



# The British School Kathmandu - Job Description

## Vice Principal

<b>Responsible to:</b>	<b>Principal</b>
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• Provide the conditions for our teachers to provide the best educational experience for our students.</li><li>• Contribute to the strategic development of the school as part of SMT and LT.</li><li>• Ensure the smooth running of the school on a day to day basis (including leading the secondary section of the school).</li><li>• Take full responsibility for the school in the absence of the Principal</li></ul>
<b>1. Policy/Strategic direction and development</b> <ul style="list-style-type: none"><li>a. To have an overview of all student achievement and progress across the school to support high quality learning.</li><li>b. Oversee the reporting and assessment schedule in the school in liaison with Assistant Heads</li><li>c. Oversee all CPD in the school; set key foci for the year, approve and record training courses, oversee staff training days and twilight sessions, oversee the work of the annual working parties, monitor the action research programme, review the effectiveness of staff development programmes and organised the department review/spotlighting programme.</li><li>d. Line management for whole school areas (these may change according to expertise: PE, ICT, Music, MFL, Assistant Head: Sixth Form, School Nurse, Examinations Officer</li><li>e. Act as New Staff Mentor and oversee the orientation programme for new staff.</li><li>f. Trips and expeditions coordination with relevant staff and SLT.</li><li>g. Deputise for the Principal when required.</li></ul>	
<b>2. Teaching and learning</b> <ul style="list-style-type: none"><li>a. Model excellent learning and teaching through own classroom teaching</li><li>b. Lead on INSET relating to learning and teaching alongside other colleagues</li><li>c. Oversee the work of the HODs in secondary in monitoring the quality of learning and teaching</li><li>d. Continue to act as Health and Safety Officer and liaise with the relevant staff, Nurse, Resource Manager, Operations manager, LT and SMT</li></ul>	
<b>3. Working with others</b> <ul style="list-style-type: none"><li>a. Promote a positive profile of the School vision to staff, pupils, parents and the wider community.</li><li>b. Liaise with the TBS parents group (TBS Owls) attending meetings as required and informally maintaining positive relationships.</li><li>c. Lead on financial matters in secondary. Have an oversight of the capitation budgets including the INSET budget. Liaise with resource team on international and local purchasing. Inform staff of budget spending – educational plus H&amp;S and ICT.</li><li>d. Member of LT, SMT, SLT and a key strategic member of all key teams such as the TBS community work steering group.</li><li>e. Attend Board of Governor meetings alongside Principal, Head of Finance, Head of Administration.</li><li>f. Liaise closely with Primary Deputy Heads to ensure that transition, communication and whole school ethos is strong.</li></ul>	
<b>4. Communications</b> <ul style="list-style-type: none"><li>a. Manage the school calendar and communicate this to parents, staff, students.</li><li>b. Act as Crisis Management Officer ensuring all policies are up to date and communicated to all staff.</li><li>c. Oversee the secondary meeting cycle and chair the Secondary meetings and HODs meetings</li><li>d. Chair the weekly Secondary Leadership Team meetings</li><li>e. Ensure key TBS policies such as Safeguarding, Pastoral Support, Reporting and Recording are understood and followed by all staff</li></ul>	
<b>5. Training &amp; development of self and others</b> <ul style="list-style-type: none"><li>a. Oversee all training and staff development programmes</li><li>b. Support university guidance with Head of Sixth Form</li><li>c. Regularly review own practice, set personal targets and take responsibility for own development.</li></ul>	
<i>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</i>	

Remuneration: TBS Leadership scale (related to UK Leadership scale) - dependent on qualifications and experience

Time Allowance: The Deputy Head will teach c.8 lessons depending on timetable needs

October 2017



## Person Specification Vice Principal

### Skills Required

Ability to inspire children to learn effectively and to model excellent teaching	Essential
Hard-working and dedicated to continuous improvement and communicating successes within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, parents and external bodies	Essential
Excellent interpersonal skills, able to work with others harmoniously	Essential
Excellent organisational and time management skills with the ability to prioritise tasks	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential
Ability to maintain confidentiality	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS community programmes	Essential

### Knowledge Base

Knowledge of the latest pedagogical developments and issues in education	Essential
Experience of leadership at a whole school level and knowledge of leadership techniques	Desirable
Awareness of one's own 'failings' and 'knowledge gaps' with the mindset to develop and improve.	Essential

### Qualifications

Recognisable teaching qualification and a good degree	Essential
Middle/Senior Leadership training or a postgraduate degree in Education	Essential
Understanding and knowledge of ICT and willingness to further develop ICT skills	Essential

### Experience

Evidence of successfully leading a team in a curriculum area or on a school initiative	Essential
Leading and managing other staff including performance managing colleagues	Essential
Managing department finances or working within a budget	Desirable
Interviewing and recruiting staff	Desirable

### Personal Attributes

Enthusiastic and hard-working	Essential
Calm, flexible, approachable attitude	Essential
Exhibit confidence with humility	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance through self reflection and a constant desire to seek feedback.	Essential
A sense of humour with the right balance of gravitas	Essential
Confidence to advise the Principal and staff on all aspects relating to learning in the school	Essential
Drive and stamina to provide excellent opportunities for all children in the school	Essential

October 2017