



## The British College of Brazil

### HEAD OF SECONDARY SCHOOL

(Reporting to: Principal)

### JOB DESCRIPTION

The core purpose of this role is to provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of Secondary School life. The Head of Secondary promotes an inspiring vision and clear direction that is shared by all members of the Secondary School and the Senior Leadership Team. Ultimately, the Head of Secondary is responsible for ensuring that the curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress for students of all abilities.

#### Key Responsibilities - Leadership

- Promote Nord Anglia Education's (NAE) mission to "be ambitious," and The British College of Brazil's (BCB) vision of being the best provider of British education in the Sao Paulo
- Promote an inspiring vision dedicated to high standards that is shared by all members of the Secondary School
- Initiate, prioritize and lead Secondary School improvement activities through effective strategic leadership and planning which supports the vision, mission and values of BCB and NAE and responds to external evaluations of the school
- Display a high level of professional competence in all areas of responsibility
- Communicate a clear view of the Secondary School's aims so that all staff know what is required of them and are competent and committed to achieving the school's goals
  - Clearly, comfortably, and effectively delegate work and distribute leadership, trusting and empowering others to perform
- Ensure that student attainment and the quality of teaching successfully align with the Secondary School's promise to parents
- Provide regular feedback and motivation to others to enable them to successfully achieve their targets
- Encourage others to contribute, creating a spirit of teamwork and opportunities of cooperation and collaboration between departments

- Contribute time and expertise to the professional development of teachers and leaders through, for example, effective appraisal and CPD

### **Key Responsibilities – Teaching and Learning**

- Ensure that the Secondary School's academic program is fit for purpose and challenges students of all abilities
- Monitor and promote outstanding attendance and punctuality across the Secondary School
- Involve all Secondary staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment
- Work collaboratively with external bodies and the Senior Leadership Team to achieve outstanding results on school accreditations, inspections and evaluations
- Monitor teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed targets
- Ensure that each department uses all available data effectively to improve teaching and learning
- Ensure that students are given challenging but achievable goals to improve performance
- Promote peer modelling, team teaching and coaching with and across year groups, departments, and sections
- Maintain an overview of all curriculum review and development activities; ensuring that teachers maintain current in their knowledge of the curriculum and best teaching practices

### **Key Responsibilities – Resource Management**

- Work with the SLT and NAE to ensure that all policies, procedures and routines across the school are effective and efficient.
- Recruit well qualified and experienced teachers using appropriate safeguarding measures
- Work collaboratively with the Principal to ensure proper identification and access to appropriate professional development activities for all members of staff
- Work collaboratively with the Principal on budgets where appropriate
- Work collaboratively with the Operations Manager to address any health and safety issues and ongoing maintenance requests

### **Key Responsibilities - Community**

- Be responsible for the safety and well-being of all students through positive recognition and high expectations for behaviour and conduct
- Inform the Principal of any serious student incidents or parent concerns and work collaboratively with the SLT to resolve issues in a timely and respectful manner
- Build and maintain relationships with Secondary School parents and the community by establishing regular and appropriate communications with all members of the school community, both internally and externally
- Engage Secondary School parents as active partners in their children's learning in a variety of ways
- Encourage positive and regular participation of Secondary School parents at school events

- Consult the parent community about the work of the Secondary School on a regular basis and ensure that parents views are received respectfully and help guide the school's development
- Ensure that the Secondary School uses a wide range of effective methods, including technology, to communicate with parents
- Ensure that parents receive regular reports of their children's progress and attainment that include next steps for learning
- Develop strong community partnerships that effectively support all students' development and improve students' learning experiences
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously

#### **Key Responsibilities - Development**

- Develop and adapt the role as the school evolves and change necessarily takes place
- Undertake any other reasonable duties at the request of NAE and/or the Principal