



Job Description Form

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

“Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.”

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|---------------------|-------------------|-----------------------|
| Position Title | Head of Secondary | Reference: 15/11/2017 |
| Function/Department | Executive | Location: Bangna |
| Reports to | Head of School | |
| Position Type | | |
| Position Status | Full Time | |

Position Objective

Directly reporting to the Head of School, the Head of Secondary has oversight of the academic and pastoral affairs of the Secondary section of the school including students, academic staff and curriculum. The individual is a member of the Leadership team, which oversees the direction and operation of the whole school, and has general responsibilities in other areas of the school.

Responsibilities

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third party services.

Management

- Liaises with other administrators to ensure effective daily operations of the School
- Ensures the educational practices are aligned with the Schools’ Vision, Mission and Values
- Ensures that the educational standards expected at the School are clearly articulated in and through the Strategic Plan, mission, vision and values of the School
- Leads the School to ensure it meets all requirements for continuation of Accreditation status



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- Ensures that approved testing is implemented at the appropriate times, and that results are analyzed and shared with the community as appropriate
- Oversees and monitors the academic budgets
- Oversees, monitors and advises the Heads of School who have the major task of developing and enhancing School learning
- Has as a chief aim and goal: Developing high quality teaching and learning across the School

Staff

- Liaises with the Head of School and relevant postholders to determine staffing needs
- Ensures that standards are being applied and met across the faculty
- Works with the curriculum coordinators and relevant departments to ensure that teachers are evaluating test results and applying appropriate interventions to achieve success with their students
- Makes regular visits to classrooms to support the quality assurance process and to ensure excellence in learning and teaching
- Assists the Head of School to recruit appropriately qualified teachers to best meet the needs of the educational programme
- Liaises with the Heads of School to assign positions of responsibility in accordance with the schools' published guidelines
- Maintains and further develops learning and teaching at S107, working with and chairing the Teaching and Learning Committee
- Oversees the Academic Staff professional development programme coordinating with the Teaching and Learning Committee
- In conjunction with the Head of School, mentors and guides staff and oversees the coaching of teaching staff
- Reviews job descriptions for academic staff members

Students

- Approves, in conjunction with the Head of School, student admissions in accordance with School policies and procedures
- Monitors the progress of students across the School through regular and appropriate meetings with the Head of School, and Curriculum Coordinators
- Overviews and regularly reviews admissions assessment procedures
- Ensure, liaising with the Head of School, high quality provision to aid student welfare and discipline
- Works with all staff to ensure students have the skills necessary to fulfil their full potential as leaders in the 21st Century

Curriculum and Timetable

- Overviews, in conjunction with the Head of School, the development, implementation and evaluation of the School curriculum
- Organizes the best structure to enable the School to achieve agreed educational goals
- Stays abreast of current educational development, including the impact of technology on the process of learning and communication
- Oversight for data analysis including external examination review
- Oversees the construction and implementation of a timetable to best fit the needs of the Secondary and IB programmes



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Budget and Finance

- Coordinates and rationalizes academic budget requests based on curriculum programme needs
- Manages the operation of the academic budget within the approved guidelines

Communications

- Maintains effective communication with the staff and broader community through meetings, bulletins, blogs and other forms of communication deemed appropriate
- Meets regularly with the Head of School to keep them fully informed of developments across the School
- Ensures that the Head of School is aware of developments within the School and community, both positive and negative
- Provides written reports to the Head of School on various aspects of the Schools' operation as required

Professional Development

- Has oversight of the School-wide staff development programmes
- Has oversight, alongside the Teaching & Learning Committee, of the quality of learning and teaching INSET
- Approves all academic staff professional development opportunities
- Ensures that the Curriculum Coordinators set both long and short term goals and that progress towards these are evaluated throughout the year
- Oversees the setting of goals by the teachers (and the evaluation of those goals) through delegation to the relevant postholders
- Sets personal and professional goals and regularly reviews these with the Head of School
- Ensures that teachers have the opportunity to become workshop leaders for the PD day

Teaching Responsibilities

- Teach a range of classes (as required)

Other Liaisons

- Coordinates workshops, seminars and other secondary related activities

Other Responsibilities

- Assumes leadership of, and responsibility for the School in the absence of the Head of School
- Oversees the implementation of relevant Safeguarding legislation and requirements
- Oversight of Staff Handbooks and annual updates
- Oversees the Schools' orientation programmes for new staff
- Provides the Head of School with ideas and advice that relate to aspects of the Strategic Plan for the academic programme
- Represent the Head of School as required at various parent meetings and other events
- Oversees the whole School celebrations programmes
- Major project coordinator (e.g. Strategic Planning Co-ordinator)
- Liaises with the Leadership team, to ensure clarity and coherence of administrative procedures



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Position Requirements

- Experience teaching the IB Diploma and IGCSE Curriculum would be an advantage
- Experience in similar position in an International School environment would be a distinct advantage
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest in participating in the wider school community

Qualifications

- Recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- Qualified to work with/teach students

Contacts

- Head of School, Curriculum coordinators & Heads of Departments, IB coordinator
- Liaises with students & Parents
- Co-ordinate with Administration Department

Terms of Employment

- Full Time role
- Paid Annual Leave during prescribed School holidays
- Paid sick and hospitalisation leave
- Other benefits dependent on terms of employment