



MT. SINAI ACADEMY-PRESTIGE

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MOMBASA

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VACANCY ANNOUNCEMENT: DEPUTY PRINCIPAL INTERNATIONAL SCHOOL

Position: Deputy Principal

Institution: Mt. Sinai academy- Prestige

Location: Kikambala-Kilifi

Application Deadline: 21st November 2025

Mt Sinai Academy is a leading educational institution committed to academic excellence, character development, and holistic growth. We invite applications from qualified, dynamic, and result-oriented professionals to fill the position of **Deputy Principal**.

Key Responsibilities

- Assist the Principal in the day-to-day management and administration of the school.
- Oversee academic programs to ensure effective curriculum implementation and quality teaching standards.
- Supervise and support teaching and non-teaching staff to promote discipline, motivation, and performance.
- Coordinate student welfare, discipline, and co-curricular activities.
- Ensure compliance with school policies and education regulatory standards.
- Represent the Principal in their absence and perform any other duties as assigned.
- Prepare lesson plans, lesson notes, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation.
- Teach the subjects of specialization and prepare learners for international exams.
- Observe and evaluate students' performance and development.
- Maintain discipline in accordance with stated rules and behavior management of the school.

Qualifications and Experience

- Bachelor's degree in Education or a related field from a recognized university.
- Minimum of **4-6 years of teaching experience**, with at least **3 years in a leadership or administrative role**, preferably in an international school setting.
- Strong knowledge of **international curricula** (Cambridge/IB/British/American).
- Excellent leadership, communication, and organizational skills.
- Demonstrated ability to foster teamwork, innovation, and continuous improvement.
- Registration with a recognized teaching council (e.g., TSC or equivalent).

How to Apply: Interested candidates should submit through email, their **application letter, detailed CV, and copies of academic and professional certificates** to: hr@singawa.co.ke
Only shortlisted candidates will be contacted.