



## HEAD OF SECONDARY (Pastoral)

### JOB DESCRIPTION

**Salary Scale:**

ISM LEADERSHIP SCALE:

#### Section A: Job Purpose

1. Under the overall direction of the Headmaster contribute to the effective strategic leadership of the school.
2. Lead the Secondary school in all pastoral matters, overseeing all aspects of strategy and day to day issues.
3. Lead the ongoing development and implementation of strategies to deliver high quality learning and sustained high achievement and attainment
4. Play an active role in developing, sustaining and modelling the skills, attributes and behaviours of a high-performing leadership team

**Section B: Accountable to** - Headmaster

**Section C: Accountable for** - Secondary pastoral leaders or their equivalent  
- Other staff as required

#### Section D: Key Accountabilities and Tasks

##### 1. Leadership and Management

Accountabilities	Tasks
1.1 Proactive promotion and maintenance, in conjunction with the senior leadership team, of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour	<p>1.1.i Model high professional standards for the whole school community.</p> <p>1.1.ii Ensure that good order and discipline are maintained at all times and promote amongst staff and students an understanding and appreciation of the school's policies.</p> <p>1.1.iii Deliver whole-school assemblies as required</p> <p>1.1.iv Ensure the effective performance of supervisory duties in accordance with published duty rotas</p> <p>1.1.v Attend school events as appropriate to develop and promote the school's aims and ethos</p>
1.2 Leadership of ongoing strategic development in the relevant whole-school areas of responsibility.	<p>1.2.i Contribute to the creation of the school development and action plans and be responsible for specific aspects of their implementation.</p> <p>1.2.ii Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.</p> <p>1.2.iii Ensure that specific pastoral duties are carried out across the school and that leadership is given in terms of student welfare and its importance in supporting achievement.</p>

	<p>1.2.iv Assist the Headmaster in the appointment and deployment of staff where appropriate.</p> <p>1.2.v Lead and contribute to school INSET where appropriate.</p>
1.3 Line management of designated senior and middle leaders and other staff as appropriate	<p>1.3.i Provide regular support and supervision of designated staff and undertake their performance management.</p> <p>1.3.ii Provide induction and contribute to the professional development of designated staff as appropriate</p>
1.4 Development and maintenance of effective relationships with individuals and organisations including parents, the central team and the wider community to further the achievement of the school's aims.	<p>1.4.i Lead and attend other committees and meetings as required</p> <p>1.4.ii Lead and attend relevant meetings and events as required by the strategic focus of the role</p> <p>1.4.iii Lead and develop links with parents, outside agencies and organisations as required</p>

## 2. Teaching and Learning

Accountabilities	Tasks
2.1 Strategic leadership of the school's work to improve teaching and learning, leading to sustained high achievement and attainment	<p>2.1.i Monitor the quality of teaching and learning through regular and systematic review in accordance with the published annual cycle</p> <p>2.1.ii Monitor and improve the work of designated curriculum and pastoral teams to ensure that high quality learning leads to sustained high achievement.</p> <p>2.1.iii Monitor and evaluate the learning, progress and behaviour of students in the designated curriculum and pastoral areas</p> <p>2.1.iv Teach a range of classes in accordance with the contact ratio for the post and model good practice in learning and teaching</p> <p>2.1. v Ensure IB learner profile is embedded across the Secondary school in terms of aspiration and practice.</p>
2.2 Strategic leadership of curriculum development in all Key Stages	<p>2.2.i Keep abreast of requirements for the IB curriculum with coordinators to ensure that necessary changes are planned for in order to ensure their timely and high quality delivery</p> <p>2.2.ii Ensure that all requirements are effected and communicated appropriately to the staff.</p> <p>2.2.iii Contribute professional advice and reports as required to Headmaster and other external agencies.</p>
2.3 Analysis of student attainment data to ensure the continuous improvement of student achievement	<p>2.3.i In conjunction with the Head of Secondary (Academic) and IB Diploma coordinator to ensure that challenging aspirational targets are set for individual students in accordance with the annual assessment calendar</p> <p>2.3.ii Lead the delivery of the progress review and intervention cycles to ensure that tracking data is used to drive up student achievement</p> <p>2.3.iii Support SLT in the preparation of the school's targets for approval by the Headmaster.</p> <p>2.3.iv Support the Head of Secondary (Academic) in student achievement to ensure the production and quality control of reports to parents in accordance with requirements</p>
2.5 Responsibility (with SLT) for ensuring that the school timetable delivers the school's curriculum aims, supports the efficient and effective delivery of high quality learning and promotes high achievement	<p>2.5.i Liaise regularly with SLT, subject leaders and other key staff to ensure the successful construction of the school timetable in accordance with the agreed timescale</p> <p>2.5.ii Ensure that timetables in the Secondary school are appropriate and effective in supporting student achievement and staff welfare.</p>

### 3. Administration, Accommodation, Finance and Resources

Accountabilities	Tasks
3.1 Shared responsibility for the efficient running of the school through effective administration and communication at all levels	3.1.i Be responsible for an equitable share of administrative and organisational tasks 3.1.ii Lead regular meetings with key staff to ensure that information is communicated clearly and promptly and that administrative procedures are supported 3.1.iii Perform other duties commensurate with the status of the post as may from time to time be determined by the Headmaster
3.2 Shared responsibility with the headteacher, bursar and governors for establishing budget priorities and evaluating the effectiveness of spending in line with the principles of best value	3.2.i Manage allocated budgets and monitor expenditure in line with agreed limits 3.2.ii Oversee the management and monitoring of delegated budgets in the areas line managed
3.3 Responsibility for ensuring that facilities and resources are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times	3.3.i Oversee the use and maintenance of facilities and resources in the areas line managed 3.3.ii Ensure that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure

*Specific areas of responsibility allocated to the Head of Secondary are rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headmaster.*

### CHILD PROTECTION AND SAFER RECRUITMENT ARRANGEMENTS

The International School of Milan is committed to Safeguarding and Child Protection, promoting the welfare of children. To support this, the successful candidate will be required to:

- i) Demonstrate a commitment to safeguarding the welfare of all students in the school
- ii) Follow school protocols on the reporting to the Child Protection Officer any concerns they have regarding the welfare of a student.
- iii) Take online child protection training prior to starting at the school.
- iv) Speak with the Child Protection Officer regarding any concerns which are related to Child Safeguarding.

In addition, candidates must be able to provide prior to appointment:

- v) Two signed, confidential references (one of which will be from the candidate's current head/employer)
- vi) An International Child Protection Certificate (ICPC) and all criminal record check(s) prior to the start of contract.
- vii) Formal proof of identity with photo ID (Passport etc)

### PERSON SPECIFICATION – HEAD OF SECONDARY (Pastoral)

#### QUALIFICATIONS

- 1. Graduate.
- 2. Qualified teacher status.
- 3. Have achieved or be working towards appropriate leadership CPD

## **EXPERIENCE**

1. Experience of a sustained period of success in school leadership/management at various levels.
2. Proven leadership in pastoral development and delivery
3. Successful experience of teaching across the age and ability range
4. Proven experience of raising student achievement
5. Experience of monitoring the progress of individuals and cohorts of students
6. Experience of working with parents, outside agencies and other partners in order to raise achievement

## **ABILITIES**

1. To recognise students' learning needs and to communicate these effectively to other professionals
2. To be an effective leader of change, encouraging, modelling and developing team effectiveness
3. To coach and mentor staff to become effective leaders of learning and innovators
4. To understand and use data analysis to empower learning and teaching strategies

## **SKILLS**

1. Excellent communication skills at all levels orally and in writing
2. Excellent ICT skills including familiarity with school management information systems

## **BEHAVIOURS**

1. Proven competence in working
  - Independently
  - Under pressure
  - To resolve conflict
2. An excellent health, punctuality and attendance record