

Head of Secondary Job Description

Role Description

The Head of Secondary is a key member of the Senior Leadership Team of the school. It is expected that they will provide professional highly effective leadership and management and will thereby contribute to the overall effectiveness of the school. He/she will be expected to work closely with all staff to contribute towards the continued success and development of Hartland International School.

Strategic leadership and vision

- work closely with the Principal, Governors and members of the Senior Team to lead whole school strategic development and vision
- in partnership with the Principal, provide clear leadership for Secondary Heads of Department and staff, building on existing strengths and working towards whole school targets
- assist in the interview process of Secondary staff in order to recruit high quality teachers
- share the vision and passion for learning with all students, parents and colleagues
- professionally represent Hartland International School as a brand ambassador

Leadership of Secondary School

- ensure strategic placement of the Secondary school as part of a through school, identifying the elements that will promote student success and achievement
- be responsible for ensuring that the secondary curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress for all students, which will enable them to flourish and achieve their potential
- ensure the curriculum is regularly reviewed and updated according to the changes in the UK and meets the breadth of needs of the student cohort
- liaise with exams officer to ensure all students exam entries meet their requirements
- be available to all the staff, to encourage, assist and promote teaching and excellent practices
- deliver outstanding lessons themselves and contribute to the Secondary timetable
- assess and monitor student progress and provide them with individual targets so that all learners have a personalised education
- contribute to the whole school QA process
- nurture meaningful relationships with students and use different communication tools to keep parents abreast of all activities in school
- collaborate with the teachers to share new ideas, approaches and professional knowledge so that a cross-curricular approach to learning includes the Hartland Values
- lead the collegial team where the best practices of each department are recognized
- contribute to the whole school culture of wellbeing and kindness
- with the Principal, lead, develop and implement new processes as the Secondary school grows ie. Development of 6th Form
- collate all the information and documentation required to promote the Secondary school and all the cross-curricular opportunities available to students
- develop the unique selling point of the Secondary school in order to recognise the skills of talents in existence and suitably market the Secondary to encourage growth
- be present, visible and encouraging of student opportunity throughout the Secondary

Students

- lead the Secondary Council and guide and support Secondary positions of responsibility
- oversee the induction process for new students and families
- ensure that the student Code of Conduct and an ethos of high expectations is adhered to at all times
- communicate with students on their academic journey
- ensure the students' wellbeing is being nourished

Parents

- be available to meet with parents at all times, prepared with students' data and teacher feedback
- involve parents in parental engagement sessions
- ensure that all communications to parents are informative and highly professional
- be responsible for the organisation of key calendar events such as information evenings, celebration assemblies, curriculum events and open days

Staff

- work closely with the Careers Counsellor to develop Careers Education and guidance throughout the school
- oversee the delivery of the PSHE programme and weekly form tutor sessions
- ensure the quality of Secondary curriculum meets the needs of the students through observations and line management meetings
- engage staff in dialogue that challenges the quality of Teaching and Learning and their ability to stretch and challenge

Experience

- an experience of a successful senior leadership position
- experience of raising standards and clear evidence in the pursuit of excellence
- a strong knowledge of teaching the British curriculum
- knowledge of accreditation, inspection and evaluation frameworks (eg COBIS, BSME, BSO etc)

Skills and knowledge

- be a creative thinker with excellent leadership skills to lead the secondary phase of the school
- strong management skills to effectively empower colleagues and provide support, advice and also challenge them to be the best
- excellent communication skills in spoken and written form and high quality presentation skills are an essential
- have an awareness of the change and demands of international education sector
- high levels of cultural sensitivity and the flexibility, resilience and energy to thrive in a dynamic international environment
- display a high level of professional competence in all areas of responsibility

Qualifications

- a minimum of 3 years' experience in a senior leadership position equivalent to a Deputy/Head of Secondary School
- hold a relevant degree and teaching qualification
- hold a Masters' Degree in Education,
- NPQH or equivalent qualification evidentiary of further professional development