

Assistant Head of Secondary School, Greenfield Community School – Pastoral Care, Guidance and Welfare

Department: Secondary Senior Leadership Team

Line Manager: Head of Secondary

Key Relationships: Principal, Head of Secondary, Secondary Leadership Team, Teachers, Parents, Students, Taaleem Central Office, School Administration Team.

The School:

Greenfield Community School is a four programmed International Baccalaureate World school with 1300 students on roll from KG1 to Grade 12. With more than 80 nationalities in the student body, it is a diverse and a truly international school. Our commitment to setting high standards for all students is reinforced by placing the IB mission statement at the centre of our school. We strive to develop inquiring, knowledgeable, caring and open-minded young people. The school has a reputation for being inclusive and caring and our external UAE reports repeatedly highlight the very positive behavior that students display.

Position Requirements:

Education: Bachelor Degree in a related area, qualified teacher status and relevant experience.

Experience: Related experience in a secondary school setting. Should have previous experience of school leadership or middle management roles. Previous experience in a pastoral position is preferred but not essential for the right candidate.

Competencies: Strong communication skills, attention to detail, inter-personal relationships, professionalism, high standards and expectations. Be able to think strategically to establish procedures to maintain the strong ethos and behavior across the school, using a wide range of diverse strategies. Be able to develop strong working relationships with students, parents and colleagues and lead teams to reach a shared goal. Understand the inherent value of all students and be able to support them through the challenges they face, whilst maintaining the highest levels of behavior. Able to take the initiative and maintain a calm approach in sometimes challenging circumstances.

Primary Purpose of Job:

The Assistant Head of Secondary- Pastoral Care, Guidance and Welfare will lead the establishment of a positive ethos, strong culture and high levels of behavior across all grades of the secondary school. This will include leading colleagues in the caring for all students. The Assistant Head will ensure that:

- All students feel safe and happy in school.
- Clear procedure are established across the school to ensure a strong, positive ethos.
- Strategic strategies are put in place to promote positive behavior management.
- The school runs smoothly day to day and processes relating to ethos are well operated, for example, rewards, consequences, duties, movement around school, and expectations for behavior.
- The pastoral team are effective, including the Grade Level Coordinators (Heads of Year).
- Parents and carers play a key part in promoting positive attitudes and behaviors
- Well being is at the centre of secondary school practice

The successful candidate will assist in shaping the future of the school ensure high quality outcomes for children across the secondary school. They should have the autonomy and initiative to make decisions and lead within what

has been agreed at SLT level. All members of SLT at GCS are pedagogical leaders and are expected to model excellent learning and play a key role in the professional development of staff.

Key Responsibilities:

- Be the lead colleague in establishing an appropriate ethos and culture across the secondary school.
- Be the lead colleague in leading and managing the day to day ethos across the secondary school.
- Ensure a wide range of strategies are in place to establish an appropriate ethos.
- Ensure behavior management is based on positive strategies including a strong rewards process, a need to address the root of issues as well as the behavior itself and an attitude that all students are of value.
- Ensure when needed there are clear consequence procedures in place.
- Ensure there are clear attendance and punctuality processes in place.
- Develop and lead the secondary wellbeing strategy.
- Take a lead in child protection (training will be supplied).
- Manage the day to day processes that promote the smooth running of the school day, for example duty rotas, assemblies etc.
- Lead the Grade Level Coordinators (Year Managers) and other colleagues in the Pastoral Team.
- Work closely with parents to ensure the welfare of their children.
- Lead the anti-bullying strategy.
- Line manage and hold accountability for colleagues responsible for extra-curricular activities and outdoor activities.
- Take responsibility for Moral Education and Cultural Studies.
- Lead other aspects related to the ethos and culture across the school.
- Monitor staff closely and be able to challenge underperformance professionally, sensitively and provide the necessary support.
- Ensure confidentiality and respect for school policies are maintained.
- Promoting Taaleem vision, policies and ethos.
- To ensure communication across school in all areas is of the highest standards and respectful and professional with all stakeholders.
- To be able to support whole school inclusion.
- Teach classes as directed and cover colleagues when needed.
- Model best practice in teaching and team teaching to support an improvement in teacher and staff skills.
- Conduct probationary reviews and yearly appraisals of teachers as directed within the secondary school.
- Ensure school appearance and environment is in line with the school policies and expectations.
- Ensure the Head of Secondary is informed of any staff and parent issues in a timely manner.
- To lead school events, school assemblies, staff workshops and other school related events as appropriate.
- As one of the most senior colleagues in the school, the post holder will play a role across the school, supporting all school strategies and procedures as part of the wider SLT as directed by the Head of Secondary and whole school Principal.

This job description will be reviewed annually and may be subject to amendment or modification. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.