

Job Specification

Assistant Vice Principal – Assessment, Reporting & Data

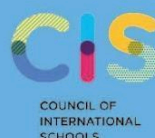
NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

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| Position/Job Title | Assistant Vice Principal (Academic) - Assessment, Reporting & Data |
| Classification | Academic Leadership Team |
| Reporting to | Vice Principal (Academic) |
| Duties and Responsibilities | <p>Support the Vice Principal (Academic) in ensuring that excellent teaching, exceptional educational experiences and outstanding academic outcomes are achieved in the Senior School as a whole, and in particular in Key Stage 4. Specifically:</p> <p>Senior School Leadership Responsibilities</p> <p>Senior School Senior Leaders have joint responsibility for all aspects of the Senior School relating to the education and development of the students; each has a focus of responsibility, but all contribute to the whole and support the work of others:</p> <ul style="list-style-type: none"> • To be a positive member of the Senior School Leadership Team, working in close collaboration with members of both ALT and PLT to support all students • Create and foster an environment of reflective practice and development, leading by example in all aspects of personal and professional development. • Develop and maintain a culture of high expectations for oneself and others. • Keep abreast of developments in educational research and best practice, relevant to the specific responsibilities of their role, and advise the Academic Leadership Team of their relevance and potential impact on the school. • Provide reports to members of the Senior Team, in line with specific areas of responsibility, as and when required. • Lead by example as a teacher, leader and manager, achieving high standards of pupil achievement and motivation through excellent teaching. • Lead teams and individuals in line with specific areas of responsibility (see below). • Support the development and maintenance of school policies and practices to |

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ensure consistent application and standards.

- Contribute to the creation and implementation of the School Development Plan.
- Have a teaching commitment in line with an Assistant Vice Principal status.
- Sustain effective, positive relationships with staff, pupils, parents, Governors and the local community.
- Contribute to the school's marketing and admissions activity as and when required.
- Complete all supervisory duties, as required by senior staff, and directed through published rotas.
- Offer full support to the boarding aspect of our school, showing a commitment that serves as an example for others.
- Attend relevant school events and activities.
- Manage budget(s) in line with areas of responsibility.
- Produce key Senior School publications as detailed in the Senior School Leadership Portfolio.
- Organise key Senior School events as detailed in the Senior School Leadership Portfolio.
- Ensure that safeguarding and child protection policies and practices across the school are in line with best practice and ensure all students' safeguarding needs are met.

Senior School Academic Responsibilities

- Role model and take responsibility for exceptional standards of teaching, learning and curricular provision across Senior School academic departments in line with area of strategic responsibility.
- To remain abreast of trends and innovations in educational research and international best practice, aligning it to the context of NLCS Jeju.
- Lead and manage a group of Heads of Department (both independently and collectively across a Division) in line with area of strategic responsibility; to share and develop best practice, and in turn secure improvements in classroom provision and academic outcomes.
- Ensure that the Department Development Plans for those departments line managed are aligned to the School Development Plan and that appropriate targets are set for academic performance and progress of students.
- Conduct high quality, regular academic monitoring (in collaboration with ALT and HODs) to ensure that the all subject teachers meet the minimum expectations outlined in the NLCS Jeju Teaching and Learning Expectations (and to oversee support and interventions where underperformance is identified)
- Ensure that the academic monitoring activities for those departments line managed secure improvement in classroom provision and academic outcomes.
- Support Heads of Department to ensure appropriate behaviours for learning are in place in every classroom and expectations are high.
- Have academic oversight for a Key Stage, and work with the relevant Heads of House to ensure that all students are fully supported and that the curriculum for that Key Stage is of high quality. This includes regular liaison regarding Students of Concern and oversight of relevant interventions and their impact.

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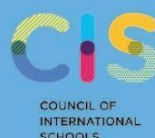
Assessment, Reporting & Data Oversight Responsibilities

- Leadership of the Experimental Sciences and Mathematics Division, including Mathematics, Computer Science, Chemistry, Biology and Physics.
- Academic oversight of Key Stage Four (Years 10 to 11), including transition from Key Stage Three, to ensure a rigorous and challenging academic programme.
- To provide a high-level analysis of academic outcomes at IGCSE for key stakeholders (Senior Team, Governors, Staff, Parents) to inform School Development Planning throughout the academic year (including the key reporting cycle, mock examinations and IGCSE examinations).
- To be available for results of the IGCSE and to complete an initial examination return and exams analysis within the agreed timeline.
- Design, oversight and implementation of an efficient and effective whole school timetable from Reception to Year 13 (including curriculum design, scheduling, staffing loads, optimisation of specialist teachers and production of accurate combining charts to inform the Senior Team). This also includes School environment organisation and optimisation.
- Oversight of all Assessment and Reporting within the Senior School (including scheduling, design, grade descriptors, procedures for quality assurance and publication) to ensure high quality formative and summative assessment which informs progress and interventions of all students.
- Key liaison point with the IT Department regarding academic use of technology (including Google Suite), subscriptions and usage policies.
- Strategic compilation, dissemination and utilisation of key external benchmarking assessments (i.e. Midyis, Alis, Yellis and GSE) to inform high quality target setting, progress tracking and interventions within NLCS Jeju.
- Responsibility for and oversight of Options choices at key junctures in student academic journeys (i.e. IGCSE and IBDP Options for Y9 and Y11 students), including curriculum guidance, process of selection and approval, etc.
- To provide strategic oversight to the MIS department, supporting department planning, professional development, communication and quality assurance.
- To provide strategic oversight of the Science Technicians (in liaison with the Science Heads of Department), supporting department planning, professional development, communication and quality assurance.
- To provide a high level analysis of academic outcomes for key stakeholders (Senior Team, Governors, Staff, Parents) to inform School Development Planning.

Safeguarding:

- Place the child at the centre of all you do
- Recognise possible signs and indicators of abuse and neglect
- Respond and communicate effectively and appropriately with children
- Know how to receive a disclosure from a child; listen, believe, support and report
- Understand the context of safeguarding at NLCS Jeju and what might make some children more vulnerable
- Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies
- Share important information promptly, safely and with the correct people

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| | <ul style="list-style-type: none"> • Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country. • Include safeguarding as a standing item at all regular meetings and staff briefings • Be aware of particular safeguarding risks and mitigation strategies within your area of responsibility • Promote awareness of safeguarding children and child-focused professional conduct within your area of responsibility • Include safeguarding within any quality assurance or performance review function or process (e.g. lesson observations and/or appraisals) • Understand and ensure that safer recruitment practices are followed at all times • Lead the development of effective policy and procedures for safeguarding children in the organisation • Understand the role and function of any local support agencies or legislation • Ensure that staff have appropriate knowledge and skills in relation to safeguarding and child protection according to their role |
| Last JD Review | September 2024 |