

LOCATION	Nord Anglia International School Dublin	
JOB TITLE	Head of Secondary	
JOB PURPOSE	To offer leadership, inspiration and guidance to the secondary teaching staff, to ensure the smooth day to day operations of the secondary school, and to work effectively as a key member of the School Leadership Team.	
REPORTING TO	Principal	
DIRECT REPORTS	Secondary teachers and Teaching Assistants	
OTHER KEY RELATIONSHIPS	Business Manager, Director of Admissions and Marketing, Finance Manager.	
PACKAGE	Competitive	
KEY RESULT AREA		MEASURES OF PERFORMANCE
<ul style="list-style-type: none"> • Responsible for all day to day operations of the secondary school. • Development of a high performance culture, for students and staff. • Staff development, including new staff induction and staff professional development reviews. • Performance management of all staff, including development of job descriptions, assessment against professional standards, monitoring of attendance and punctuality, development of a culture of accountability and collective responsibility. • Planning and managing the efficient deployment of staff. • Management of individual staff issues, including recommendations to the Principal about contract renewal or release. • Development of secondary school curriculum • Development and implementation of action plans for areas of teaching and learning that give cause for concern. • Liaison with the Principal, in the purchasing of all teaching and learning resources. • Assisting the Principal in all secondary student enrolment matters, including meeting and engaging with prospective parents and students. • Liaison with and support for Head of Admissions, regarding new student orientation. • Ensure clear communication channels internally and with parents. • Responsible for building links with parents, including particular nationality groups. Responsible, with the Principal, for working with PTA Parent Representatives and Room Parents. • Responsible for the look and feel of the secondary school, including general atmosphere, display material, electronic noticeboards and tidiness. • Responsible for the overall pattern of events in the secondary school calendar, and for maintaining a reliable diary of forthcoming events. • Responsible generally for all secondary school events, through 		

<p>the events co-ordinator or other designated staff.</p> <ul style="list-style-type: none"> Responsible for managing Parent-Teacher conferences and prize-giving. Responsible for managing budgets and expenditure 	
<p>Personal Development</p> <ul style="list-style-type: none"> Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> Improved performance Performance appraisal Personal Development Plan
<p>OTHER</p> <ul style="list-style-type: none"> Promote and embodies <i>The CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> Accountable – Establishes a high performing culture and accepts accountability for organisational performance. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction Collaborative – Works collaboratively with others to achieve organisational outcomes Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success Enabling – Drives excellence through valuing and developing others Agile – Achieves personal and organisational success within a changing, dynamic and complex environment Resilient – Demonstrates personal resilience within a demanding environment of high expectations Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation A commitment to safeguarding and promoting the welfare of all pupils. Willingness to undertake appropriate child protection training when required 	<ul style="list-style-type: none"> Valued member of the team and organisation

PERSON SPECIFICATIONS	
Qualifications/Training	
<ul style="list-style-type: none"> Qualified Teacher status with a minimum of 5-7 years teaching and leadership experience 	Essential
Experience / Knowledge	
<ul style="list-style-type: none"> School curriculum (IB Middle Years and Diploma Programme) and associated assessment methods 	Essential
<ul style="list-style-type: none"> Up to date knowledge of curriculum developments 	Essential
<ul style="list-style-type: none"> Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) 	
<ul style="list-style-type: none"> Proven leadership and people management skills 	Essential
<ul style="list-style-type: none"> A management background in educational institutions 	Essential
<ul style="list-style-type: none"> Budget management experience 	Essential

▪ Experience in an international setting	Essential
▪ Proven curriculum management/development skills	Essential
▪ Experience of timetable construction	Essential
Skills	
▪ The ability to develop good personal relationships within a team	Essential
▪ An effective communicator (written and verbal) to a variety of audiences	Essential
▪ High level of IT competency	Essential
▪ Familiarity with management information systems	Essential
Personal Attributes	
▪ Passionate about delivering quality education	Essential
▪ Able to command respect of pupils, colleagues and parents	Essential
▪ Organised, with proven ability to meet deadlines and make decisions in a timely fashion	Essential
▪ Driven by wanting to improve quality and develop the school	Essential
▪ Reliable with an attention to detail and a commitment to quality	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ A willingness to develop strategies for creating community links	Essential
▪ An excellent sense of humour	Essential
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent in Ireland and other countries candidate has lived and worked. Compliance with visa requirements for working in Ireland.

