



LEARNING TO EXCEL
SINCE 1969

Academic Deputy Head

Job Specification

The Academic Deputy is a member of the Senior Leadership team, and reports to the Principal and the Head of Senior School, with whom there are weekly meetings.

Key Responsibilities

- Setting the academic vision for the school
 - Leading staff and students in Teaching and Learning
 - Leading curriculum planning for Key Stage 3, IGCSE and IB Diploma
 - Line-managing Heads of Faculty, Heads of Department, the LRC Manager and Examinations Officer, and appraising many of them
 - Chairing Heads of Faculty meetings
 - Organising Teaching and Learning-related CPD
 - Leading assessment, reporting and grades policy
 - Overseeing Departmental Development Plans and Department Reviews
 - Analysing Results for (I)GCSE and IB and reporting to the Board's Education Committee
 - Contributing to the school's IT Strategy
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- Creation of the Academic timetable
 - Internal and external examinations
 - Overseeing entrance assessments and CEM testing
 - Cover for absent staff
 - Parent-Student-Teacher evenings
 - Transition and curriculum evenings
 - Overseeing induction of new staff
 - Deputy Head budget and oversight of departmental budget and resources
 - Overseeing textbook ordering
 - Prizes, commendations and merits, including Presentation Evening

The Academic Deputy will normally be expected to teach around 8 – 10 periods per week.

The British School of Milan S.R.L.

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Società con unico socio soggetta all'attività di direzione e coordinamento di *The Sir James Henderson British School of Milan*