

HEAD OF UPPER SCHOOL JOB DESCRIPTION

Job Title:	Head of Upper School
Line Manager:	Principal Deputy Head

Purpose of Job

- Establish, evaluate and develop the academic and pastoral aims and standards of the Harrow International School (HIS) Shenzhen Upper School in partnership with students, staff, governors, HIMS personnel and parents.
- Take responsibility for the leadership, and management of HIS Upper School.
- Assist the Head Master in establishing and maintaining a vibrant and thriving school.
- Manage the performance of the HIS Upper School teaching staff.
- Ensure that quality educational programmes take place in a safe, positive and healthy learning environment.
- To ensure that there is an effective pastoral framework across the Upper School, with the Harrow House system at its core, which is underpinned by clear principles of confidentiality and information-sharing that are known, understood, and applied by teaching, specialist and support staff.

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in pupil progress.
- Actively support the vision, ethos, culture and policies of Harrow Shenzhen Qianhai.
- Inspire and motivate pupils, teachers and other school employees.
- Comply with the professional duties of the staff Code of Conduct.
- Contribute to a school culture which is positive, purposeful and professional.
- Engage positively in the school Appraisal process and performance management arrangements.
- Be committed to safeguarding and to promoting the welfare of children and young people.
- Write and prepare pupil references or delegate to appropriate staff member.
- Responsible for Upper School pastoral and heads of house.
- Responsible for 6th form.
- Pastoral support – to lead on a pastoral provision across Y10-13 in collaboration with Heads of House.

Strategy and Direction

- Work with the Head Master, Executive Team and Upper School Senior Leadership Teams to provide strategic leadership to shape, deliver and actively promote the environment and school culture that is consistent with the ethos and expectations of Harrow Shenzhen Qianhai.
- Contribute to the development of the overall HIS Shenzhen Qianhai vision and values and ensure that pupils, staff and parents all understand and subscribe to the vision and values.
- Work closely with the Senior Leadership Team to ensure effective implementation of the school's strategic and development planning and to lead this process.
- Ensure that professional development is available for all and linked to the school's development plan and priority needs.
- Promote and market the school in support of pupil admissions and staff recruitment.

Management

- Establish and maintain the efficient day-to-day running of the HIS Upper School, including organising cover for teaching staff as well as all rosters and rotas.

- Line manages the Upper School Heads of House and relevant middle leader positions in the HIS Upper School.
- Build budgets and monitor spending in the HIS Upper School.
- Work closely with the Head Master in the appointment of academic, administration and curriculum support staff.
- Ensure that learning is at the centre of all decisions related to planning and resourcing.
- Hold regular meetings of the HIS Upper School Management Team including Heads of Department.
- Organise and oversee duties in Upper School.
- To coordinate the academic options selection process for Year 9 and Year 11.

Curriculum Development and Pastoral Support

- Be responsible for the delivery of the agreed curriculum and the maintenance and development of the highest possible academic standards across the Upper School.
- Establish, review and adapt an appropriate British-based curriculum for all students.
- Monitor, evaluate and review classroom practice to ensure high quality teaching and learning is in place.
- Plan and prepare the student grouping and staffing structure for the HIS Upper School in liaison with the Deputy Head (Principal).
- Oversee the development of assessment and tracking systems to monitor and evaluate students' progress, achievement and attainment in liaison with the Deputy Head (Principal).
- Remain up to date with changes in educational theory and subject/phase requirements.
- Establish and regularly review all academic policies, curriculum documents and schemes of work.
- Publish curriculum summaries, and academic handbooks as required and ensure that these are kept up to date.
- Oversee and take responsibility for the pastoral support of all students in the HIS Upper School.
- Ensure that students' personal development is effectively promoted through the curriculum and other enrichment activities.
- Oversee an extensive enrichment programme for all HIS Upper School students within and beyond the school working week.

Academic Support

- Establish an overall view of the academic profile of the HIS Upper School and its pupils, both individually and collectively.
- Assist staff in supporting individual pupils, small groups and class learning needs, always offering support and encouragement to colleagues to ensure pupils are supported in their learning.
- Oversee and support the recruitment, induction and training of new HIS Upper School staff.
- Be responsible for the management of exams.

Collegiality

- Lead by example and set high and realistic expectations in all professional matters, ensuring that all staff and pupils observe matters such as dress, behaviour, punctuality, attendance and mutual support.
- Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Head Master.
- Ensure that staff and pupils commit to supporting learning through the school's VLE and other relevant platforms.
- Take a fair and appropriate share of duties and act as a Duty Supervisor.
- Although not a member of a particular House, attend House activities as well as Expeditions as required.
- Together with the Head Master, manage staff disciplinary issues effectively and in a timely manner.

Communications and Public Relations

- Actively establish good relations with parents and all other visitors to the school.
- Present a coherent and accurate account of the school's performance in formats appropriate to a range of

audiences.

- Oversee the organisation of and attend academic parents' evenings and be available to meet parents as required.
- Oversee the production of reports in Upper School, working with the Heads of Phase and HIS Upper School middle management and ICT Services.
- Communicate closely with parents and ensure that pupil progress is regularly reported, and relevant data is always available.
- Support and attend all major school events.
- Work to maintain effective partnerships with the community, promoting and representing the school at local, national, and international level.
- Operate effective communication channels throughout the school.
- Deliver a weekly Upper School newsletter and oversee whole school events.
- Deliver a weekly Upper School briefing.
- Responsible for PRG and US parent communications.

Safeguarding

- Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm.
- Ensure the ongoing Health & Security for all HIS Upper School stakeholders.

Other Responsibilities

- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school.

Requirements

Education, Training and Qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS.
- Evidence of relevant and challenging continuing professional development.
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate.
- Advanced degree in Education, NPQH or equivalent (desirable).

Knowledge and Experience

- At least 2 years senior leadership experience (extended).
- Experience in teaching learners with diverse needs, especially EAL in the Upper School.
- Experience in managing performance of staff, especially senior or middle level managers.
- Experience in highly effective relationship management with a variety of stakeholders.
- Experience or clear understanding of Upper School leadership in an international school environment.
- Knowledge of international accreditation, inspection and evaluation frameworks.
- Knowledge and understanding of positive behaviour management of students and evidence of effective practice in a range of settings.
- Recent (12 month) leadership experience.

Personal Qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world.
- Be a role model for the Staff Code of Conduct.
- Be flexible and capable of managing change and instilling high standards.

- Be highly motivated, ambitious and collaborative and willing to take the initiative.
- Have high levels of honesty and integrity in aspects of their role.
- Demonstrate empathy, humility and genuine care about staff and pupils, taking time to support, guide and motivate them.
- Be able to think strategically and drive improvements in pupil welfare and their wider learning experiences.
- Have excellent organisational, communication and interpersonal skills.
- Demonstrate strategic leadership and the ability to lead and manage a team to deliver the school development plan effectively.

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safeguarding of children
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*