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| **Job Title:** St Joseph’s Institution International School | ***Deputy Principal*** | | |
| **Reporting To:** | ***Elementary School Principal.*** | | |
| **Direct Reports:** | ***Phase and Subject Leaders*** | | |
| **Effective starting from:** | ***1st August 2017*** | **To:** | ***31st July 2020*** |

**Primary Purpose:** The Deputy Principal will work closely with the Principal to provide strategic and policy leadership and be accountable for all curriculum, teaching and learning and assessment matters in the Elementary School (ES).

**Position in Context:** The Deputy Principal (DP) will be required to deputise for the Principal in her absence and support and lead other members of the Leadership Team as required. The Deputy Principal will be required to lead and manage ES initiatives and reviews as assigned by the Principal.

The DP is accountable to the Principal for:

* sustaining the aims and objectives of the school, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
* working to maximise students’ progress towards their full potential
* liaising with the stakeholders to support school improvement

**Personal Specifications:**

* Leadership
* Decision making and problem solving skills.
* Excellent communication
* Ability to engage and motivate students
* Knowledge of Teaching and Learning issues
* Knowledge of working in open plan classrooms and project based learning
* Knowledge of Assessment issues
* Up to date knowledge of UK National Curriculum
* Knowledge of tracking student academic progress
* Knowledge of, and interest in, strategic planning and policy development and implementation.
* Ability to work collaboratively, develop effective relationships and establish productive partnerships
* Excellent organizational and time management skills

## Major Activities:

* + 1. Leadership and Management
    2. Curriculum Development
    3. Teaching and Learning.
    4. Assessment

### Contribute to the leadership and management of Performance Development and Professional Development of staff in the ES.

* + 1. Teaching
    2. Other general/administration duties

**1. Leadership and Management.**

* + Deputise for the Principal as required.
  + Review, develop and implement ES policy and procedures as directed by the Principal.
  + Liaise with other members of the LEADERSHIP TEAM to produce and implement Focus Areas, Calendar and policy and practice in the ES.
  + Lead and manage the Curriculum Leadership Team.
  + Oversee all CPD in the ES.
  + Support and advise other members of the LEADERSHIP TEAM.
  + Respond to any concerns with the delivery of the curriculum, teaching and learning in the ES.
  + Develop and implement school subject policies

**2. Curriculum Development.**

* Keep up to date with curriculum developments in the IPC and English National Curriculum and inform appropriate parties of relevant developments.
* Establish and monitor procedures for long ,medium and short term planning for all subjects.
* Develop and maintain an appropriate and inclusive curriculum delivered through the iPC, designed to reflect the best current educational thinking, practice and research
* Ensure parents and students are well informed about the curriculum, attainment and progress
* Translate the curriculum plan into an effective school timetable by liaison with the Principal.

**3. Teaching and Learning**

* + Oversee pedagogical practices (for example, AFL) within the school to ensure high quality Teaching and Learning occurs.
  + Monitor the quality of Teaching and Learning within the school and provide assistance and support when required to individual teachers and phases.
  + Oversee the use and analysis of academic data to monitor achievement and performance for individual teachers and subjects in the ES and initiate action in identified areas as a result of this analysis.
  + Ensure a consistent and continuous focus on students’ achievement, with systems for recording individual pupil’s progress, and effective use of data and benchmarks to monitor progress in every student’s learning
  + Monitor, evaluate and review classroom practice and promote improvement strategies
  + Give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on students’ learning
  + Undertake a teaching commitment at a level consistent with the needs of the school and the demands of the post
  + Participate in appropriate meetings with colleagues and parents relating to the above duties

**4. Assessment**

* + Have particular responsibility for providing guidance and support on all matters related to assessment.
  + Provide training to staff on all matters relating to assessment.
  + Co-ordinate the production and review of school policy and guidelines on assessment.
  + Contribute to the formulation, monitoring and review of the school development plan on assessment related priorities.

**5 As part of the Leadership Team (LT) contribute to the leadership and management of Performance Development and Professional Development of staff in the ES.**

* + Oversee the Performance Development and Professional Development of all staff in the ES. This includes working closely with the LT in developing and overseeing a set of common protocols for class teachers.
* Guide phase leaders to ensure Performance Development procedures approved by the LT for staff are fully and effectively implemented.
* Lead and manage the Performance Development procedures for the CLT.
* Make recommendations to the LT regarding ongoing CPD issues.

**6. Teaching**

* + Teach allocated classes and participate in CCA’s as required.

**7. Other general/administration**

* Participate in Budget setting
* Get involved with event organisations throughout the school calendar
* Other duties as directed by the ES Principal.
* Communicate to students and parents when necessary