### ogo 6L4.pngHead of Secondary

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**Role Reports to:    Head of School**

The Head of Secondary is ultimately responsible for all activities in the Secondary Section.   The Head of Secondary is responsible for taking the leading role in providing for the academic offering to primary students.  They are responsible for supporting the work of class teachers and ensuring that all members of the section are able to participate effectively. They should encourage and support the professional development of staff within the section and promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the section.  The Head of Secondary is part of the School Leadership Team (SLT).

**Job Description:**

The Head of Secondary is expected to:

* Promote and contribute to the school's aims (mission, vision, values, policies).
* Promote a positive school culture which is happy, purposeful and productive.
* Actively work with the School Improvement, Operational and Strategic Plans (establish priorities and targets for their subject and monitor the progress).
* Model behaviour, work ethic and standard expected by all members of the TBSC community.
* Contribute to the effective and efficient management of the Secondary school.
* Encourage consultation and discussion with staff.
* Liaise effectively between teachers, admin, Secondary Management Team and SLT.
* Line manage Heads of Departments.
* Support and motivate students, teachers and other school employees.
* Promote the Secondary School.
* Communicate effectively with parents.
* Contribute to staff induction process.  
  Ensure the safety of Secondary students.
* Lead the section in emergency situations.
* Overview the overall pastoral care for Secondary students.
* Overview and maintain student discipline (behaviour, school uniform and other).
* Monitor staff in line with TBSC expectations (e.g. dress, behaviour, general appearance).
* Monitor the Health and Safety of the Secondary Section (classrooms, common areas and other) in close liaison with the school nurse.
* Organise parents’ evenings.
* Be the first point of contact for the school infrastructure committee.
* Deal with staff absence and cover.
* Take part in Management Professional Development as suggested by the Head of School.
* Stay up to date with the latest educational development and research.
* Encourage high standards in all aspects of school life.
* Teach approximately 50% of the normal timetable allocation.
* Undertake such other duties as may be reasonably required.

**Responsibilities:**

The Head of Secondary will:

* Be responsible for all areas related to the Secondary Section in the School Strategic Plan.
* Manage the Secondary Section.
* Lead the development of the school curriculum development and associated documentation.
* Lead the development of school policies and associated documentation.
* Ensure the highest quality of provision with respect to student’s pastoral needs.
* Monitor, constantly evaluate and refine assessment processes and procedures.
* Be responsible for the Reporting format and procedures.
* Lead staff professional development.
* Assist the Head of School.
* Assess and screen new student applicants in collaboration with the Heads of Departments.
* Be Responsible for the ongoing implementation of the English National Curriculum and IGCSE programme
* Work with the IB coordinator in the ongoing implementation of the IB DP programme.
* Attend and actively be involved in management and SLT meetings.
* Lead meetings in the Secondary Section as and when necessary.
* Lead assemblies as and when necessary.
* Work with the Events Manager and Heads of Departments, with the organisation of parent and community events.
* Liaise regularly with the Secondary Management Team.
* Writing a weekly column for the school bulletin.
* Contribute to electronic and print publications.
* Help with marketing of the school.
* Liaise with other schools, both in Venezuela and internationally.
* Liaise with educational organisations, both in the UK and internationally.
* Review staff in the Secondary Section in line with the school’s performance management system.
* Actively and honestly, interact with individual parents and the parent community.
* Manage cover during staff absence.
* Send out morning notices.
* Lead Monday Briefings for the Secondary Section.
* Provide professional leadership and management for the section in order to secure a high quality of teaching and effective use of resources.
* Promote the use of ICT.
* Evaluate the effectiveness of teaching and learning across the curriculum.
* Establish targets for students and monitor their progress, within the context of school, in liaison with Heads of Departments.
* Encourage cross-curricular links.
* Work closely with the Learning Support Unit.
* Work closely with the School Counsellor.
* Work closely the the Admissions Officer.
* Work closely with the Section Assistant.
* Liaise with the Examinations Officer to produce an effective examinations timetable.
* Help disseminate IGCSE and IB results, to parents and students, in liaison with the Head of School, IB Coordinator and Examinations Officer.
* Help disseminate ISA and GL Cat 4 results.
* Ensure an up to date student tracking document, analyse the document, make suggestions to staff and recommend amendments to the tracking.
* Monitor the PSHE curriculum and offering.
* Liaise with the Head of Primary as and when necessary.
* Liaise effectively with personnel within Primary to ensure a smooth transition from Year 6  to Year 7 and to promote the “one school concept”.
* Develop an understanding of the curriculum programmes that link to the secondary programmes i.e. IPC and EY, KS1 and KS2 National Curriculum of England, KS3 National Curriculum of England, IGCSE, IB.
* Promote the IB Learner Profile.
* Ensure curriculum coverage, continuity and progression in the subject for all students, including those with high ability and those with special needs.
* Keep up to date with changes within the subject curricula and, within that context, make recommendations to SLT about:

o    new courses.

o    new materials.

o    INSET needs.

* Liaise with the Head of School regarding timetabling.
* Liaise with the Heads of Departments and Head of School regarding infrastructural needs.
* Be involved with the recruitment of new staff through evaluating C.V.'s and assisting with interviews of all candidates, when appropriate.
* Review the Staff Handbook annually.
* Create and review annually thereafter, a Secondary Parents’ Handbook.
* Ensure Secondary Teacher Planners are ready for the new academic year.
* Ensure Secondary Student Planner are ready for the new academic year.
* Ensure up to date inventories of resources within the Section exist.
* Manage CES orders.
* Ensure that the learning environment is conducive to learning.
* Attend weekly Secondary Management meetings with the Head of School.
* Chair regular meetings with the Section.  Under normal circumstances this would be fortnightly.
* Undertake such other duties as may be reasonably required.

**Experience:**

* Minimum 6 years of teaching essential.
* Minimum 2 years as a middle manager (Head of Department, IB Coordinator etc) essential.
* English National Curriculum teaching experience essential.
* IGCSE teaching experience desirable
* IB DP teaching experience desirable.
* Experience of Curriculum Development essential.
* Experience of mixed-ability classrooms, students with English as an Additional Language needs and students with Special Educational Needs essential.

**Profile of desired qualities, competencies and experiences:**

* Excellent classroom practitioner.
* Previous English National Curriculum experience.
* Previous IGCSE experience.
* Previous IB DP experience.
* ‘Bigger picture’ thinking.
* Knowledgeable.
* Life-long learner.
* Enthusiastic.
* Hard-working (willing to go the extra mile when required).
* Models good practice in line with school philosophy.
* Models good practice in line with IB philosophy.
* Maintains the highest levels of confidentiality and demonstrates integrity.
* Excellent strategic planner.
* Flexible.
* Creative thinker.
* Problem solver.
* Ability to plan strategically for future school improvement.
* Proficient in the use of ICT.
* Excellent organisational and time management skills.
* Excellent communicator.
* Strong interpersonal skills.
* Open and approachable.
* Team-player.
* Committed to open, continuous and constructive dialogue with staff and parents.
* Firm but fair.
* Interested in local cultures and traditions.
* Internationally minded.
* Willingness to take a long-term view regarding employment tenure at the school, as this is a developmental role.