

LOCATION	Swiss International Scientific School in Dubai	
JOB TITLE	Head of Secondary School	
JOB PURPOSE	To lead all aspects of the Secondary School to transform the lives of all Secondary students. To be an active member of the Senior Leadership Team and to contribute to all areas of school leadership and management as appropriate. To deputize for the Deputy Head of School and Head of School when necessary.	
REPORTING TO	Principal	
KEY INTERNAL RELATIONSHIPS	Students, Principal, Deputy Head of School (Teaching & Learning), Senior Leadership Team, Secondary Senior Leadership Team, Curriculum/Subject/Grade Coordinators, Head of Depts, Teachers, Counsellors, Head of Boarding, Healthcare Team, HSE Team, Marketing & Admissions Team, HR Team	
KEY EXTERNAL RELATIONSHIPS	Parents, KHDA, IB, Outside Agencies	
KEY RESULT AREA		MEASURES OF PERFORMANCE
Learning & Teaching <ul style="list-style-type: none"> Provides leadership and direction in the Secondary School Leads learning and teaching in the Secondary School Understands the international education sector curriculum and applies knowledge to improve quality Leads opportunity and is committed to continuous improvement aligned with the organizational vision and direction Collaborates with the School Senior Leadership Team to formulate aims, objectives, strategic plans, SEFs and the School Development Plan Designs, implements and reviews school policies and new initiatives Implements strategies and action plans to support the achievement of the school's academic and commercial success Produces workable solutions to complex educational and business challenges Analyses data and evaluates school and student outcomes and modifies plans as required Communicates the school's vision, strategy and values and gains the commitment of others Works collaboratively with others to achieve organizational outcomes Accountable for achieving challenging objectives, student outcomes, standards and performance targets Promotes excellence and equality, and high expectations for all students Supports team members to deliver effectively and perform highly Collaborates with the Head of Primary to ensure best practice is shared and there is appropriate consistency between the divisions. 		<ul style="list-style-type: none"> Student outcomes Student and Parent Surveys Employee Engagement DSIB Inspection outcomes
Operational Expertise & Resource Management <ul style="list-style-type: none"> Monitors School Performance Data and identifies priorities for continuous improvement Deploys resources to achieve the school's aims Day to day management, organization and administration of the Secondary School Leads within a demanding environment of conflicting priorities Establishes a high performing culture and accepts accountability for organizational performance Achieves personal and organizational success within a changing, dynamic and complex environment Accepts accountability for achieving objectives, standards, and performance targets in area of responsibility Drives continuous improvement in the Secondary School and contributes to the formulation and achievement of the School Development Plan 		<ul style="list-style-type: none"> Health and Safety Staff attendance & Employee Engagement Successful implementation of initiatives that are aligned to the School Development Plan and a self-improving school Demonstrated improvement year-on-year across key data points in area of responsibility Solid and positive reputation and positioning of the school within its market sector.

<ul style="list-style-type: none"> ▪ Sets and meets challenging performance targets and goals ▪ Monitors and analyses Secondary school student performance data and takes appropriate action to meet targets ▪ Manages and deploys school resources and facilities to achieve the aims of the Secondary School ▪ Collaborates with the School Senior Leadership Team to formulate aims, objectives, and strategic plans, and the School Development Plan ▪ Designs, implements and reviews school policies and new initiatives ▪ Implements strategies and action plans to support the achievement of the Secondary School's academic and commercial success ▪ Produces workable solutions to complex educational and business challenges ▪ Analyses data and evaluates school and student outcomes and modifies plans as required ▪ Coordinate Nord Anglia Education's Global Campus platform for the Secondary School ▪ Appreciation and leadership of UAE national agenda priorities ▪ Appreciation and nurturing of UAE culture and Islamic values ▪ Leadership of all aspects of curriculum, including UAE curriculum subjects ▪ Communicates the school's vision, strategy and values and gains the commitment of others 	
<p>Marketing, Admissions & Communications</p> <ul style="list-style-type: none"> ▪ Contributes to the marketing of the Secondary School to the local and wider communities in an international context ▪ Lead on the Secondary School Student Handbook and other parent-facing documentation ▪ Manage staff bulletin document ▪ Lead weekly briefings ▪ Manage the Secondary School calendar process ▪ Collaborates with the Deputy Head, DAM and School Senior Leadership Team to grow Secondary School student numbers and meet school targets ▪ Works with the Deputy Heads of Middle School, Academics and Pastoral to develop retention initiatives for students in year 9 moving to year 10. ▪ Acts as an advocate for the school in the wider community ▪ Adapts to a diverse and fast-paced international environment ▪ Builds and maintains positive relationships inside and outside the organization ▪ Builds positive relationships across the school community ▪ Engages with staff and stakeholders in an open, respectful and inclusive manner ▪ Persuades and influences staff, students, and parents and is receptive to the ideas of others ▪ Trusts others and inspires trust. 	<ul style="list-style-type: none"> ▪ FTEs ▪ Positive feedback in parent and student surveys ▪ Staff feedback on the Employee Engagement Survey ▪ Demonstrates respect for others ▪ School Performance Data ▪ Secondary School growth

<p>Leadership and Developing Talent</p> <ul style="list-style-type: none"> ▪ Lead the Professional Development Process for Secondary School staff ▪ Provides a vision and strategic leadership for the Secondary School, including leading on the SDP and holding termly reviews with staff, linked to this ▪ Drives excellence through valuing and developing others ▪ Grows and develops teachers and other school staff ▪ Builds a high performing team and encourages collaboration and cooperation ▪ Creates a feeling of energy, excitement, and personal investment ▪ Manages staff performance of the Secondary School Team, and develops a culture of professional respect, learning and high performance ▪ Delegates effectively to staff members ▪ Uses a range of communication strategies and channels 	<ul style="list-style-type: none"> ▪ Staff feedback on the Employee Engagement Survey and action taken ▪ School Continuous Professional Development (CPD) Plan and Inventory of activities established ▪ Development Plans for staff and for teams
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<ul style="list-style-type: none"> ▪ Celebrates individual and shared success ▪ Staff feedback on the Employee Engagement Survey and action taken ▪ School Continuous Professional Development (CPD) Plan and Inventory of activities established ▪ Development Plans for staff and for teams ▪ Drives excellence by reflecting on own and team performance ▪ Is inspirational - creates a feeling of energy, excitement and personal investment in the department ▪ Puts structures and coaching in place to empower teachers and staff to improve student outcomes ▪ Implements performance management fairly and sensitively ▪ Identifies and cultivates emerging leaders, establishing stretch opportunities for high performing teachers ▪ Sets ambitious goals for self and others ▪ Takes on a leading role regarding child protection and safeguarding in the school. 	
<p>Student Academic and Social Progress and Outcomes</p> <ul style="list-style-type: none"> ▪ Oversees the testing and examinations in Secondary School including (but exclusively limited to) GL, NGRT, ABT, IB DP. Btec ▪ Manages the Secondary School assessment and reporting cycle and utilizes tracking data to intervene in student progress where necessary ▪ Translates student data analysis and gaps to specific actions and timelines ▪ Works with Inclusion Team, Heads of Department and Coordinators to ensure all Secondary School students make good progress, both academically and socially. ▪ Ensures a relevant and effective Inclusion program is delivered to all Secondary School students, both in lesson time and in extracurricular activities ▪ Creates and maintains positive partnerships with parents and outside agencies in order to ensure students thrive academically and socially ▪ Collaborates with the University Guidance Counselor to ensure the Secondary students are fully supported in their college education and application process ▪ Oversees the end of year Secondary School Trips and the Tanzania Expedition, including all associated fundraising ▪ Oversees the Grade 6, and Grade 10 Transition Pathways ▪ Oversees the Grade 10 end of year celebration event ▪ Oversees the Grade 12 Graduation Ceremony. 	<ul style="list-style-type: none"> ▪ Formal and informal lesson observations ▪ Learning walks ▪ Team Meetings ▪ Reports ▪ Exam results ▪ Data entry/analysis ▪ Observation of assemblies and advisory periods ▪ Student leadership opportunities ▪ University destinations

Professional Conduct and Relationships <ul style="list-style-type: none"> ▪ Copes well in a fast-paced environment with a relentless focus on improvement ▪ Works well as a both a leader and a member of a team ▪ Works independently and strives for improvement ▪ Organized and meets deadlines ▪ Demonstrates enthusiasm and optimism about the school and the goals of the wider organization ▪ Manages emotions and is aware of the impact of personal actions upon others ▪ Persists in the face of challenges and setbacks, and is open to learning from mistakes ▪ Seeks advice and feedback from others when faced with challenging situations and circumstances ▪ Responds well to criticism and learns from it ▪ Builds strong relationships and works collaboratively with colleagues and parents ▪ Provides opportunities for team to collaborate to achieve organizational outcomes ▪ Is principled, engaging with staff and stakeholders in an open, respectful and inclusive manner ▪ Positively influences senior leaders, peers and other team members ▪ Acts with integrity and inspires trust. 	<ul style="list-style-type: none"> ▪ Feedback from Parents, student and Colleagues ▪ Formal and informal lesson observations ▪ Learning walks ▪ Team Meetings
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School & Nord Anglia Ethos <ul style="list-style-type: none"> ▪ Promote and embody the CORE 7 Leadership Capabilities: <ol style="list-style-type: none"> 1. Accountable- Establishes a high performing culture and accepts accountability for organizational performance. 2. Strategic- Leads opportunity and is committed to continuous improvement aligned with the organizational vision and direction 3. Collaborative - Works collaboratively with others to achieve organizational outcomes 4. Entrepreneurial- Creates organizational value for diverse stakeholders and achieves commercial success 5. Enabling- Drives excellence through valuing and developing others 6. Agile-Achieves personal and organizational success within a changing, dynamic and complex environment 7. Resilient- Demonstrates personal resilience within a demanding environment of high expectations ▪ Play a full part in the life of the school community, supporting its distinctive ethos and encouraging students and other staff to follow this example. ▪ Promote actively and fully adhere to both the school's and Nord Anglia's policies. ▪ Be ambitious for every student, for the school and for yourself. ▪ Ensure that you meet your statutory responsibilities and follow company policies with respect to Health and Safety, Equal Opportunities and other relevant legislation. ▪ Have a commitment to safeguarding and promoting the welfare of all pupils. ▪ Demonstrate a willingness to undertake appropriate child protection training when required. ▪ 	<ul style="list-style-type: none"> ▪ Role-Model the Be Ambitious' philosophy each day ▪ Feedback as a valued member of the team and the wider organization
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PERSON SPECIFICATIONS
Qualifications/ Training

Bachelor's degree	Essential
Teaching Qualification (PGCE/QTS etc)	Essential
Experience / Knowledge/ Skills	
Leadership Experience	Essential
Good cross-cultural, interpersonal & communication skills and an affinity for interacting with diverse nationalities and cultures	Essential
Good written and verbal communication skills	Essential
Good time management skills and flexibility in dealing with multi-functional tasks	Essential
Personal Attributes	
A warm, personable and curious character	Essential
Takes personal responsibility	Essential
Actively seeks feedback for improvement	Essential
Collaborates willingly with others	Essential
Self-motivated, flexible and adaptable to different tasks at hand	Essential
Proactive and able to prompt others to ensure deadlines and targets are achieved, calm	Essential

working under pressure	
High level of integrity	Essential
Excellent time management and organizational skills	Essential
Proficient communicator both oral and written	Essential
Excellent attention to detail	Essential
Affinity with and interest in education	Essential