



Job Description

Deputy Head of Secondary

Our mission is to provide a personalised, high quality education, drawing on the best of British and international practice. We will continue to nurture and invest in an inclusive and diverse learning community of happy, confident and creative global citizens.

Job Purpose: The Deputy Head of Secondary is part of the school Academic Leadership Team (ALT) and reports to the Head of Secondary. The postholder assists with the strategic and operational leadership of the Secondary School, with a particular focus on the following responsibilities.

Responsible to: Head of Secondary

Works closely with: Assistant Heads of Secondary

Job Description:

The postholder is expected to:

1. Champion and uphold consistently the school's Vision, Mission and core values and foster supportive relationships between and within all stakeholder groups;
2. Support ALT to develop and articulate a shared vision for the strategic development of the school and lead colleagues in achieving this;
3. Create an atmosphere of mutual trust where communication, collaboration, discussion, debate and teamwork are promoted and maximised;
4. Model exemplary professional practice at all times, and promote high standards and expectations as a lead learner;
5. Contribute to the quality assurance of the school's learning community, fostering a spirit of inquiry, innovation, professional learning and reflection;
6. Deputise for the Head of Secondary as and when required;
7. Oversee the successful planning, design and implementation of an effective Secondary (and whole school) timetable;

8. Oversee the implementation of Engage (the school's Information Management System) and ensure that it is kept up-to-date in conjunction with the Admissions Officer and the Primary and Secondary PAs;
9. Ensure that all registration records are current and correct for all students in all lessons and form periods;
10. Organise the Options process for students in Year 9 and Year 11 and the creation of class lists across all year groups;
11. Coordinate the implementation of all tests within the GL Assessment suite;
12. Administer, manage and review effective systems in relation to duties and invigilation;
13. Organise cover for absent secondary teachers, ensuring equity amongst staff;
14. Oversee the process, timeline and quality assurance of all secondary reports and parent consultations;
15. Manage the internal and external calendars in conjunction with the Principal's PA;
16. Convene and contribute to regular meetings of the Health & Safety Committee (in conjunction with the Deputy Head of Primary and School Engineer);
17. Ensure that the school complies with all local Health & Safety regulations and international best practices;
18. Coordinate the creation, review and sharing of all school policies;
19. Teach a reduced timetable, by negotiation with the Head of Secondary; and
20. Carry out any other duties reasonably requested by the Head of Secondary.

PERSON SPECIFICATION

You should be:

- Collaborative and an effective team player;
- Innovative, creative and bold;
- Optimistic and with a good sense of humour and fun;
- Reflective, reflexive and eager to learn;
- Relentlessly student-centred in theory and practice;
- Empathetic, compassionate and kind;
- An excellent communicator and listener;
- Determined, resilient and adaptable;
- Organised, efficient and able to juggle many tasks.

You should be able to demonstrate:

1. A minimum of 6 years teaching experience **(Essential)**;
2. Exemplary pedagogy and practice within the classroom **(Essential)**;
3. Recent, successful experience in a good UK school or a British international school **(Essential)**;
4. Recent, successful experience within a Middle Leadership position, ideally as a Head of Department **(Essential)**;
5. Understanding of and commitment to inquiry-led, project-based, student-centred learning **(Essential)**;
6. Consistent commitment to your own Continuous Professional Learning **(Essential)**;
7. Understanding of the needs and demands of a mixed-ability, multicultural and multilingual student body **(Essential)**;
8. Experience of using assessment (including data) effectively to support student achievement and progress **(Essential)**;
9. Experience of and proficiency with timetabling **(Essential)**;
10. Recent, successful experience within a Senior Leadership position **(Desirable)**;
11. Experience working successfully either with CAT4 or MIDYIS/YELLIS/ALIS **(Desirable)**;
12. Experience of and proficiency with one or more Management Information System(s) **(Desirable)**;
13. Experience of and proficiency with Google Apps and Google Classroom **(Desirable)**.