

**JOB DESCRIPTION**

JOB TITLE: **Deputy Head Secondary School**

REPORTS TO: Executive Principal

LOCATION: **TT Campus**

HOURS: 8.00am – 17.00pm – Monday to Friday

**DUTIES AND RESPONSIBILITIES**

**The DH will:**

● Possess proven and successful experience in school leadership either as an outstanding and high flying deputy head or as a member of a Senior Management Team

● Be a collegiate and collaborative team-player with great inter-personal skills, capable when necessary of decisive management

● Be a confident and impressive communicator who commands the interest and imagination of staff, pupils and parents.

● Be a strategic and intuitive thinker, an educationalist abreast of change with the capacity to inspire great learning and outcomes; a person who recognizes the international perspective of contemporary education and the importance to young people of gaining access to their choice of universities.

● Be an internationalist who understands the particular needs of expatriate families and who takes seriously new cultural perspectives

● Possess excellent management skills, with business literacy, and an understanding of the need for the school to be successful in a commercial context.

● Be a person who clearly prioritizes and has excellent time-management, and is conversant with latest ICT

**Role and responsibility:** The person appointed will need to build on the achievements of the current leadership team and then deliver new perspective and leadership within the overall strategy set by the Executive Principal. The successful candidate must be innovative as well as someone who can inspire successful academic achievement throughout the school. Good relationships with pupils, parents and staff will be crucial. The Executive Principal will therefore wish to identify those candidates with strong listening skills as well as the capacity to communicate and motivate. The Deputy Principal will need to provide care and attention for each individual at the same time as rigorously pursuing the broad strategic picture, enhancement of communication strategies and the management of change.

Our aim is to create a stimulating and caring environment which enables all individuals to realise their potential and by doing so, develop skills and confidence for a fulfilling and responsible life in a changing society.

**Deputy Head - SS** is a member of the Senior Leadership Team. As such, the role assists in leading the school, and managing defined curriculum and functional areas across the school.

The **DH** will assist the development of a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context

**A: General Responsibilities and Assistance:**

* To assist with the formulation of the overall aims and objectives for the school and policies for their implementation and to monitor, evaluate and review the effects of the policies, priorities and targets of the school in practice and take action if necessary
* To manage, with the assistance of administrational staff, daily cover for staff who are absent from school and to ensure that staff are aware of their responsibilities when absent
* To assist with the creation of an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life
* With the Deputy Executive Principal and the Middle School Coordinators schedule and manage school assemblies
* To help secure the commitment of parents and the wider community to the vision and direction of the school to ensure that pupils achieve high standards and make progress.
* To help ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school
* To ensure that policies and practices take account of school data and inspection research findings (e.g. CIS).
* Consistently champion and uphold the school’s core values and foster caring, professional relationships.
* Create an atmosphere of mutual trust where collaboration, discussion, debate and teamwork are promoted within the school.
* Model exemplary professional practice.
* Contribute to the creation of the school’s learning community, fostering a spirit of inquiry, innovation, professional learning and reflection.
* Promote high standards and expectations through supporting Performance
* Support the implementation of an enriched, challenging and continually improving curriculum and the opportunities for curriculum enrichment, to ensure breadth, balance and relevance to all students, whatever their abilities, aptitudes and needs including provision for Gifted & Talented and Learning Support
* Oversight of day to day management with support and input from SLT
* Transitioning new students into the Senior School.
* With the SLT, complete documentation for students leaving the Senior School for other schools
* Conduct regular assemblies as roistered with the Deputy Executive Principal and Middle School Coordinators.
* Teaching timetable as determined by the Executive Principal

**B) Leading and Teaching**

As a member of the SLT, to secure and sustain effective teaching and learning throughout the Senior School and to monitor and evaluate the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for improvement.

* To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment
* To ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning
* To ensure that learning is at the centre of strategic planning and resource management
* To establish creative, responsive and effective approaches to learning and teaching
* To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
* To be able to demonstrate and articulate high expectations and set stretching targets for the whole community
* To be able to implement strategies which secure high standards of behaviour and attendance
* To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
* To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils
* Using the school system for tracking students’ performance to provide suitable early interventions to maximise students’ progress enabling students to know how well they are doing and what they need to do to maximise their achievements
* To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels

**C) Leading and Managing Staff**

To lead, motivate, support, challenge and develop staff to secure improvement:

* To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
* To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere
* To implement and sustain effective systems for the management of staff performance, incorporating Continuous Professional Development Ensure professional learning through collaboration and self-evaluation. To conduct lesson observations of class and specialist teachers and review planning of teachers and specialists

**D) Efficient and Effective Deployment of Staff and Resources**

* To deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s strategic plan and financial context:
* To work with SLT and senior colleagues to recruit staff of the highest quality available
* To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
* To advise on and implement decisions in relation to staffing
* To advise on the adoption of effective procedures to deal with the competence and capacity of staff
* To advise on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
* To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity
* To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money

**E) Curriculum Management**

Ensure the efficient and effective running of the curriculum by;

* Coordinate/oversee all aspects of both internal and external examinations
* Disseminating information relating to regulations for teaching and assessing the programme (publications, resource materials, syllabuses, policy decisions etc.) to relevant staff and students
* Keeping staff informed of current curriculum developments
* Providing current and prospective students and their parents with accurate and up to date information on the examination programmes
* Keeping accurate student records.
* With the IB Coordinator, inform students of registration/examination procedures
* Coordinate the supervision and the conduct of the external and internal examination sessions including the examination timetable, attendance registers, checking and safekeeping of question papers, invigilation and dispatch of scripts
* Liaising with the Deoputy Executive Principal an internal calendar of dates for and deadlines for internal assessment events

**F) Accountability**

To be accountable for the efficiency and effectiveness of the senior school to the Deputy Executive Principal and ultimately to the Executive Principal

* To create and develop an organisation in which the whole school community recognises it is accountable for the success of the school
* To present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences
* To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make towards achieving the school’s targets for improvement.
* To provide information about the work and performance of staff where it is relevant to their future employment

**G) Strengthening Community**

To be able to build a school culture and curriculum which takes account of the richness and diversity of

the school’s communities

* To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
* To ensure learning experiences for pupils are linked into and integrated with the wider community
* To seek opportunities to invite parents and careers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
* To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
* Undertaking any other duties as required by the Executive Principal