

## **The British International School, Cairo**

### **Junior School Assistant Head for Teaching, Learning & Professional Development**

#### **Job Description**

Reporting to: (Whole School) Deputy Head Teaching, Learning & Professional Development (line manager) and Head of Junior School (HoJ)

Liaising with: Curriculum Coordinators, Junior School Leadership Team and Heads of Year.

Member of: Junior School Leadership Team (JLT)  
Whole-school Senior Leadership Team (WSSLT)

#### **Core Purpose of the Role:**

- Under the direction of the Deputy Head (T&L), to give professional leadership to developing high quality teaching and learning through sharing and developing good practice thereby contributing to the academic success and improvement of the whole school and the Junior School in particular. The specific tasks for this position may be varied, shared or rotated at the direction of the Principal and the Head of Junior School.
- To contribute to the strategic direction and development of the school, including the development, implementation and monitoring of school improvement plans based on school self-evaluation.

#### **General duties to include but not limited by:**

- To work as part of an effective Teaching and Learning team;
- Motivate and work with others to create a shared culture and positive climate;
- To keep up-to-date with current developments and research practice in education, undertaking appropriate professional development;
- To promote a positive, professional ethos with all teaching and non-teaching staff;
- To promote and empower staff to take charge of their own professional learning;
- Display a high standard of professional behaviour and integrity at all times;
- To play a positive role in the maintenance of good working relationships with all other sections of the school and to support the whole school ethos as embodied in the philosophy and aims of the British International School of Cairo;
- To take a leading role in the induction of new staff, with specific responsibility for conveying expected BISC teaching and learning expectations in the Junior School;
- To assist the JLT in the preparation and successful implementation of the Junior School Improvement Plan;

- To assist and lead in the preparation and organisation of all staff meetings and INSET days as required;
- To identify areas for development and assume responsibility for working groups when needed in collaboration with the Deputy Head Teaching, Learning & Professional Development and the JLT.

**Specific Duties related to the Assistant Head role, to include but not limited by:**

- To develop the teaching and learning skills of teachers and TAs and the leadership skills of curriculum leaders through a programme of professional learning and development, reflecting the identified needs for school improvement;
- To develop, lead and manage effective strategies to improve standards of teaching and learning across all Junior School Key Stages;
- To mentor and guide teachers to ensure lessons are differentiated for all students with appropriate levels of challenge;
- To support Year Groups planning, facilitating communication across year groups;
- To advise on the purchasing of all teaching and learning resources;
- To support marking, formative feedback, and responsive teaching and learning strategies;
- To demonstrate and moderate how teachers plan for progress using a range of assessment practices including Assessment for Learning;
- To organise and support Parent Workshops and other information events as appropriate;
- Ensure school policies related to teaching and learning are followed by staff;
- To support colleagues in identifying talent and creating opportunities for talent development.

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