

Principal: Ms. [Trudie Masterson](#)

## **Position Title: Secondary Deputy Head (Academic and Administrative)**

**Employed by:** NCBIS to support the vision, positive ethos and policies of the school.

**Responsible to:** Head of Secondary

**Status:** Member of Secondary SLT

**Teaching Commitment:** Min 30% - Max 50%

### **KEY DUTIES OF THE DEPUTY HEAD (ACADEMIC and ADMINISTRATIVE) ROLE:**

<b>A. SAFEGUARDING DUTIES</b>	
<ul style="list-style-type: none"> <li>● To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.</li> <li>● To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the senior teacher may have in relation to safeguarding and/or child protection.</li> </ul>	
<b>B. TEACHING AND LEARNING</b>	
<ul style="list-style-type: none"> <li>● To model excellence in all areas of teaching including: planning, differentiation, feedback and assessment.</li> <li>● To establish, in conjunction with the Head of Secondary, the mentoring and induction programme for new teachers.</li> <li>● To support the Head of Secondary in promoting effective teaching and learning practices across the secondary school.</li> </ul>	
<b>C. ASSESSMENT AND QUALITY ASSURANCE</b>	



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- To organise and administer external baseline tests and attitudinal surveys
- To explain the purpose and nature of baseline assessments to staff, parents and students
- To line manage the secondary office manager in her role as GCSE/IGCSE/AL exams administrator
- To line manage the admissions officer with regard to secondary admissions assessments
- To analyse outcomes of performance tests in relation to baseline tests and prior attainment
- To present results as appropriate to SLT, staff, parents and students
- To produce longitudinal data for SLT analysis
- To work with the Head of Secondary to ensure that data is used to inform planning and to assess effectiveness of outcomes
- To support and manage the appraisal processes in conjunction with Head of Secondary and Principal
- To track pupil progress, highlighting areas of concern and analysis of external and internal examinations
- To establish attainment and value added targets for HoDs
- To organise the internal assessment and reporting calendar in collaboration with middle leaders
- To be responsible for data transfer between the primary school and secondary school in co-operation with the Head of Secondary
- To produce reports as requested by Principal and Head of Secondary
- To produce a comprehensive analysis of staff teaching and learning targets and impact targets, progress towards completion, and support staff where necessary
- To collate data on staff performance against wider professional expectations

## D. CURRICULUM AND ADMINISTRATION

- To construct the secondary school timetable, including homework timetables and duty rotas, and to assist with the construction of the primary school timetable to maximise use of shared facilities and deployment of staff who work in both schools
- To produce teacher / room / year group / individual student timetables
- Create and maintain teaching group lists on the School Information Management System
- To work with the IT department and external providers to integrate all timetable data into the School Information Management System
- Develop I/GCSE/AL option blocks
- To produce a staff deployment and curriculum analysis
- To arrange cover for absent staff and maintain records of absence.
- To work with the Head of Secondary to establish Budgets for each secondary department / cost centre, and to monitor spending

## E. INTERNATIONAL VALIDATIONS

- To collate all secondary and relevant whole school documents required for CIS and ISI visits
- To contribute to the secondary school Curriculum Handbook as directed by the Head of Secondary



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## F. OTHER SPECIFIC RESPONSIBILITIES

- To establish secondary school staffing needs in consultation with the Principal
- To participate in CPD as directed by the Principal and/or Head of Secondary
- To lead and coordinate Professional Development for staff

Review date: November 2021