



St Christopher's School

Deputy Headteacher Job Description

Issued: Nov 2017

We are seeking to appoint an outstanding, passionate and motivated Deputy Head to join our successful Senior School in August 2018. You will become part of a dynamic team who are creative, energetic and determined to give our pupils the best possible opportunity to benefit from an outstanding education.

Start Dates: Arrival date in Bahrain Wednesday 22 August 2018

Location: Bahrain, Isa Town campus

Contract type: Full Time (2-year)

Salary: Competitive, tax-free, in excess of UK scales

Package: Free furnished housing, medical insurance, annual travel allowance, baggage allowance and free high-quality education for up to three children of your own at the School

The successful candidate will have the following attributes:

- Competence, expertise and a proven track record as an outstanding Senior School teacher, with recent KS3 - KS5 experience
- A clear understanding of outstanding Senior School practice
- A deep understanding of what works in teaching and how to raise performance and improve teaching quality
- A proven track record of raising standards of student's academic and personal achievement
- Confident and uncompromising leadership of learning and teaching, behaviour, attitudes to learning and parental engagement
- High standards of professional relationships and the ability to lead and develop staff
- The ability to lead teams through clear action planning
- Outstanding communication in both speech and writing
- Able to participate in decision making regarding whole school issues involving vision and school improvement
- To lead, as positive role model, school development plan initiatives
- To analyse pupil data and plan for improvement

The main responsibilities of the Deputy Headteacher are to:

- Support the Headteacher in the strategic development of the school / deputise for the Head Teacher
- Lead aspects of whole school improvement
- Ensure that each department and year group under their charge operates efficiently and effectively
- Administer Rewards and Sanctions
- Ensure that the views of staff, parents and pupils are used to raise the quality of the educational provision and operation of the School
- Monitor and evaluate the quality and consistency of educational experiences offered to students
- Work towards better communications between all sections of the school community
- Accept a measure of pastoral responsibility for all staff and especially for those within their link departments and Year Group
- Liaise with the Infant and Junior schools
- Ensure that reports to parents are of a high and increasing quality
- Ensure that the school works within the requisition budget to ensure that all necessary stock and materials are ordered
- Assist with curriculum development
- Organisation of events relating to area of responsibility



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The following areas are shared with other members of the Senior School Senior Management Team (these are reviewed and rotated periodically).

Responsibility for:

- Overseeing Staff Development / INSET / CPD
- Oversight of Staff Appraisal
- Induction of new staff
- Overseeing relevant school publications / Yearbooks
- Assessment Policy and Assessment, Recording and Reporting procedures throughout the school
- Collating the school calendar and improving liaison between staff and other schools for organising events
- Extra-curricular, trips and visits
- Timetabling, cover, duty rota, supply staff
- Senior School Resource Budget
- Premises, Site Maintenance, Environment, Appearance
- Post-16 Education / oversight of the university application process worldwide
- Administration, oversight and dissemination of CAT testing and target-setting
- Use of Technology in learning / BYoD
- Examinations in liaison with Examinations Officer
- Options process appropriate to year group
- Age appropriate transition including options Year 9 to 10, Year 11 to 12
- Friends of St Chris liaison
- Coordination of Heads of Year team
- Academic Review Days
- Library / Resource Centre
- Ceremonies and events (Prize Day, Year 13 Commencement Ceremony, Academic Awards Evening, Summer Ball, 6th Form Charity Football, Year 6 / 7 Celebration of Achievement, ChrisMUN, Young Musicians of the Gulf, Year 11 Careers Fair, Year 9 Aspiration Day, Year 9 Options Evening, Curriculum Evenings, Sixth Form Introductory Evening)
- EPQ Coordination
- Prefects
- Year 11 student mentoring
- PGCE / NQT coordination
- Internal Examination Timetable

The list of responsibilities and duties is not exhaustive.

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people in our care. We follow safe recruitment practices and appointments are subject to vetting including reference checks, identity and criminal record checks. Further details can be found in our [Safeguarding Children and Safer Working Practice Policy](#).