Beaconhouse School System, Malaysia

Appointment of

Head of Secondary School

Job Description

Post Title	Head of Secondary School
Location	Petaling Jaya, Malaysia
Reporting to	Executive Principal
Accountable to	Regional Director, Beaconhouse Malaysia

The Role

The Head of Secondary's key responsibility is the implementation, smooth running, administration and ultimately successful delivery of all aspects of the academic and pastoral programmes. The role is a Senior Management position therefore the Head of Secondary is expected to fulfil a demanding workload.

Objectives

- To share in all aspects of school life.
- To secure high standards of teaching and learning.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils, and raise standards of achievement.
- To support, guide and motivate teachers.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress of pupils. To identify needs in the subject and consider these in relation to the overall needs of the School.
- To create and maintain partnerships with parents, agencies and the wider community

Skills

- Leadership skills – the ability to lead and manage people to work towards a common goal.
- Decision-Making Skills – the ability to solve problems and make decisions.
- Communication Skills – the ability to communicate with a range of staff, pupils and parents.
- Self-Management Skills – the ability to plan time effectively and to organise oneself well.

Responsibilities

- Implement and manage all day-to-day aspects of the academic and pastoral programme in the Secondary School
- Assisted by the Academic Co-ordinators/Heads of Department be responsible for the construction of the academic timetable in liaison with the Head of Primary and the School Principal

- Oversee and manage the CCA Programme for the Secondary Students, liaising with outside organisations in addition to school staff, students and parents
- Manage the cover requirements for staff who are absent
- Manage the teaching staff to create a positive, enthusiastic team to deliver a high quality programme ensuring student satisfaction
- Observe and appraise all teaching staff providing support and guidance on all aspects of lesson preparation and delivery
- Monitor teaching staff levels to ensure that the appropriate staffing levels are maintained and inform the Principal of any concerns
- Organise and oversee the delivery of the checkpoint and IGCSE examinations
- Liaise closely with the Principal in maintaining all academic administration
- Deal with any student, parent or teacher queries relevant to the Secondary School
- Teach as required to meet operational demands
- Ensure that the activities programme, after school programme and academic programme are integrated successfully
- Support the Principal to aid the smooth and effective running of the school
- Attend daily briefing meetings
- Assume overall charge in the absence of the Principal
- Help ensure that all Health and Safety issues are reported and dealt with at all times
- Build and maintain links with the wider community to sustain and enrich all aspects of school life
- To lead Assembly as required
- Carry out any other duties as reasonably required by the Principal

Strategic direction:

- To work with the Principal and others to create a shared, strategic vision and plan that inspires and motivates students, staff, and all other members of the school community
- To lead curriculum development and innovation across all key stages
- Developing and implementing policies and practices which reflect Sri Inai's commitment to effective teaching and learning.
- Creating a climate which enables staff to develop and maintain positive attitudes towards their subject areas and have confidence in teaching.
- Use data to identify pupils who are underachieving and where necessary implement plans of action to support these pupils.
- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform development.

Leading Teaching and Learning:

- Ensure the quality of academic monitoring and its effectiveness

- Ensuring curriculum coverage, continuity and progression for all pupils.
- Ensuring that all pupils are well prepared for public examinations (Cambridge Checkpoint) and other external assessments.
- Providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement.
- Evaluating the teaching of the subject and using this analysis to identify good practice and areas for improvement.
- Ensuring effective development of pupils' individual and collaborative study skills necessary for them to become more independent in their work.

Leading and Managing Staff

- Helping staff to achieve constructive working relationships with pupils.
- Establishing clear expectations and constructive working relationships among staff through team working, delegation, and developing an acceptance of accountability.
- Leading professional development of staff through example and support
- Enabling teachers to achieve expertise in their subject teaching.

Efficient and effective deployment of resources

- Establishing staff and resource needs for the school and allocating the available subject resources and budget with maximum efficiency
- Deploying staff to ensure the best use of expertise.
- Ensuring the efficient and effective management and organisation of learning resources.
- Using accommodation to create an effective and stimulating environment for the teaching and learning.
- Ensuring that there is a safe working and learning environment in which risks are properly assessed.

Essential requirements

- Show a real interest in teaching and learning, and be prepared to undertake additional training for CPD
- Have a minimum of 5 years leadership experience
- Evidence of working in an International setting and have experience of the Cambridge Secondary curriculum would be an advantage
- Be familiar with enquiry-based or thematic teaching approaches.
- Have experience in using ICT-rich teaching environments.
- Have relevant teaching degree.
- Show full commitment to school life

- Good and demonstrable organisational skills
- Excellent communication skills along with the ability to listen and understand
- Work to deadlines
- Ability to show empathetic approach
- Ability to work in an enthusiastic manner
- Responsible attitude to work
- Excellent ICT skills
- Manage and prioritise use of time
- Desire for excellence in all areas