

Head of Secondary Overview

Title:

Head of Secondary

Responsible to:

Principal

Status:

- Member of whole school Senior Leadership Team.
- Leads Secondary Leadership Team.

Line manages:

- Deputy Head (secondary);
- Secondary Heads of Department.

Core Purpose:

To provide inspirational leadership to the Secondary School to secure continuous school improvement in line with the School Development Plan (SDP).



Key aspects of the role

In line with 'The National Standards of Excellence for Headteachers' (Department for Education 2015) the successful candidate will be expected to:

- Have a positive impact on the quality of teaching and students' achievements.
- Lead by example.
- Secure a climate for the exemplary behaviour of pupils.
- Set standards and expectations for high academic standards.
- Encourage a climate which recognises differences and respects cultural diversity contributing to greater Global Understanding.
- Deploy staff and resources effectively and efficiently.

Essential

- Proven successful experience in Senior Leadership and school improvement.
- Inspection/accreditation experience.
- Knowledge and experience of the English National Curriculum, GCSE/IGCSE and post-16 programmes.
- An understanding of excellence in pastoral care, including a thorough knowledge of safeguarding and student welfare.
- Excellent written and oral communication skills.
- Proficiency in use of IT.
- Experience of managing a whole school budget.

Desirable

- A relevant post-graduate qualification e.g. NPQH, a Masters degree in Education.
- Experience of the IB Diploma programme.
- Ability to market/promote the secondary school in the wider community.

Remuneration Package

- Competitive tax free salary.
- Tax free accommodation allowance.
- Annual Home leave allowance for employee and dependents.
- Baggage allowance upon assignment and at end of assignment.
- International medical cover for employee, spouse and dependents.
- Free transportation to and from school for employee.
- Remission on school fees for dependent children.