



CHENGLO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: DEPUTY HEAD (SECONDARY ACADEMIC)

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

The Deputy Head, Academic (DHA) will be directly responsible to the Head of Secondary School and assist in the effective day-to-day running of the Secondary School. The DHA will be a member of the Senior Management Team. The DHA will be responsible for the quality of teaching and learning and the standards of academic achievement at Chengelo Secondary School with a strong commitment to spiritual, character, and leadership development.

The Deputy Head, Academic will be responsible for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact and ensure compliance with the School's Child Protection Policy and Procedures.

RESPONSIBILITIES:

1. SPIRITUAL

The Deputy Head Academic will support the Head of Secondary to take the lead in the spiritual life of the Secondary School, encouraging pupils and staff to remain Christ centered.

The Deputy Head Academic should be involved in school assemblies, discipleship groups, and actively encourage staff prayer for the Secondary School. They will be expected to support the pastoral care of staff and students. The Deputy Head Academic is expected to be a visible presence and witness in North Church.

2. LEADERSHIP

The Deputy Head Academic will need to provide dynamic leadership that drives the Secondary School forwards in a manner that gives Glory to God. They will prayerfully serve in the out workings of the school vision. As a Christian leader, they will need to depend on God's guidance and His word.

The Deputy Head Academic normally has a 40% reduction in teaching load. The post includes the following duties;

- Communicate the vision of the school to its various stake holders with passion and commitment
- Taking a lead in all academic matters including curriculum planning and encouraging curriculum development
- Contribute towards the writing of the School Development plan and take responsibility for aspects of its delivery
- Advise the Head of Secondary of future staffing and accommodation needs and assist with writing job descriptions for all academic staff
- Construction of the school timetable; homework timetable; Duty rotas; Cover arrangements
- Running the option programmes for and keeping records of all option groups and teaching sets in the school
- Advising new staff on all academic matters
- Taking responsibility for internal and external school examinations including the testing all prospective pupils.
- Co-ordinating the report writing process and monitoring standards
- Running the student representative council; organising pupil elections, writing the constitution, observing and advising at src meetings

- Maintaining the school systems for praise and discipline; Be available to assist staff with pupil discipline problems
- Hold parent interviews. Available at beginning and end of term to discuss academic matters with parents
- Chair Heads of Department Meetings. Attend Senior Management Team, Member of the school Appraisal Team.
- Deputise for the Head in the Head of Secondary 's absence

3. PUPILS

The Deputy Head Academic will;

- Ensure that all pupils are seen as the children of God, precious in his sight.
- Demand ambitious standards for all pupils, so that each pupil is challenged to achieve their personal best; instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Track progress of pupils across their subjects as well as their involvement in extracurricular activities; developing effective intervention strategies where necessary to maximise progress for all pupils.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

4. STAFF

The Deputy Head Academic will

- Ensure good communication within the school
- Encourage an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Ensure Secondary School staff keep abreast of curriculum developments in the UK and in Zambia.

5. RESOURCES

The Deputy Head Academic will

- Work with the School Management team to prepare an annual budget for the Secondary and manage expenditure within this budget.
- Take responsibility for ensuring standards are maintained and development work is completed to a high standard.
- Management of the Secondary School facilities

6. EXTERNAL RELATIONS

The Deputy Head Academic will be a public face of Chengelo Secondary School. They will contribute to Website links, Press releases and marketing, and public relations with all stakeholders and government officials. Team work will be vital to ensure the public message of Chengelo is consistent across all sections of the school. In regards to the ethos, values, vision, or policy of the school all public statements need to be approved by the Principal.

CERTIFICATION REQUIREMENT

The Deputy Head Academic must be a licensed teacher

REVIEW AND AMENEDMENTS

The Deputy Head Academic will undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.