

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Deputy Head (Head of First School)
Classification	Junior School Leadership
Reporting to	VP (Head of Junior School)
Duties and Responsibilities	<p>General Responsibilities:</p> <ol style="list-style-type: none">1. Supporting and assisting the Vice Principal (Head of Junior School)2. Deputising for the Vice Principal (Head of Junior School), when required3. Deputy Designated Safeguarding Lead, responsible for all matters relating to pastoral care within the department and creating constructive links with the PSHCE programme4. Advising the Principal and Vice Principal (Head of Junior School) and other members of the Senior Team, on general issues concerning children of the First School5. Ensuring effective policies / procedures are in place with regards to Child Protection and Bullying6. Providing induction for new students7. Ensuring the physical and mental well-being of the students8. Ensuring the assessment, recording and reporting of student progress9. Playing an active part in the collaborative working of the Junior School Leadership team10. Contributing to the day to day management of the Junior School11. Teaching in the area of designated subject specialism / other areas as required <p>Specific Responsibilities</p> <p>The role of the Deputy Head, (Head of the First School) is to be responsible for ensuring that all students enjoy the best possible opportunities and support to fulfil their individual potential in their academic, personal and co-curricular pursuits.</p> <p>As the needs of the school change over time, these duties may be varied and the post holder will be expected to take on any additional responsibility the Head of Junior School may reasonably require.</p>

In respect of the First School, the Deputy Head (Head of First School) will be responsible for areas such as:

12. Preparing and overseeing all duty, assembly and other rotas
13. Ensuring the smooth day to day running of the First School
14. Line managing the First School staff
15. Overseeing arrangements for student discipline and welfare in the First School
16. Responsibility for the continuous improvement of educational provision, administration and management of the First School
17. Ensuring the effective use of resources to support teaching and learning (including the use of ICT)
18. Ensuring that marking and assessment across the Junior School are of the highest standard, and that they are effective in guiding students to further improvement
19. Dealing with day to day parental concerns, queries and complaints for First School
20. Construction and maintenance of the First School timetable
21. Overseeing and organising extra-curricular activities
22. Developing and organising special events e.g. Concerts, Open Days, Founder's Day
23. Taking assemblies when required
24. Mentoring new First School Staff
25. Monitoring and tracking students' progress within the programme, and co-ordinating interventions when necessary
26. Responsibility for preparing students for transition to the Middle Years Programme (MYP)
27. Assisting the Head of Junior School in the recruitment and appointment of new staff
28. Managing the induction programme for all new staff with the Deputy Head, (Head of First School)
29. Managing the staff appraisal programme
30. Reviewing and updating the Junior School Staff Handbook, annually

Safeguarding

31. Abide by the school safeguarding policy and keep abreast of any changes

Last JD Review