanding of KICD curriculum requirements, KNEC assessment frameworks and relevant Ministry of Education regulations. - Good knowledge of digital learning, educational technology and the effective use of academic data to improve teaching and learner outcomes.
Experience	- A minimum of 8 years' successful teaching experience, including at least 3 years in a significant academic leadership role such as Deputy Principal, Director of Studies, Head of Academics, Head of Curriculum, Head of Department or equivalent. - Strong experience within a secondary-school environment, preferably across both Junior and Senior School. - Demonstrable experience in curriculum implementation, academic planning, assessment, reporting and monitoring student progress. - Proven experience in improving teaching quality, academic standards and learner outcomes. - Experience in leading and developing teachers through coaching, mentoring, lesson observation, appraisal and professional development. - Experience in timetabling, examination management, academic calendars and allocation of teaching resources. - Experience in analysing academic data and using evidence to identify trends, interventions and areas for improvement.



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- Experience in working effectively with students, teachers, Heads of Department, parents and senior leadership teams.

Pedagogy & Skills

- Strong understanding of effective teaching and learning, curriculum design, pedagogy, assessment and quality assurance.
- Ability to lead and monitor high-quality classroom practice through lesson observations, learning walks, curriculum reviews and academic tracking.
- Strong skills in assessment analysis, student-progress tracking and data-informed decision-making.
- Ability to develop and implement effective academic intervention and enrichment programmes.
- Good understanding of digital learning, educational technology and contemporary teaching approaches.
- Strong leadership, communication, planning, organisational and problem-solving skills.
- Ability to lead Heads of Department and teaching teams, establish clear expectations and hold teams accountable for academic standards.
- Strong ability to communicate academic progress and expectations clearly to students, parents, staff and school leadership.

Personal Qualities

- A strong commitment to academic excellence and continuous improvement.
- High levels of integrity, professionalism, sound judgement and accountability.
- A visible, approachable and collaborative leadership style.
- Ability to inspire and motivate teachers and students.
- Commitment to girls' education and the development of confident, capable learners.
- Ability to build positive working relationships with students, parents, colleagues and the wider school community.
- Adaptability, resilience and willingness to contribute actively to the development of a new and growing school.

Why Join Granada?

This is a rare opportunity to join Granada School at the beginning of its journey and play a defining role in establishing its academic standards, systems and culture.

As a Founding Deputy Principal Academics, you will help shape the curriculum, develop teaching practice, build academic systems and influence the learning experience of Granada students from the very first cohort.



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You will join a school committed to high expectations, strong values, excellent teaching and the belief that every girl should be given the opportunity to discover her potential and pursue her ambitions.

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 Academics (Curriculum & Teaching)"

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.

