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**Greensteds International School – Nakuru - Kenya**

**Vacancy for September, 2019**

Greensteds is a co-educational boarding and day school (IAPS and CIS) following the National Curriculum of England & Wales from Early Years to IGCSE, and A level.

We welcome applicants for the following position falling vacant in September, to join our dynamic and supportive teaching staff:

**Deputy Head**

Our aim is to provide an enjoyable and challenging learning experience where students are able to acquire all the skills and knowledge necessary for them to become future leaders of good character, ready to make a difference in a global society.

We are a non-selective school with a relatively wide ability range. Being able to inspire pupils of all abilities is essential.

The willingness to take a full and active part in all aspects of a thriving and progressive school is vital, including the ability to coach team sports and/or take an active part in the wider co-curricular programme.

Applicants must have a Bachelor’s Degree in the related subject, a teaching qualification and experience in teaching the British Curriculum.

Applicants should e-mail a CV with a covering letter addressed to the Headmaster stating their teaching specialism and contact details of at least 2 referees (one being your current/most recent employer) to recruitment@greenstedsschool.com

Please visit our website <http://www.greenstedsschool.com/work> with us for further information.

 Interested candidates who would wish to have an informal chat before applying can contact the Deputy Head through his email: kwinstanley@greenstedsschool.com.

**Closing date: 7th February, 2019**

Interviews will take place in the UK between 13th and 27th February 2019

Only shortlisted candidates will be contacted.

Job description and person specification of Deputy Head.

Greensteds School is situated 140 km north of Nairobi, in the heart of Kenya’s Rift Valley and within ten minutes’ drive of Lake Nakuru National Park. The School is set in a rural secluded, 50-acre site and is one of the leading International boarding schools in Kenya serving internationally minded parents all over the world.

Greensteds has a strong academic record yet places equal emphasis upon commitment to the wide ranging extracurricular programme. Our Sport department complements and supplements our academic programme and teachers are expected to contribute in one or more of these areas

The Deputy Headmaster will work within the Senior Management/Leadership Team to support the Headmaster in the effective running and development of the school. S/He will deputize the Headmaster and will report directly to the Headmaster.

With the support of the Head of Junior School, s/he will take overall responsibility for the academic development of every child and professional development of teaching staff.

The Deputy Head must have detailed knowledge of the operations of a British Curriculum school and will be answerable to the Headmaster

*The following outline gives an overall range of duties and responsibilities but is not exhaustive and the Director of Studies may be required to undertake such other duties appropriate to the post, as the Headmaster may reasonably require.*

**Administration:**

* To implement the school’s policies;
* To maintain effective discipline through implementation of the school’s procedures;
* To monitor standards of teaching and learning within departments in order to ensure the highest quality of provision and learning for all pupils;
* To keep up-to-date with educational reform and policy by ensuring an awareness of education initiatives and their usefulness;
* To inform and liaise with the Head and where necessary present information regarding new developments to staff and Heads of Departments;
* To attend all staff meetings, Head of Department meetings, Senior Leadership/Management team meetings and examination Review meetings;
* To oversee the formulation of school and departmental development plans (reviews and updates);
* To chair Curriculum Development meetings and discuss any proposals resulting from these meetings with the Headmaster, updating the curriculum policy annually;
* To promote the general care of the school by demonstrating awareness of what is needed and responding as necessary;
* To take assembly in the absence of the Headmaster, shared with the Director of Pastoral Care
* To line manage all Heads of Faculty;
* To participate in the appointment of staff to departments and support the Head of Department in the drawing up of their specific job descriptions;
* To promote development and training opportunities for all departments;
* To take an appropriate part in the school’s appraisal process;

**Assessment, Recording and Reporting**

* To be responsible for whole school monitoring and development of assessment, recording, reporting and target setting, including updating the Assessment Policy;
* To generate ideas for the improvement of the School Management Information System and oversee its use for pupil tracking and reporting;
* To oversee communications regarding pupils within the school to ensure clear channels of communication and follow up
* To monitor reporting to parents from the tutor / pastoral team
* Oversight and development of communication to parents via the school newsletter and other media
* Playing a leading role in social events and school functions

**Teaching and Learning**

* Monitor standards of teaching and learning within departments, and to ensure that schemes of work and department handbooks are updated by Heads of Department;
* Plan and implement initiatives for the development of teaching and learning;
* Oversee the departmental and teachers performance review procedures;
* Formally meet HoDs and HoFs on a regular basis to monitor standards within departments;
* Implement an ongoing programme of observation to ensure high standards of teaching and learning and to promote the sharing of best practice;
* Ensure that the academic needs of individual pupils referred by Form Teachers or Heads of Departments, are met and, where necessary, to develop a plan of action for a particular pupil;
* Review and update the Homework Policy.
* To teach a percentage of the timetable in a given subject.

**Timetable and Staffing**

* Construct or oversee construction of the timetable
* Review the timetable, in order to ensure that it enables the best quality teaching and learning to take place;
* Review academic staff requirements with the Headmaster and advice on recruitment of academic staff;
* Organize and/ or deliver INSET for staff where relevant;
* Develop and oversee the Induction programme for new staff, in conjunction with the Director of Pastoral Care
* Oversee the Induction for new pupils;
* Attend INSET training and external courses to ensure continuing professional development.

**Strategic:**

* To lead the school’s preparation for CIS inspection
* With SMT colleagues, responsibility to ensure the school responds to inspection feedback
* Leading the academic development plan for the school
* To assist with staff recruitment, in particular academic staffing needs

Applicants should have:

* At least a Bachelor’s (BSc./B.Ed./BA) or related field and a teaching qualification. Relevant Master’s Degree will be an added advantage
* Experience in teaching the National Curriculum of England and Wales up to A-Level.
* Experience in a similar or higher position would be advantageous
* Ability and success in teaching a subject up to A-Level
* Have or apply for a ICPC or Good Conduct Certificate
* Willingness to contribute fully to the boarding and extracurricular life of a busy, full boarding school.

In return, the successful candidate will access:

* A competitive salary, reflective of the level of responsibility and experience
* A 2 year renewable contract
* A comprehensive In-patient and Out-Patient medical insurance
* School fees reduction for their children
* On-site housing with a garden, overlooking the Rift Valley
* Gratuity upon completion of their contract
* Paid flights at the beginning and end of contract for the staff and their spouse
* Paid shipment at the beginning and end of contract

*Greensteds International School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share that commitment. Employment is subject to suitable background checks, including the receipt of satisfactory references, one of which must be from the most recent employer.*