

**St Joseph's Institution International School Malaysia**  
**POSITION DESCRIPTION**

<b>Job Title:</b>	<b>High School Assistant Principal: Curriculum and Assessment</b>		
<b>Reporting To:</b>	<b>High School Principal</b>		
<b>Direct Reports:</b>	<b>Heads of Department and Subject Leaders</b>		
<b>Effective starting from:</b>	<b>August 2020</b>	<b>To:</b>	<b>TBA</b>

**Primary Purpose:** The High School Assistant Principal: Curriculum and Assessment is accountable for all aspects of curriculum and assessment for students in Years 7-13.

**Position in Context:** The High School Assistant Principal: Curriculum and Assessment is responsible to the High School Principal for all academic issues in Years 7-13. The High School Assistant Principal: Curriculum and Assessment is a member of the High School Senior Leadership Team and as such is expected to contribute to the strategic and operational planning and policy development of the High School.

The High School Assistant Principal: Curriculum and Assessment works with the High School Principal, AP Character and Wellbeing, Teaching and Learning Leader, Pupil Profile Leader and Heads of Department to oversee and further develop the curriculum and academic needs of students in Years 7-13.

**Personal Specifications:**

- Leadership skills consistent with the HS culture
- Decision-making and problem-solving skills
- Excellent communication skills
- Ability to engage and motivate members of staff (academic and administrative)
- Knowledge of tracking student academic progress
- Up-to-date knowledge of the UK National Curriculum, IGCSE and IBDP courses
- Knowledge of reporting systems
- Knowledge of rigorous assessment models
- Knowledge of, and interest in, policy development and implementation
- Ability to work collaboratively, develop effective relationships and establish productive partnerships
- Excellent organisational and time management skills

**Major Activities:**

1. Assessment.
2. Curriculum compliance and communication.
3. Reporting and Options procedures (including SLC/PTC systems).
4. Key school activities pertaining to Years 7-13 students.
5. Performance development and professional development of staff in the High School.
6. School policy and documentation preparation and compliance.
7. Register and act as the IBDP Coordinator.
8. Direct reports.
9. Teaching.
10. General/administration.

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**Specific Duties and Responsibilities:**

**1. Assessment**

- Guide and support HoDs and SLs by developing policy and practice in all areas of (summative) assessment, including cognitive testing in collaboration with the Pupil Profile Leader..
- Respond to concerns about (summative) assessment and communication in the HS in line with the school ethos.
- Liaise with T&L Leader on the ethos of assessment.
- Liaise with Pupil Profile Leader on the ethos and scheduling of assessments.

**2. Curriculum compliance and communication**

- Keep up-to-date with and be responsible for curriculum development and the informing of appropriate parties of relevant developments.
- Establish and monitor procedures for supporting the planning of HoDs and SLs for all subjects and courses (including training and accreditation).
- Respond to concerns about curriculum compliance and communication in the HS in line with the school ethos.
- Liaise with HS staff to ensure vertical and cross-discipline articulation between stages of the HS are of a high standard
- Liaise with T&L Leader and Pupil Profile Leader on the ethos of curriculum.

**3. Reporting and Options procedures (including SLC/PTC systems)**

- Develop policy for reporting and options which includes report/SLC/PTC ethos and timelines, process for producing templates, class lists etc.
- Oversee the quality of academic reporting and options documentation.
- Oversee procedures for the distribution and electronic storage of options documentation and reports for Year 7-13 students.
- Respond to concerns about reporting (including SLC/PTC systems) and options and communication in the HS in line with the school ethos.
- Liaise with AP Character and Wellbeing, T&L Leader and Pupil Profile Leader on the ethos of reporting, options and SLC/PTC systems.

**4. Key school activities pertaining to Years 7-13 students**

- Liaise with the High School Principal and AP Character and Wellbeing to produce protocols and procedures for the benefit of new students and returning students.
- Liaise with relevant people to compose class lists prior to the academic year. Assign new students who join SJIIM after the commencement of the school year to classes etc.
- Oversee processes for student entry to (and exit from) High School, including preparation of leaver documentation.
- Oversee processes for student subject options in liaison with the Pupil Profile Leader
- Organise, communicate and lead High School assemblies, Information Nights, Parent Teacher Meetings and other school days/events, in collaboration with the AP Character and Wellbeing.
- Oversee the process for excursions, incursions, camps, sporting events etc pertaining to High School students.
- Respond to concerns about school activities and communication in the HS in line with the school ethos.

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**5. Performance Development and Professional Development of staff in the High School.**

- Contribute to the Performance Development and Professional Development of all staff in HS.
- Lead and manage the Performance Development procedures for direct reports.

**6. School Policy and Documentation Preparation and Compliance**

- Liaise with the High School Principal and AP Character and Wellbeing to produce HS Calendar and policy development in HS.
- Review, develop and implement HS policy and procedures as directed by the Principal.
- Maintain, update and oversee Parent Handbook, Policies, Course Outlines, Curriculum plans, SoWs, Staff Handbook, Bulletin, Update, HS Hub, Staff Protocols and other documents.
- Maintain and update student planners.
- Maintain and oversee the system of ordering and distribution of exercise books, stationery and other School Shop items.
- Maintain and update the HS and parent calendars.
- Respond to concerns about policies, documentation and communication in the HS in line with the school ethos.
- Maintain, update and oversee routine correspondence with parents (such as new parent letters etc)
- Work with the IBDP Coordinator in the maintenance and updating of Options Information etc for IBDP and lead the maintenance and updating of Options Information etc for IGCSE.

**7. Register and Act as the IBDP Coordinator**

- Register and act as the IBDP Coordinator

**8. Direct Reports**

- Collaborate with the HS leaders to provide coaching and mentoring for the and Heads of Department in regard to those activities listed here.

**9. Teaching**

- Teach 18 lessons of allocated classes and participate in the CCA programme.

**10. General/administration**

- Maintain and oversee assignment of cover for absent teachers.
- Respond to concerns about activities and communication in the HS in line with the school ethos.
- Promote the standing of SJIM in the local community.
- Act in the best interest of the students.
- Support the school's ethos and aims.
- Act in accordance with school policy and the school's Professional Charter.
- Other duties as directed by the High School Principal.