

## NORTH LONDON COLLEGIATE SCHOOL DUBAI

### Assistant Principal – Head of House

#### JOB SPECIFICATION

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

The 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.

**North London Collegiate School Dubai** seeks an enthusiastic and committed pastoral leader to take on the role of Assistant Principal - Head of House. The Heads of House have an overview of the social and academic progress of students in Grades 6 – 12 (Year 7 to Year 13). They lead the teams of tutors and co-tutors within their houses, who have day-to-day responsibility for welfare and discipline in the Middle Years Programme.

Position:	Assistant Principal – Head of House
Reporting to:	Vice Principal – Pastoral Care
Professional qualifications:	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Bachelor's Degree</li> <li>• Higher Degree (an advantage)</li> <li>• Evidence of recent participation in continuing professional development</li> </ul>
Professional experience:	<ul style="list-style-type: none"> <li>• Experience of pastoral leadership within a significant, relevant organisation</li> <li>• Proven track record of outstanding teaching across all age groups</li> <li>• Recent experience of managing students from a variety of cultures</li> <li>• Commitment to issues of equity and working with culturally diverse families</li> <li>• Exemplary communication skills, both verbal and written</li> <li>• Able to work effectively with students and parents, outside agencies and colleagues</li> <li>• Experience of developing and enhancing the practice of staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Committed to raising the achievement and standards of students and staff</li> <li>• Have a strong classroom presence and be able to model excellence in the classroom.</li> <li>• Knowledge of current behavioural issues and of the impact of mental health on adolescent behaviour and performance.</li> <li>• Knowledge of safeguarding and child-protection matters</li> <li>• Knowledge of current best-practice regarding students with SEND (including Gifted and Talented)</li> </ul>
Personal qualities and skills:	<ul style="list-style-type: none"> <li>• Talent for leadership through example and inspiration is essential: the successful candidate will have a strong presence and be able to model excellence in all aspects of educational provision</li> <li>• A good team player and team leader</li> <li>• Excellent leadership skills</li> <li>• Ability to demonstrate emotional intelligence and empathy, adaptable to differing situations</li> <li>• Ability to be sensitive of and adapt to cultural differences.</li> <li>• Flexible, inclusive and pragmatic style</li> <li>• High level interpersonal skills</li> <li>• Articulate and a strong communicator</li> <li>• Confident in meeting and communicating with others</li> <li>• Possess good organisational skills, manage time efficiently</li> <li>• Excellent English</li> <li>• A firm and demonstrable commitment to the School's aspirational ethos that does not label students and the belief that 'everyone matters'</li> </ul>
Duties & responsibilities:	<ul style="list-style-type: none"> <li>• Fostering and supporting the School's ethos, values, rules and guidelines</li> <li>• Modelling good practice for all</li> <li>• Ensuring that the pastoral care available to each student is of the highest quality, and that the pastoral culture within the House is supportive, innovative and responsive to the needs of students</li> <li>• Leading the team of tutors and ensuring that the work of tutors in the House is consistently of the highest professional standard in providing pastoral care and support to students</li> <li>• Overseeing the discipline, conduct and behaviour of students in the House</li> <li>• Ensuring effective pastoral communications</li> <li>• Organising and leading assemblies</li> <li>• Meeting regularly with the team of tutors to lead discussion and development and ensure excellent individual pastoral care</li> <li>• Supporting the Vice-Principal (Pastoral Care) in all aspects of the admissions process</li> <li>• Organising the induction programme for students in the House when they join the School (and their parents)</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaising with the Head of Junior School and Heads of ‘feeder’ schools regarding the transition of students in the House when they join the Middle or Upper schools</li> <li>• Monitoring and tracking the progress of students, co-ordinating interventions where necessary and taking appropriate action to ensure that all students make excellent progress and achieve their best</li> <li>• Contributing to the development of the Moral Education Programme (and teaching the class when required).</li> <li>• In collaboration with the MYP Coordinator, liaise with teaching staff (including subject teachers, Heads of Department and Heads of Faculty) to ensure that academic staff and pastoral staff work effectively together to support all students and guide them to success, so that no student is allowed to slip through the net</li> <li>• Communicating as required with parents and with external agencies with regard to the welfare, conduct and progress of students.</li> <li>• Ensuring meaningful extra-curricular participation of all students in the House</li> <li>• Organisation of events and strategies which promote a spirit of “house identity” (including the co-ordination of relevant contributions to charity and community service initiatives)</li> <li>• In collaboration with the MYP Coordinator, overseeing arrangements for reporting and parents’ evenings as directed by the Principal or Vice-Principals.</li> <li>• In collaboration with the MYP Coordinator, co-ordinating arrangements for internal examinations</li> <li>• Assisting with the recruitment, assessment and appointment of new staff when required</li> <li>• Assisting with the appraisal of staff</li> <li>• Assisting and supporting the Vice-Principal (Pastoral Care) in the process of development planning and the formulation of pastoral strategy, and in the process of annual evaluation and self-review.</li> <li>• Bringing to the immediate attention of the Vice Principal (Pastoral Care) and the Principal any significant pastoral matters, including any safeguarding concerns.</li> </ul>
Safeguarding:	<ul style="list-style-type: none"> <li>• Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns</li> <li>• Abiding by the school safeguarding policy and keeping abreast of any changes</li> </ul>

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise*