



KINGS' SCHOOLS JOB DESCRIPTION

Job Title: Assistant Headteacher (Secondary), Kings' School Al Barsha	
Department: Secondary	Reports to: Secondary Headteacher, Kings' School Al Barsha

Essential Knowledge

Thorough knowledge and understanding of child development, Secondary Education, the Education Acts and other relevant legislation, curricular issues and implications of curriculum changes in the English and UK Education system

- Knowledge and understanding of the English National Curriculum, principles of assessment and effective record-keeping and their use to promote the educational and personal development of the students
- Knowledge and understanding of relevant legislation and current educational developments in the UK and the UAE with particular reference to Dubai
- A thorough understanding of whole-school self-evaluation with particular reference to Ofsted, HMIe and a detailed knowledge and understanding of the DSIB framework
- A thorough understanding of the issues to be considered in the development and implementation of policies that involve Secondary Education and a whole School 3-18 Campus
- Knowledge and understanding of any discriminatory and equality practices

Key Responsibilities

- Initially you will take responsibility for leading the following areas:
- Assessment Manager, including leading SISRA (our student data storage and analysis system). This is the key contributor to meeting the need of Performance Standard 1.1 (Student Attainment) and 1.2 (Student Progress))
- Performance Standard 6.5.3: Appropriateness of the premises and learning environment to promote student achievements
- Performance Standard 6.5.4: The relevance and range of resources for effective teaching and learning
- Innovation (see PS1.3.4, 2.3.2, 4.2.2)
- Line managing off-site education, including trips.
- Examinations Officer, including line managing the exams administration support

- To participate in writing the secondary School Improvement Plan and SEF
- To facilitate the celebration of student attainment and well-being
- To participate in writing the secondary School Improvement Plan and SEF
- To plan and chair meetings and deliver training as appropriate
- To liaise with Kings' Events
- To develop positive relationships with all stakeholders
- To coach those you line manage
- To work in partnership with parents, value them as true partners in their children's learning journey through workshop delivery etc and communicate appropriately
- To ensure that the vision, mission and aims of the secondary school are upheld
- To share responsibility for the establishment and growth of the secondary identity of the Kings' brand
- To facilitate an ethos in which all stakeholders feel safe, valued and able to operate as members of a learning community
- To be a role model for learning and facilitate confidence and risk taking as a natural part of the learning journey

Essential skills and abilities:

- Ability to lead and manage teaching and non-teaching staff, lead and manage student progress and attainment, lead and manage resources.
- Ability to facilitate sound procedures to ensure good behaviour and discipline in the Secondary School with the co-operation of all students, members of staff, school partners and parents & wider stakeholders
- The ability to foster a supportive, emotionally intelligent and caring environment for students and their families
- Ability to communicate clearly and effectively to a variety of audiences
- Ability to balance priorities and manage self and resources effectively in getting tasks done within time constraints
- Ability to develop and maintain effective relationships with students and colleagues and the wider community
- Ability to influence people and to work with individuals and within teams
- Evidence of leading Continuing Professional Development activities for teaching & non-teaching staff
- Ability to promote race equality and good race relations among people of different racial groups
- Ability to promote and understand the UAE National Agenda
- Ability to promote equality of opportunity
- Ability to lead effectively and motivate, involve and value the achievement of others
- Ability to balance directive and consultative styles and apply them appropriately in different situations
- Competent in the use of IT, understanding of IT systems for resources, curriculum, assessment and budget management

Essential experience:

- Successful teaching experience in secondary education of at least 8 years
- Evidence of sustained personal, professional development in education leadership and management
- Experience as an Assistant Headteacher in a highly successful Secondary School
- Evidence of successfully working in order to maximise the potential of all students, including those with special needs and talents, creatively seeking high standards and achievements
- *Desirable* experience could involve a similar role in Dubai
- *Desirable* experience could involve working in the context of school inspection in the UK, Dubai or UAE.
- *Desirable* experience could involve a similar role in the context of a 3-18 school in the UK, Dubai or UAE.

Special conditions:

- Qualified Teacher Status, a high level first degree and second degree at Masters level or higher
- Have undertaken in recent years a range of relevant in-service training courses and activities
- Commitment to encouraging the professional development of yourself and all staff, including delegation of responsibility where appropriate and possible
- Commitment to the central role of equality of opportunity both in employment practices and in the formulation and implementation of school policies, with regard to all young people, families and staff members
- Demonstrate a commitment to the Kings' vision & values evidenced in their present role.

Other Information:

- The Assistant Headteacher (Secondary) will work to the professional duties set out in this job description and undertake any other duties determined in agreement with the Secondary Headteacher.
- The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.
- This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of Kings' Schools into the future.