

## Job Circular

### Position: Principal

Bangladesh International School English Section, Jeddah (Bisesj), a reputed educational institution serving the Bangladeshi expatriate community in the Kingdom of Saudi Arabia, invites applications from qualified, dynamic, experienced, and visionary candidates for the position of Principal.

### Key Responsibilities

- Provide strong academic and administrative leadership for the school.
- Ensure excellence in teaching, learning, and student achievement.
- Lead and strengthen Cambridge / IGCSE curriculum implementation and development.
- Supervise teachers, staff, and daily school operations effectively.
- Develop strategic plans for institutional growth and quality enhancement.
- Maintain effective communication with parents, the governing body, and community stakeholders.
- Ensure discipline, safeguarding, and a positive learning environment.
- Monitor budgets, resources, and compliance with local regulations.
- Maintain sound knowledge of Saudi Ministry of Education rules, policies, and procedures.

### Required Qualifications

- Master's degree in education or a relevant discipline (PhD preferred).
- B.Ed. / M.Ed. or equivalent professional teaching qualification.
- Minimum 10 years of teaching experience in reputed educational institutions.
- Minimum 5 years of leadership experience as Principal / Vice Principal / Head of School.
- Strong knowledge of Cambridge Curriculum, IGCSE, AS & A Level systems will be preferred.
- Excellent command of spoken and written English.
- Strong leadership, communication, and management skills.
- Experience in international schools will be considered an added advantage.

## Salary & Benefits

- Attractive salary package (negotiable based on qualifications and experience).
- Accommodation / Housing Allowance.
- Annual leave and airfare as per school policy.
- Medical insurance and other applicable benefits.

## Application Procedure

Interested candidates are requested to submit the following documents:

Please send your application along with the following documents to the official school email address.

- Updated CV / Resume
- Cover Letter
- Copies of academic and professional certificates
- Experience certificates
- Copy of Passport / National ID
- Recent passport-size photograph

## Application Deadline

Applications must be submitted within 15 days from the date of publication.

## How to Apply

Please send your application to: [recruitment@bisesjsa.com](mailto:recruitment@bisesjsa.com)

Only shortlisted candidates will be contacted for an interview.

Mr. Abdullah Nasir Uddin  
Chairman, of SMC

- C.C. to: 1. Counsellor (Labour Welfare), Consulate General of Bangladesh, Jeddah, KSA  
2. all the members of School Management Council (SMC)  
3. Office copy

