



Secondary Principal – Job Overview

Location: The Casco School

Reporting to: Director of School

Job Purpose

To offer visionary leadership, inspiration, and guidance to the secondary teaching staff, ensuring the smooth daily operation of the secondary school. The Secondary Principal will work closely and collaboratively with the Director of School and serve as a key member of the Academic Leadership Team, playing a central role in shaping the culture, systems, and academic excellence of the secondary school.

The role includes full responsibility for day-to-day operations, including the development of a high-performance culture for staff and students, and the creation of a safe, inclusive, and supportive learning environment.

A key target is to establish a **pastoral approach that nurtures responsible global citizens**, upholds high expectations for behavior and achievement, and ensures the safety and wellbeing of every student.

Key Responsibilities

Leadership and Management

- Lead the secondary school in alignment with the ethos and values of The Casco School.
- Work collaboratively with the Director to cultivate a cohesive "whole school" atmosphere.
- Ensure effective systems are in place for monitoring and improving teaching and learning.
- Lead the creation of a positive school culture that fosters high expectations, responsibility, and safety.

Staff Development and Performance

- Oversee professional development, including induction of new staff and regular staff performance reviews.
- Support teachers in setting and meeting pedagogical targets.



- Implement robust performance management procedures, including job descriptions, performance monitoring, and accountability.
- Delegate appropriate performance management responsibilities to curriculum coordinators.
- Line manage the Middle Leadership Team (MLT), offering coaching and professional growth support.

Teaching and Learning

- Lead efforts to continually improve teaching standards and student outcomes.
- Implement systems to track attainment and student progress across subjects and year levels.
- Ensure timely completion and review of academic planning and assessment documentation, with support from curriculum coordinators.
- Support SEN and EAL staff in delivering effective support programmes for students with specific needs.

Operational Oversight

- Plan and manage efficient staff deployment.
- Assist with recruitment and orientation of new secondary students.
- Manage individual staff issues, including recommendations for contract renewal or release.
- Oversee all secondary school events, including Parent-Teacher conferences, awards ceremonies, and key academic milestones.
- Lead the planning and management of the secondary school timetable and calendar.

Curriculum and Enrichment

- Have experience and knowledge of the Cambridge secondary curriculum, IGCSE curriculum and International Bachelorette Diploma Program and lead the secondary school in delivering training, planning and implementation.
- Collaborate with curriculum coordinators on curriculum planning and implementation.
- Promote and support the development of extracurricular and enrichment programmes (e.g. MUN, residential).
- Oversee procurement of teaching and learning resources in collaboration with the Director and curriculum coordinators.

Pastoral and Community Engagement

- Develop and implement a comprehensive pastoral system that promotes student wellbeing and responsible global citizenship.
- Ensure effective communication with parents, including engagement through the PTA and Parent Representatives.
- Liaise with the Head of Admissions and Director to support orientation and integration of new students.
- Maintain the visual and cultural environment of the secondary school, including displays, tidiness, and overall atmosphere.

Administration and Finance

- Support the Director in managing budgets and financial planning.
 - Ensure efficient use of management information systems (e.g. Rediker) for tracking and planning purposes.
 - Maintain a reliable calendar of events and ensure smooth coordination across the secondary school.
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Person Specification

Qualifications / Training

- Qualified Teacher Status (QTS) with a minimum of 7 years teaching experience.

Experience / Knowledge

- Experience teaching and leading within international school settings.
- In-depth knowledge of IGCSE, A Level, and/or IB curricula and assessment methods.
- Proven experience in curriculum management and development.
- Background in staff performance management and team leadership.
- Budget management experience.
- Familiarity with school information systems and timetable construction.

Skills

- Excellent interpersonal skills with the ability to build strong relationships within a team.
- Strong written and verbal communication skills.
- High level of ICT competency.
- Organisational and time-management expertise with attention to detail.



- Ability to lead under pressure while maintaining a calm and proactive approach.

Personal Attributes

- High personal integrity and professionalism.
- Self-motivated, enthusiastic, and committed to continuous improvement.
- Adaptable, resilient, and capable of handling multiple responsibilities.
- Passion for nurturing students to become responsible global citizens.