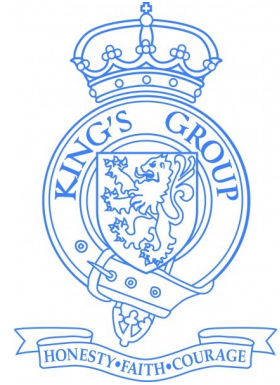


King's College Alicante

British School of Alicante

JDBSA45Job Description



Assistant Head

Background

The original King's College, Madrid (in Soto de Viñuelas) was founded over 40 years ago in 1969. Further King's schools opened up in both Madrid (King's Infant School, King's College School La Moraleja) and outside Madrid (Alicante and Murcia) as well as in the UK, St. Michael's College in Tenbury Wells. The newest addition in Panama opened in September 2012.

King's College, Alicante

The school opened in 2000 as part of the British Council and was subsequently taken over by a group of founding parents. King's Group became involved with the school in 2003 in an advisory and regulatory context, and the school became a full member of the King's Group in 2010.

The school is three-form entry in the Early Years and Primary, moving into Secondary where there are a mixture of 2 form and 3 form cohorts. The school is very popular and has a growing reputation internationally. The overall roll is expected to reach 1,000 in the next few years.

Job purpose

The post holder will be a strategic and supportive member of the Secondary/Primary Senior Management Team and will be required to report on progress and developments to the whole school Leadership Team on a regular basis. The post holder will play a key role in ensuring the effective and efficient operation of the Secondary/Primary School. S/he will hold responsibility for the development and quality of provision in across all subject areas. S/he will be responsible for promoting the school ethos to all stakeholders and will hold responsibility for ensuring high quality learning is taking place in all areas of responsibility.

Additionally, the post holder will assume responsibility for a specific or several specific areas within Secondary/Primary school – to be agreed with the Head teacher, Head of Secondary/Primary and post holder. The Assistant Head will be expected to deputise for the Head of Secondary School/Primary when required.

The post-holder will be required to teach between 50% -70% timetable per week.

Main Duties:

- Act as a role model to pupils and staff, upholding the highest level of professional conduct both in and out of school.
- Support the Senior and Middle Leadership Groups in carrying out their functions and promoting King's College to the outside community.
- Support and attend all school events
- Be present in school in August for the publication of results and other days outside of the normal school timetable as requested by the Head teacher.
- Any other duties as required by the Head teacher

Person Specification

The successful candidate will be a highly skilled teacher with a minimum of five years' leadership experience; strong interpersonal and decision-making skills, a friendly, professional approach and the ability to inspire the confidence of parents and successfully lead a group of middle leaders.

The Assistant Head of Secondary should have the necessary skills and knowledge to carry out the role with a large degree of autonomy under the direction of the Head of Secondary/Primary School. The person appointed should have a profile as close as possible to the person specification below.

ESSENTIAL	DESIRABLE
Education & Qualifications Degree or equivalent; Professional leadership qualification (NPQML, NPQSL, CPM-Lor similar)	Masters degree in Educational Leadership or similar
Experience Seasoned subject / faculty leader with at least three years' experience of successfully leading teams of teachers Experience leading Performance Management for teachers and leaders Taking a lead in school INSET Experience and proven ability in leading an area of responsibility	Experienced in the use of assessment and tracking data Experience of transition programmes or initiatives between key stages Understanding or experience in dealing with pupils with SEND and EAL needs
Skills Excellent inter-personal skills Commitment to ongoing personal development Be able to communicate clearly and persuasively, both orally and in writing, with staff, pupils and parents alike. Be able to adapt and react enthusiastically and positively in any given situation; Be able to work accurately and calmly, and show resilience, when under pressure; Be able to work to deadlines with a large degree of autonomy and achieve objectives in full and on time Understand his/her role within the organisation and be able to escalate matters as required Be able to display absolute integrity and commitment to the highest standards of professional conduct and, at all times, to promoting the welfare and safeguarding of pupils.	Be proficient in the use of information technology; excellent conflict management skills - be able to deal with difficult situations and find a suitable solution
Personal Qualities Willingness to go the extra mile; Calm and rational in times of stress Able to understand the perspective of others A true 'people person' who is able to develop positive and supportive relationships with everyone and able to work collaboratively with colleagues within the school as well as with key contacts in other organisations; Willingness to support and follow the King's Group ethos and values. Be able to hold people accountable	Possess a well-developed sense of humour