



# Oporto British School

To Strive for Success and to Serve *Est. 1894*

## JOB DESCRIPTION - HEAD OF SECONDARY

<b>Purpose</b>	The Head of Secondary is one of the key positions in the School. The post holder is expected to understand and promote a philosophy of education which is in sympathy with the School Mission & Philosophy Statements and leadership and management style which embraces the entire School. The position has a high profile, and key qualities include an ability to lead and inspire colleagues from a wide variety of backgrounds; powers of diplomacy to deal with a diverse parent body; wisdom in making judgements and taking decisions regarding complex issues; and experience as an educational leader/manager to assist in moving the School forward on many fronts. The ability to work quickly and effectively under pressure and to delegate responsibilities in a prudent manner is crucial.
<b>Accountable to:</b>	Headmaster
<b>Liaise with:</b>	Headmaster, Head of Primary, Head of Pastoral, Business Manager, Secondary Leadership, HoDs, Housemasters and Housemistresses.
<b>Line Manages:</b>	IB Coordinator, IGCSE Coordinator, F6-8 Coordinator, HoDs, Learning Development (in coordination with Head of Primary).
<b>Responsible for:</b>	Overall academic direction and monitoring of standards throughout the Secondary Section.
<b>Role/ Accountabilities</b>	<b>Management/Leadership</b> <ul style="list-style-type: none"><li>✓ To lead the teaching staff of the Secondary Section, with a particular focus on the curricular and co-curricular aspects</li><li>✓ To ensure an adherence to the School Mission &amp; Philosophy Statements, School Learning Objectives, School Policies and Procedures, School Rules and Routines</li><li>✓ To be a member of the School Senior Leadership Team</li><li>✓ To hold and chair regular Secondary staff meetings</li><li>✓ To liaise with the Head of Primary, Head of Pastoral and other holders of positions of responsibility wherever this is appropriate</li><li>✓ To be involved in the formulation, delivery and monitoring of the School Strategic Development Plan (in particular in its relation to the Secondary Section)</li><li>✓ To be responsible for the construction of the Secondary Section budget bid; its allocation; and monitoring</li><li>✓ To be responsible for the organisation of Parents' Evenings and other Secondary events, and contribute to the coordination of whole school events such as Harvest Festival, Christmas Carol Service and Speech Day</li><li>✓ To be responsible for Secondary Assemblies</li><li>✓ To deputise in the Headmaster's absence</li><li>✓ To periodically coach/mentor staff as directed by the Headmaster</li><li>✓ To co-lead and assist with the Performance Management of staff throughout the</li></ul>



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	<p>school</p> <ul style="list-style-type: none"><li>✓ To oversee the development of IT in the Secondary section</li><li>✓ To carry out all reasonable duties as directed by the Headmaster.</li></ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"><li>✓ To oversee and manage the Secondary Section curriculum</li><li>✓ To ensure the highest standards of teaching and learning in the Secondary Section</li><li>✓ To advise the Headmaster on the staffing and resources requirement of the Secondary Section</li><li>✓ To construct the Secondary Section timetable</li><li>✓ To organise/ manage teaching cover within the Secondary Section</li><li>✓ To ensure the effective implementation of Reporting, Homework and Assessment Policies and Procedures</li><li>✓ To ensure the effective delivery of the bilingual curriculum in the Secondary Section, giving due attention to the development of the English language and Portuguese</li><li>✓ To liaise with the Head of Primary, Head of Pastoral, HoDs and Coordinators to ensure the continuity of each pupil's education throughout the School, and, especially, in the transfer from Primary to Secondary</li><li>✓ The expectation is that the Head of Secondary will have a teaching load of up to a maximum of 18 periods out of 45 per week.</li></ul> <p><b>Discipline</b></p> <ul style="list-style-type: none"><li>✓ To be responsible for the welfare and professional development of staff in the Secondary Section</li><li>✓ To be responsible for Academic Discipline, liaising with the Head of Pastoral over all discipline issues as necessary. Professional Development and Induction</li><li>✓ To be involved in the induction of new members of staff to the School</li><li>✓ To monitor and evaluate the Secondary Section.</li></ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"><li>✓ To be responsible for health and safety issues in the Secondary Section</li><li>✓ To oversee risk assessment for Section trips, visits and events.</li></ul> <p><b>Extra-Curricular Activities</b></p> <ul style="list-style-type: none"><li>✓ To liaise with the Organiser of Extra-Curricular Activities in order to provide a rich and varied programme for the Secondary Section</li><li>✓ To be responsible for the staffing and resourcing of the programme</li><li>✓ To give personal support to the programme</li><li>✓ To oversee Section trips, visits and events.</li></ul>
<b>Reviewed</b>	March 2018