



# **Budapest British International School**

## **Head of Secondary School Job Description**

## **BBIS**

Job Title: **Head of Secondary School**

Responsible to: **The Principal**

At BBIS we expect Heads of School to meet the expectations set out in this job description, which is drawn from the [UK Professional Standards for School Leaders](#).

### **MAIN PURPOSE OF THE ROLE**

To ensure that all students and staff achieve as much as they can in an environment which equips, enables, encourages, empowers and emboldens human flourishing.

In addition to the professional responsibilities common to all teachers in the school, the post holder's key accountability is to lead outstanding learning and teaching within the Secondary School. The role also includes sharing in the leadership of the strategic direction and development of the Secondary School in line with the vision, mission and values of the BBIS.

Given the growth of the Secondary School, a key aspect of the role is growing the student roll, establishing the 6th form, working in partnership with the MYP and IB DP coordinators and working with The Principal to ensure that BBIS students graduate ready to face the challenges of adult life in whichever direction they wish to head.

*The following information sets out the specific challenges and expectations of the role:*

### **LEAD TEACHING AND LEARNING**

1. Exemplify high standards of learning and teaching across the relevant age range
2. Monitor and evaluate the quality of teaching, student progress and attainment including the analysis of student progress data
3. Monitoring the quality of teaching and learning including lessons observations, learning walks, monitoring of short and medium-term planning, and scrutiny of students work through the school's Quality assurance process
4. Ensure that an appropriate IB DP and MYP curriculum is developed to meet the needs of the students and that this is kept under review
5. Build relationships with parents, with the Primary School, with other schools within Budapest and further afield, educational institutions and the wider community including business and industry to enhance teaching, learning and personal development for all students
6. Convey a positive "can-do" attitude, motivate and inspire staff to secure successful outcomes of school initiatives
7. To provide for the pastoral, educational, social, moral and cultural development of the students in the Secondary School and be committed to a fully inclusive school

### **MANAGE STUDENT BEHAVIOUR EFFECTIVELY TO ENSURE A GOOD AND SAFE LEARNING ENVIRONMENT**

1. Have clear expectations and routines for student behaviour in line with BBIS policy and practice so as to ensure that there is a safe, calm and orderly environment across the school
2. Foster student agency so that students lead as many aspects of the school processes and systems as possible
3. Work with the Facility Manager to supervise and monitor the quality of the facilities

### **WORK WITH THE PRINCIPAL TO LEAD THE STRATEGIC DEVELOPMENT OF THE SECONDARY SCHOOL**

1. Lead the process of developing and implementing the Secondary School's specific development action plan focusing on the priorities set out in the 5-Year BBIS strategic plan
2. Keep The Principal informed of all matters of strategic policy and school development
3. Delegate leadership responsibilities effectively within the school and hold the respective post holders to account
4. Support all staff in achieving the priorities and targets and provide staff with support and guidance in implementing the relevant priorities within their action plans
5. Lead the evaluation of the effectiveness of policies which relate specifically to Secondary School provision
6. Keep informed about current educational innovations both in the UK and internationally

### **FULFIL WIDER PROFESSIONAL RESPONSIBILITIES**

1. Manage the Secondary School's delegated budget
2. Take a leading role in the effective recruitment and deployment of staff
3. Take a leading role in the Continuing Professional Learning programme for all staff
4. Lead the Performance Review procedure for all staff
5. Lead the professional improvement process of staff where performance is a concern
6. Work collaboratively with The Head of Primary, The Principal, The MD and Finance Manager to ensure everyone is working towards common goals
7. Manage the day to day running of the Secondary School such that timetables, rotas and internal systems support the enhancement of learning and teaching for the students
8. Deputise effectively in the absence of The Principal & Head of Primary when appropriate

**DEMONSTRATE CONSISTENTLY HIGH STANDARDS OF PERSONAL AND PROFESSIONAL CONDUCT**

1. Actively promote the vision, mission and values of the BBIS
2. Uphold trust in the profession and maintain high standards of ethics and behaviour within and outside the Secondary School
3. Treat students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a professional position
4. Have regard for the need to safeguard students' well-being, in accordance with the BBIS and Hungarian regulations
5. Show an understanding and respect for the rights of others
6. Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
7. Have proper and professional regard for the ethos, policies and practices of the BBIS and maintain high standards in personal attendance, punctuality and dress code.
8. Understand and act within, the BBIS guidance for e-Safety and the General Data Protection Regulations
9. Understand and act within, the respective BBIS Professional Standards and Job Description and Hungarian Statutory Employment requirements

*This job description is subject to review and amendment by The Principal in the light of changing needs at BBIS and to provide appropriately for development opportunities.*

*The post holder may be asked to carry out other duties at BBIS to ensure flexible and efficient working practices at the discretion of The Principal*

*BBIS is fully committed to safeguarding and promoting the welfare of young people.*

*HOSS JD January 2021 Approved by The Principal*