

## Deputy Head of Secondary Job Description

**Department:** Senior Leadership Team  
**Direct Reporting Line:** Head of Secondary

### Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including, receipt of high quality references, proof of relevant qualifications, identification and police checks, including overseas checks.

### Job Purpose:

The core purpose of this role is to provide professional, highly effective leadership and management support that will help achieve outstanding results in all aspects of Secondary School life. The Deputy Head of Secondary supports an inspiring vision and clear direction that is shared by all members of the Secondary School and the Senior Leadership Team. Ultimately, the Deputy Head of Secondary is jointly responsible for ensuring that the curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress for students of all abilities.

### Key Relationships (Internal and External):

Head of Secondary, Senior Leadership Team, Secondary Department Heads, Secondary Students and Parents, Secondary Teachers and Support Staff

### Key Accountabilities:

#### Inspirational and Strategic Leadership

- Cooperate with the Head of School to implement and oversee systems to ensure that the daily operation of the school runs smoothly (timetable, covers, exam and invigilation schedules).
- Promote Taaleem's mission of "inspiring young minds," our vision of being the most respected provider of education in the Gulf and our core values and strategic platforms.
- Promote an inspiring vision dedicated to high standards that is shared by all members of the Secondary School.
- Provide supportive leadership on Secondary School improvement activities through effective strategic leadership and planning which supports the vision, mission and values of Taaleem.
- Display a high level of professional competence in all areas of responsibility.
- Communicate a clear view of the Secondary School's aims so that all staff know what is required of them and are competent and committed to achieving the school's goals.
- Distribute leadership effectively to achieve high standards of learning and personal development by creating an ethos of collective responsibility and mutual support.
- Inspire and empower teachers and support staff by clearly communicating all roles and aligning these roles with school priorities.
- Be receptive and respond to external evaluation of the school and manage the process professionally and very efficiently with your senior colleagues.
- Work effectively with school governance teams (School Advisory Committee, and Parents Associations) and Taaleem Education Managers, Deputy Heads of Schools (as appropriate) to ensure informed and

responsive decision making, which help to direct change and effective management of school resources.

- Ensure that the levels of students' attainment and the quality of teaching successfully align with the Secondary Schools' promise to parents.
- Delegate work as appropriate, trusting and empowering others to perform.
- Provide regular feedback and motivation to others to successfully achieve their targets.
- Encourage others to contribute, creating a spirit of teamwork and opportunities of cooperation and collaboration between departments..
- Contribute time and expertise to the professional development of Taaleem teachers and leaders.
- Participate and lead professional development workshops in the UAE, including events run by the Knowledge Human Development Authority (KHDA) or Abu Dhabi Education Council (ADEC).

### **Self-Evaluation and Improvement Planning**

- Support the Head of Secondary in ensuring that the Secondary School's academic program is fit for purpose and challenges students of all abilities.
- Support the Head of Secondary's aim towards achieving and maintaining an "outstanding" rating in Phases 3 and 4 on local inspections.
- Encourage all Secondary staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment.
- Take positive steps to gather the views of Secondary School parents, students and others about the quality of service provided by the school.
- Work collaboratively with external bodies and the Senior Leadership Team to achieve outstanding results on school accreditations, inspections and evaluations.
- Monitor teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed targets.
- Help monitor the performance of all teaching and support staff in the Secondary School.
- Help ensure that self-evaluation provides valid, comprehensive and reliable analysis for identifying key priorities for the preparation of the improvement plan and involves Secondary staff, parents and students as appropriate.
- Work with teachers to ensure the collection and analysis of appropriate and accurate information from within the school as well as data for external sources, including international assessments and stakeholder surveys.
- Help support teachers to set aspirational yet realistic goals aimed at improving students' performance
- Provide leadership support ensuring that all improvement activities are focused on creating impact and raising quality in the Secondary School.
- Monitor and manage change quickly, flexibly and successfully.
- Prioritize and act upon a manageable number of key initiatives and involve stakeholders in the process.
- Work collaboratively with the Senior Leadership Team to ensure that all recommendations from previous inspections and evaluations are included in the schools' improvement plans.
- Maintain an overview of all curriculum review and development activities; ensuring that teachers maintain current in their knowledge of the curriculum and best teaching practices.

### **Effective and Efficient Management of Resources**

- Work closely with the Head of Secondary, other Deputy Heads of Schools and the SLT to ensure that all policies, procedures and routines across the school are effective and efficient.
- Support the Head of Secondary in ensuring that all Secondary School staff are well qualified and experienced, trained to do their roles and are deployed effectively to support the school
- Take responsibility and accountability of the school's actions and outcomes with regards to compliance and health and safety issues in your areas of focus

- Comply with all regulations and guidelines issued by the local authorities and regulators
- Support the Head of Secondary with monitoring and evaluation of the school's performance on Secondary students' attainment and progress, students' personal and social development, teaching and assessment, curriculum that meets the needs of students, health and safety, and student support services
- Work collaboratively with the Head of Secondary to achieve enrolment targets and business objectives
- Collaboratively review school's policies, procedures and routines to ensure they are effective, efficient
- Support and lead aspects of the induction of new staff and annual orientation of all staff
- Comply with all Taaleem policies and guidelines and submit high quality reports in a timely manner
- Work collaboratively with the Head of Secondary to ensure proper identification and access to appropriate professional development activities for all members of staff
- Ensure that teaching and learning is monitored closely and consistently using SISRA Observe to rate the quality of teaching practice across the school and identify areas of development
- Promote peer modeling, team teaching and coaching with and across grade levels and departments
- Work collaboratively with the Head of Secondary to ensure that all Secondary School staff are appraised annually providing recognition for areas of strength and recommendations for areas of development and growth.
- Work collaboratively with Head of Secondary to develop CAPEX and Consumable budgets and then monitor performance against the Secondary School's budget lines
- Work collaboratively with the Facilities Manager to address any health and safety issues and ongoing maintenance requests.

#### **Parent, Student and Community Relationships**

- Share the responsibility for the safety and well-being of all Secondary students through positive recognition and high expectations for behaviour and conduct.
- Monitor and promote outstanding attendance and punctuality across the Secondary School.
- Inform the Head of School of any serious student incidents or parent concerns and work collaboratively with the SLT to resolve issues in a timely and respectful manner.
- Build and maintain relationships with Secondary School parents and the community by supporting regular and appropriate communications with all members of the school community, both internally and externally.
- Support marketing initiatives in the Secondary School to the local and wider community with the aim of recruiting new students and retaining existing students to achieve a full school roll.
- Develop knowledge of the education market in Dubai, the UAE and the Gulf and monitor trends over time in order to remain competitive.
- Engage Secondary School parents as active partners in their children's learning in a variety of ways.
- Encourage positive and regular participation of Secondary School parents at school events.
- Consult the parent community about the work of the Secondary School on a regular basis and ensure that parents views are received respectfully and help guide the school's development.
- Promote the use of a wide range of effective methods, including technology, to communicate with parents taking into account the home language of parents by promoting two way communication.
- Work collaboratively with the Head of School to ensure that parents receive regular reports of their children's progress and attainment that include next steps for learning.
- Support the development of strong community partnerships that effectively support all students' development and improve students' learning experiences.
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously.
- Consider the implications of decisions on the community (staff, parents, students, Taaleem) and act accordingly.
- Ensure a proactive approach in delivering operational excellence focused on extra-ordinary service across all

aspects of school life.

- Promote the connection of school events to local community events so that students and parents have the opportunity to participate in the broader local events such as Dubai Literacy Festival, Art Festival, Music Festival, Taaleem Sporting and Academic competitions, etc.

**Person Specification:**

**Education:** Bachelor’s degree, teaching certification, Principal/educational management workshops  
**Experience:** 2 years’ senior or middle leadership in a similar setting

**Competencies:**

- Knowledge of international of curriculum including assessment, accreditation, inspection and evaluation frameworks.
- Excellent communication skills in spoken and written form.
- Educational leader and outstanding teacher.
- Sound decision making, solutions focused, knowledge of child protection and health and safety.
- Experience in developing and/or sustaining high performance teams.
- Highly effective relationship management with a variety of stakeholders.

**Attributes:**

- Collaborative team player, inspirational speaker, empathetic listener
- Integrity and confidentiality
- Strategic thinker, able to convert vision into action
- Internationally minded, emotional intelligence
- Intercultural awareness, creative, persuasive
- Flexible and capable of managing growth and instilling high standards.
- Adept in multilingual settings, spirited, pioneering, professional and nurturing.

**Acceptance and Approvals:**

**Confirmed by Employee:**

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date: