

Haileybury Almaty

I. Key information

Job Title:	Senior School Deputy Head Academic
Department:	Senior School
Line Manager's Job Title:	Head

II. Job Specification

Responsible to:

Working to the Head in maintaining a vibrant and thriving Senior School. To support the Head and Whole School Deputy Head (WSDH) in evaluating, coordinating and developing the academic aims and standards of the Senior School with the Heads of Faculty , and in partnership with pupils, staff, governors and parents.

Key Tasks and responsibilities

Key areas of accountability	Main duties & responsibilities to support achieving accountabilities
Middle Leaders	<ul style="list-style-type: none">• Line-manage and support all Heads of Faculty/Department in their learning and teaching duties and the development of academic excellence across the school. Chair and prepare agendas for regular meetings of this group. Monitor and intervene to ensure pupils achieve at levels appropriate to Haileybury Almaty, coordinate intervention programmes where needed and assist the Head in ensuring quality assurance.• To support the Head with the reviewing of the performance of each Academic Department and the establishment of aims for the future of the Departments.
Curriculum	<ul style="list-style-type: none">• Have an overview of the whole curriculum and advise on its development in consultation with the Head.• Be up to date with, and in a position to advise on (through regular briefings and bulletins and at meetings) curricular and general academic developments internationally and locally.• Presenting papers to the Governing Body.
Assessment Reporting Timetabling Cover	<ul style="list-style-type: none">• Develop and coordinate the use of assessment and academic tracking in the Senior School so that it can be used by the Heads of Faculty/Department and Housemasters to raise standards of academic achievement by pupils in the Senior School.• Responsible for Senior School assessment and reporting to parents and pupils in a timely and appropriate manner and lead on a review of all policies and changes to this process.• Be an outstanding role model, setting high personal expectations of subject

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	<p>teaching, professionalism, professional development and administration.</p> <ul style="list-style-type: none"> • Undertake the writing and implementation of the school timetable each year and maintain it on a regular basis ensuring that changes made are communicated effectively, including when new pupils arrive in the school. • Undertake the drawing up of allocations and determining set numbers etc. and making changes to pupils' timetables within the MIS as required. • Overall responsibility for the subject options and discussion between Heads of Faculty. • Oversee the work of the Examination Officer(s). • Overall responsibility for the coordination of internal and external examinations and the processing of results. • Organise and arrange academic cover, short term and long term, for the Senior School.
Academic data	<ul style="list-style-type: none"> • Ensure the sitting of CEM Centre tests and the communication of academic data and the monitoring of pupils' progress across the school using CEM Centre Data is efficiently carried out. • Monitor pupil performance through detailed analysis of all public examination results, and progress across key stages, including value added data through administering CEM data testing. Work with the Head on preparing reports for Governors. Performance will be monitored according to schedules and action plans devised and agreed.
Policies & Procedures	<ul style="list-style-type: none"> • Lead the SS through advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment in the Senior School. • To advise and support the Head in the establishment and implementation of overall SS academic policy and strategy • Embed Attitudes for Learning and the Haileybury Habits and learning across the whole school, ensuring that it is communicated effectively to pupils, teachers and parents. Support and monitor further initiatives with the Head throughout the Senior School to develop effective learning approaches that reinforce academic excellence and the Haileybury Habits and vision • Working with the coordinators of the various elements of the academic programme, to provide a stretching and challenging programme for the academic scholars. • Lead and support the Head to ensure the special educational needs of all pupils in the Senior School are met and that appropriate ILPs are in place, which are in line with school personalised learning developments and provide the necessary evidence and reports for dispensations with the examining boards. • Lead and prepare for the SS all academic literature of parents, faculty pupils and staff including option books, learning and teaching policies, relevant sections of the Staff Handbook and the School Website.

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Transition	<ul style="list-style-type: none"> ● Liaise with the Head of Junior School to ensure pupil progression into the Senior School and to coordinate over academic strategy, policy and practice ● Support pupil transition from Junior School to Senior School, alongside WSDH, considering the needs of pupils and parents.
Welfare	<ul style="list-style-type: none"> ● Communicate and consult regularly with key stakeholders, including parents. ● Support staff and pupil welfare in conjunction with the Senior School Deputy Head Pastoral. ● Participate in the maintaining of high standards of Senior School pupils and staff. ● Follow Haileybury Almaty policies with regard to the health and safety of pupils and staff, both on and off the school premises.
Extra-curricular	<ul style="list-style-type: none"> ● Support the Co-Curricular Activities (CCA) programme and the co-curricular sports and performing arts programmes as directed by the Head. ● Raise the profile of the curriculum using the newsletter and website, trips, assemblies, Parent Participation Programme (PPP) internal and external competitions/events etc. ● To monitor and promote through Heads of Faculty the highest expectations of Senior School display work throughout the school ● Contribute to and plan for SS curriculum activities and events, beyond the classroom.
Professional Development	<ul style="list-style-type: none"> ● Participate in the annual Professional Performance Review including undertaking this for the Heads of Faculty/Department. ● Participate in and take a lead in school-wide CPD initiatives. ● Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. ● Seek advice from line managers with regard to professional development and career paths.
Safeguarding Health & Safety	<p>Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.</p> <ul style="list-style-type: none"> ● Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; ● Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere; ● Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required. ● Report all causes for concern to the Designated Senior Lead; ● Provide thorough risk assessments as required prior to activities and trips.

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III. Relationships

Key Relationships:

Internal

- Head
- Deputy Head
- Senior School Deputy Head Pastoral
- Pupils
- Heads of Faculty/Department
- Academic Support Team
- Director of CCAs
- Teachers and support teachers
- Non-academic departments
- Haileybury Parent Association

Other important features or requirements of the job:

- Work closely with the School's leadership team to ensure effective implementation of the School's strategic plan and to take a central role in that process. Contribute to the development of the overall Haileybury Almaty vision.
- To regularly liaise with the Junior School to ensure continuity.
- Attendance at trips, expeditions, parent information evenings, community events etc.
- Representing the school at official functions as and when requested by the Head.
- Teaching load as required and specified by the Head.
- Lead by example in all professional matters.
- Be available to advise academic staff and individual pupils, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that pupils' progress is maintained in an effective way.

IV. Person specification

	Essential	Desirable
Behaviours	<ul style="list-style-type: none">• Willingness to upholding the Code of Conduct and Haileybury Almaty vision• Self-motivated and conscientious• Organised• Creative• Collaborative	<ul style="list-style-type: none">• Willingness to adapt• Willingness to be involved in working groups

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Skills and Knowledge	<ul style="list-style-type: none"> • To be able to demonstrate high quality teaching to EAL pupils • Outstanding relationships with pupils and staff members which promotes excellence in teaching and learning • Promotes the safety and well-being of children • Effective communication and engagement with children and their families 	<ul style="list-style-type: none"> • Open to exploring innovative approaches from across the educational field • Subject knowledge challenges pupils and achieves high outcomes • Knowledge and understanding of child development and its impact on behaviour • Prior experience of Timetable construction
Experience	<ul style="list-style-type: none"> • Experience of designing and delivering exciting, challenging and personalised lessons • Leadership experience 	<ul style="list-style-type: none"> • At least 3 years of experience in a similar role in a British /International School • Evidence of involvement in transformational change within a department
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status through a PGCE, GTP or other international equivalent 	<ul style="list-style-type: none"> • Evidence of involvement in relevant CPD • National Professional Qualification or equivalent