

Assistant Head - Wider Learning and Community

KEY OBJECTIVES OF THE POSITION

- Foster a culture of excellence across NISM
- Ensure the highest standards of learner care and wellbeing across the school, focusing on the CCA programme
- Develop high quality links with community stakeholders
- Lead the delivery and development of a high quality wider curriculum
- Lead the delivery of trips, visits, and key off-curriculum times during the year
- Manage the performance and professional development of key middle leaders
- Strategically manage resources, including budgets, staff (recruitment, retention, training, etc), and knowledge
- Teach a reduced timetable

ROLE SPECIFICS

Establishing goals and expectations
● Contribute to the development and implementation of the School Improvement Plan ● Line manage and coach Heads of Department and/or Directors in identified areas ● Lead on the provision of learner leadership opportunities across Secondary ● Set high expectations of pedagogy and curriculum for the whole school
Ensuring an orderly and supportive environment
● Develop and promote a learning environment which prioritises high quality behaviors and learning habits, focusing on physical wellbeing and outdoor learning ● Monitor the behavioural and academic progress of learners through the regular and expert use of data ● Support the leadership of the CCA and Sports teams ● Ensure the highest standards of trip, visit, and event planning are adhered to
Planning, coordinating and evaluating teaching and the curriculum
● Lead the development of the wider curriculum, including service learning, global citizenship, digital literacy, and the KS3/4 Core Programme ● Lead the development of the wider curriculum calendar, including curriculum days and themed weeks ● Lead the development of the Nexus off-timetable week (Challenge Week) ● Lead the development of the outdoor learning and physical wellbeing programmes ● Manage the trips and events process, including the use of Evolve ● Lead departmental and phase quality assurance processes ● Develop and maintain systems to ensure pedagogy is inclusive and meets the needs of all learners
Strategic resourcing and management

• Support the HoS in staff recruitment, retention, and wellbeing • Ensure Health and Safety systems and processes (including e.g. fire and evacuation procedures) are adhered to • Manage a key school budget and support middle leaders in their budget management • Lead the schools strategic use of learning resources, including digital and non-digital technology • With the Head of CCAs, manage the enrichment programme • Ensure policies relevant to their strategic areas are reviewed, developed, and lived by the school community
Promoting and participating in teacher learning and development
• Contribute to the professional learning curriculum • Support the delivery of the new staff induction programme • Mentor and coach trip and event leaders to ensure high quality trip provision
Strategic and Operational Leadership - Agreed by with HoS on a rolling basis
• Lead an agreed area of key school strategic intent - Wider Learning and Community • Manage agreed areas of key school operations (timetabling, calendar, exams, cover, duties, etc) • Manage NISMs relationship with key external stakeholders, including alumni, NGOs, and businesses

KEY RELATIONSHIPS

The Assistant Head will be a member of the Academic Exec Team and the Secondary Leadership Team. They will develop and maintain effective working relationships with:

- Head of Secondary
- Deputy Heads
- AHT - Teaching and Learning and Head of IB
- Heads of Department and Directors
- Head of CCAs
- All Teachers
- Alumni
- Wider community organisations

PERSONAL SPECIFICATION

Qualifications and Training

- A degree plus teaching qualification (this must be a PGCE for access to the Malaysian job market)
- Evidence of continued relevant professional development to support leadership skills
- Higher degree or recognised professional qualification such as an NPQ (desirable)

Experience

- At least eight years teaching experience in a minimum of two secondary schools
- At least two years in a Senior Leadership position in a secondary school
- Experience in the specialised leadership area of the job description
- Relevant curricular experience - IGCSE is required, IB is desirable

Person Qualities

The successful candidate will:

- Show strong leadership skills in line with the NISM Leadership Standards
- Plan, develop and deliver rigorous learning experiences for both students and staff
- Monitor and evaluate the impact those learning experiences have
- Build effective relationships with a range of stakeholders and partners
- Have excellent collaboration and teamwork skills that result in school improvement
- Be a reflective practitioner and a life-long learner
- Be community and internationally minded and want to participate beyond their classroom

Safeguarding Statement

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Nexus Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's / Designated Safeguarding Lead or to the Principal or indeed to the Safeguarding Governor so that a referral can be made accordingly to the relevant third party services."