

## Deputy Head of Upper School: Academic



### Job Description

This is a significant position for Harrow International School, Shanghai. The **Deputy Head of Upper School - Academic** is a member of the school's Senior Leadership Team, supporting the Head of Upper School specifically in the delivery and development of the curriculum, and supporting the pastoral care we offer to our children. It also has a specific focus on the development of staff to ensure a consistently high quality experience for our young people.

The role is ideal for an experienced middle leader with significant curriculum experience who is ready to move into a Senior Leadership position, or for an existing senior leader. We would expect the postholder to be able to point to the impact they have made in a curriculum leadership position, and to be able to demonstrate a broader impact on teaching and learning across a secondary education environment.

The post holder will be expected to teach between 12 and 15 periods a week.

The post holder will also be a member of the Academic Leadership Group.

### Harrow Shanghai SLT

The role of a Senior Leader at Harrow Shanghai is to support, through our individual and collective efforts, the wellbeing, progress and achievement of all pupils; the wellbeing and performance of all staff; and the wellbeing and confidence of all parents.

A Senior Leader at Harrow Shanghai shares responsibility for the school's progress against its KPIs, and against both the School Development Plan and the Strategic Plan.

It is a collaborative role. Successful collaboration requires a commitment to team work, to highly transparent and effective communication, and to exceptionally high standards of personal conduct and personal efficacy. Successful teamwork means an understanding of the nature of overlapping responsibilities, and requires everyone in the team to be committed to resolving the inevitable potential confusions that arise from working as a cohesive team.

### A Senior Leader at Harrow Shanghai embodies the school's Vision, Mission and Values:

#### Vision

Educational Excellence for Life and Leadership.

To be a warm and wonderful school where children's progress and attainment is exceptional.

#### Mission

To ensure every child exceeds their individual expectations, we will challenge and inspire them, inside the classroom and beyond its boundaries. Building on the rich traditions of Harrow School, and on the ambitions of our committed Shanghai community, we seek to create exceptional, honest, reflective, influential leaders who seek to make the world a better place.

#### Values

Courage. Honour. Humility. Fellowship.

It is, finally, a highly visible role, founded on the principles of service leadership. We are here for others, and we remember that, always. We are people-led; available; and we remember to put others first.

**HARROW SHANGHAI 哈罗上海**

588 Gaoxi Road, Pudong, Shanghai, China 200137

中国上海市浦东新区高西路 588 号

Tel 电话 +86 21 68818282 www.harrowshanghai.cn



## Roles and Responsibilities

The **Deputy Head of Upper School – Academic** will work with the Head of Upper School and the Deputy Head of Upper School - Pupils to create a strong, cohesive leadership team to direct the day to day activities of the Upper School at Harrow Shanghai and develop its strategic direction.

**The following roles and responsibilities are indicative, and are not intended to be exhaustive, or to represent a full description of the role. The exact details of the role will be discussed with the successful applicant, and are subject to change according to the needs of the school.**

The Deputy Head of Upper School - Academic will support the Head of Upper School in their purpose to ensure the safety, the wellbeing, the progress and the attainment of all the pupils in the Upper School. He or she will have a specific responsibility for the curriculum, as well as teaching and learning in the Upper School.

**The Deputy Head of Upper School will report to the Head of Upper School.**

**Specific Areas of Responsibility will include:**

1. Upper School curriculum oversight and development, to include leadership of the Upper School Heads of Department.
2. Ensuring the exceptional progress and attainment of all pupils in the Upper School, to include the effective use of academic and progress data
3. Leadership and management of Upper School PTCs
4. The development of increasingly effective teaching and learning strategies, to include leading QA processes to ensure consistency with expectations
5. Ensuring Upper School teachers have effective CPD to support their development
6. Helping to ensure the safety and wellbeing of all pupils in the Upper School
7. Sustaining a warm, positive culture in Upper School, supporting any policies and measures required to ensure this.
8. Helping ensure communications with parents continue to be timely, two-way and highly engaging.
9. Liaison with the Senior Deputy Head, the Head of Lower School and the Deputy Head of Lower School to ensure curriculum cohesion across the whole school.
10. Working with the Head of Upper School, the Deputy Head of Upper School (Pupils) and the Senior Deputy Head to ensure effective transitions within Upper School.
11. Support the work of the Admissions and Marketing team as required, to include interviews with prospective students.

The Deputy Head of Upper School - Academic is also expected to be an exceptional classroom teacher, capable of modelling the very best practice to other staff, and to be able to articulate exceptional practice to teachers, other staff, parents and the wider community.

January 2025