

Assistant Head - Teaching and Learning

KEY OBJECTIVES OF THE POSITION

- Foster a culture of excellence across NISM
- Ensure the highest standards of learner care and wellbeing across the school
- Drive high standards and expectations around staff behaviours and practices
- Lead the delivery and development of a high quality staff and parent curriculum
- Lead the development and monitoring of high quality teaching and learning
- Manage the performance and professional development of key middle leaders
- Strategically manage resources, including budgets, staff (recruitment, retention, training, etc), and knowledge
- Teach a reduced timetable

ROLE SPECIFICS

Establishing goals and expectations
• Contribute to the development and implementation of the School Improvement Plan • Line manage and coach Heads of Department and/or Directors in identified areas • Lead an agreed area of student leadership • Support the leadership of the NISM Teaching and Learning (T&L) working party • Set high expectations of pedagogy and curriculum for the whole school
Ensuring an orderly and supportive environment
• Develop and promote a learning environment which prioritises high quality behaviors and learning habits • Monitor the improvement process of teaching staff through the regular and expert use of data • Foster a culture of collaboration and joint practice development between NISM teaching staff
Planning, coordinating and evaluating teaching and the curriculum
• Lead on the improvement of T&L across the secondary school, in collaboration with PLT • Lead on T&L monitoring, evaluation, and quality assurance processes in the secondary school, including lesson observation, work sampling, and other methods • Lead departmental and phase quality assurance processes • Develop and maintain systems to ensure pedagogy is inclusive and meets the needs of all learners
Strategic resourcing and management
• Support the HoS in staff recruitment, retention, and wellbeing

• Ensure Health and Safety systems and processes (including e.g. fire and evacuation procedures) are adhered to • Manage the Professional Learning budget and support middle leaders in their budget management • Manage National College and other relevant Professional Learning technologies • With the HoS, manage learner admissions, onboarding, and offboarding • Ensure policies relevant to their strategic areas are reviewed, developed, and lived by the school community
Promoting and participating in teacher learning and development
• Co-lead the development of the professional learning curriculum and calendar • Lead the development of the parent curriculum and its delivery • Lead the new staff induction programme • Mentor and coach middle leaders in the pursuit of excellence • Lead the middle leadership development programme
Strategic and Operational Leadership - Agreed by with HoS on a rolling basis
• Lead an agreed area of key school strategic intent - Teaching and Learning • Manage agreed areas of key school operations (timetabling, calendar, exams, cover, duties, etc)

KEY RELATIONSHIPS

The Assistant Head will be a member of the Academic Exec Team and the Secondary Leadership Team. They will develop and maintain effective working relationships with:

- Head of Secondary
- Deputy Heads
- AHT - Wider Learning and Community and Head of IB
- Heads of Department and Directors
- All Teachers
- Parents

PERSONAL SPECIFICATION

Qualifications and Training

- A degree plus teaching qualification (this must be a PGCE for access to the Malaysian job market)
- Evidence of continued relevant professional development to support leadership skills
- Higher degree or recognised professional qualification such as an NPQ (desirable)

Experience

- At least eight years teaching experience in a minimum of two secondary schools
- At least two years in a Senior Leadership position in a secondary school
- Experience in the specialised leadership area of the job description
- Relevant curricular experience - IGCSE is required, IB is desirable

Person Qualities

The successful candidate will:

- Show strong leadership skills in line with the NISM Leadership Standards
- Plan, develop and deliver rigorous learning experiences for both students and staff
- Monitor and evaluate the impact those learning experiences have
- Build effective relationships with a range of stakeholders and partners
- Have excellent collaboration and teamwork skills that result in school improvement
- Be a reflective practitioner and a life-long learner
- Be community and internationally minded and want to participate beyond their classroom

Safeguarding Statement

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Nexus Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's / Designated Safeguarding Lead or to the Principal or indeed to the Safeguarding Governor so that a referral can be made accordingly to the relevant third party services.