

<b>LOCATION</b>	British International School Bratislava
<b>JOB TITLE</b>	<b>Key Stage 4 &amp; 5 Leader</b> <b>TLR4 allowance 3500e/Year + Time</b>
<b>JOB PURPOSE</b>	<b>Roles</b> <ol style="list-style-type: none"> <li>1. Loyal and supportive member of the Pastoral Team.</li> <li>2. Member of the Middle Leadership Team.</li> <li>3. Line manage other Heads of Year within section <ul style="list-style-type: none"> <li>• Inspire trust and confidence in students, colleagues and parents;</li> <li>• Engage and motivate students;</li> <li>• Promote the wider aspirations and values of the school Build a strong Pastoral team and create the conditions for it to excel;</li> <li>• Work closely with the MAC team to ensure promotion and marketing of activities and students within the Key Stage</li> </ul> </li> </ol>
<b>REPORTING TO</b>	The Deputy Head Secondary
<b>DIRECT REPORTS</b>	A number of curriculum and pastoral leaders or their equivalent Other staff as required
<b>OTHER KEY RELATIONSHIPS</b>	Head of Primary and Secondary Teachers of Primary and Secondary School Faculty Heads Parents Students
<b>KEY RESULT AREA</b>	
<b>Core Requirements of the Post</b>  Student Welfare and Guidance <ul style="list-style-type: none"> <li>• Ensure that each student is supported in maximizing their learning and personal development by:</li> <li>• Maintaining and developing an awareness of students changing personal circumstances and disseminate information to colleagues.</li> <li>• Insisting on high standards of co-operation, behaviour and attendance, and initiate action when necessary within the framework of the school sanctions system.</li> <li>• Co-coordinating section assemblies and promoting and encouraging activities which develop the whole school culture.</li> <li>• Keeping the MLT, Heads of Departments and relevant staff informed of progress/issues about the sections.</li> <li>• Supporting Heads of Year in keeping parents informed of students' progress and inviting them in as necessary.</li> <li>• Keeping accurate records of all communication, all sanctions issued and any other pertinent information on iSAMS</li> <li>• Lead regular meetings with key staff within the section.</li> <li>• Pass Child Protection issues to designated person for Child Protection.</li> <li>• Support and communicate with Head of Year, within section, on relevant issues.</li> <li>• Support and coach Head of Year with pastoral target setting on HRIS</li> <li>• Supporting the Deputy Head Secondary and HoY with tutor observations.</li> </ul>	
<b>Leadership</b> <ul style="list-style-type: none"> <li>▪ Contribute to school improvement plans and be responsible for specific aspects of its implementation in designated area.</li> <li>▪ Where required assist the Head of Secondary in the appointment and deployment of staff;</li> <li>▪ With the deputy Head assist/lead conduct pastoral Staff development, including new staff induction and staff professional development reviews;</li> <li>▪ Management of individual staff issues, including recommendations to the Head/Deputy Head of Secondary</li> <li>▪ Contribute towards student Achievement across the school, ensuring that initiatives within the purview of the post are supported with enthusiasm and dynamism;</li> <li>▪ Lead/contribute to school INSET where appropriate</li> </ul>	

**Academic Guidance**

**Ensure that each student's progress and achievement across the curriculum is maximised and balanced by:**

- Overseeing that Commendations and Achievements (Behaviour Ladder Policy) are being recorded on iSAMS across the section.
- Overseeing the standards of achievement and progress of the section after internal exams and reports and monitoring and evaluating their progress accordingly.
- Use data provided by the Assistant Head to oversee the use of data within the section.

**Ensure that each student's learning pathway through the school is appropriate to their needs, abilities and aspirations by:**

- Developing an up to date knowledge of the rationale and logistics of the IGCSE/IB Option process and programme so as to inform Form Tutors, communicate effectively with parents and guide students.
- Attending the PTA and Parent forums (when required) and New Parents Evening as main point of call to parents for any pastoral issues.
- Overseeing all transition arrangements from Y9 to Y10 & Yr11 to Yr12.
- Ensuring students are familiar with routines and procedures before arriving;

**Ensure that new students into Years 10 to 13 are smoothly integrated into BISB by:**

- Working with the iSAMS Systems manager to ensure timetables are ready on arrival;
- Overseeing arrangements for first day, with Admissions, HoY and Form Tutor.

**ILS(PSHE)**

**Ensure that student receive the highest standard of personal, social, health and careers education to further establish their identities as global citizens by:**

- Being an effective Life Skills classroom teacher and attend review meeting to discuss the current Life Skills content.
- Developing, maintaining and reviewing the International Life Skills (ILS) curriculum for Years 10-13 to maintain high quality activities and delivery and increasing personalisation of learning;
- Ensuring continuity and progression within and between the sections
- Providing detailed schemes of work and resources to meet the specific needs for Years 10-13

**Form Tutor System**

**Ensure that each student's Welfare and Guidance development is facilitated by leading the tutor team by:**

- Monitoring the use of tutor time within the section and feeding back to the DH where necessary
- Overseeing student attendance issues and feeding back to the DH where necessary

## OTHER

- To manage effective personal development as part of the company's commitment to invest in staff as the key resource in the organisation;
  - To meet statutory responsibilities and company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation;
  - To promote and adhere to the Company Vision and Values:
    - **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress.
    - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
    - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
    - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right;
- Any other appropriate duties as allocated by the Principal.

## OTHER CONDITIONS

Hold a 10 year current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Slovakia

PERSON SPECIFICATIONS	
<b>Qualifications/Training</b>	
▪ Qualified Teacher status with a minimum of 5 years teaching experience	Essential
▪ Evidence of appropriate higher level CPD	Essential
<b>Experience / Knowledge</b>	
▪ Experience of a sustained period of success in school leadership and management through pastoral team or other whole school responsibilities	Essential
▪ Successful experience of teaching across the age and ability range	Essential
▪ Proven curriculum management/development skills	Essential
▪ Experience of timetable construction and staff models	Desirable
▪ Experience of working with parents, outside agencies and other partners in order to raise achievement	Essential
<b>Abilities</b>	
▪ To recognize students' needs and to communicate these effectively to other professionals	Essential
▪ To be able to effect change and ensure it becomes embedded	Essential
▪ To understand and use data analysis to support and feedback from faculty leads to support HoD's develop teaching and learning strategies	Essential
<b>Skills</b>	
▪ The ability to develop good personal relationships within a team	Essential
▪ An effective communicator (written and verbal) to a variety of audiences	Essential
▪ Ability to engage children and enable them to perform highly	
▪ High level of IT competency	Essential
▪ Familiarity with management information systems	Essential
<b>Personal Attributes</b>	
▪ Passionate about delivering quality pastoral care	Essential
▪ Able to command respect of pupils, colleagues and parents-passionate about education and young people	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	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ A willingness to develop strategies for creating community links	Essential
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	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 and as part of a team	Essential
▪ Adaptability	Essential