

LOCATION	Nord Anglia International School, Hong Kong
JOB TITLE	Deputy Head of School (Secondary)
JOB PURPOSE	To deputise for the Head of School as necessary and to ensure the highest standards of teaching and learning.
REPORTING TO	Head of School, School Principal
DIRECT REPORTS	IB Co-ordinator, KS3 & 4 Co-ordinators, Heads of Departments, subject teachers
OTHER KEY RELATIONSHIPS	All staff, parents and pupils.
PACKAGE	Assigned salary scale point
KEY RESULT AREA	
<b>Personal Development</b> <ul style="list-style-type: none"> <li>Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	
<b>Other</b> <ul style="list-style-type: none"> <li>To ensure high standards of teaching, learning and achievements, addressing any issues as appropriate.</li> <li>To deputise for the Head of School in all respects, when necessary.</li> <li>To deal with all operational issues on a daily basis.</li> <li>To lead Learning and Teaching, developing and enhancing the teaching practice among staff.</li> <li>To assist in the performance management and professional development of staff.</li> <li>To manage resources effectively and efficiently.</li> <li>To be committed to professional learning personally and for the whole staff.</li> <li>To contribute to and be responsible for areas of the School Improvement Plan.</li> <li>Promote and embodies <i>The CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> <li><b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li><b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction</li> <li><b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes</li> <li><b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success</li> <li><b>Enabling</b> – Drives excellence through valuing and developing others</li> <li><b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment</li> <li><b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations</li> </ol> </li> <li>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</li> <li>A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>Willingness to undertake appropriate child protection training when required</li> <li>All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation.</li> <li>Any other appropriate duties as allocated by the Principal.</li> </ul>	

PERSON SPECIFICATION	
<b>Qualifications/Training</b>	
▪ Degree in Education or a suitable degree with PGCE/PGDE	Essential
▪ Additional training e.g. timetabling, leadership	Desirable
<b>Experience / Knowledge</b>	
▪ Minimum of 5 years' teaching experience	Essential
▪ Knowledge of the National Curriculum, IGCSE, IB, subject knowledge	Essential
▪ Knowledge of assessment and reporting procedures	Essential
▪ Management experience	Essential
▪ Knowledge of teaching and learning developments	Essential
▪ Knowledge of academic monitoring and tracking systems	Desirable
▪ Experience of leading teams	Essential
▪ Knowledge of Performance Management and Professional Development systems	Desirable
<b>Skills</b>	
▪ Ability to lead a team of people	Essential
▪ Strong interpersonal skills	Essential
▪ Liaising effectively with colleagues and parents	Essential
▪ Meticulous, detailed planning and organisation	Essential
▪ Data monitoring and evaluation	Desirable
<b>Personal Attributes</b>	
▪ 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
▪ Teamworking	Essential

IMPORTANT NOTES	
▪ The job description will be reviewed and will be subject to amendment in consultation with the post-holder	
▪ The post-holder will follow school policies and procedures, especially in terms of inclusion	
▪ The post-holder will carry out any other appropriate duties as requested by the Principal	

## OTHER CONDITIONS

Compliance with visa requirements for working in Hong Kong

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 48 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at [www.nordangliaeducation.com/careers](http://www.nordangliaeducation.com/careers)

Good luck with your application.