

SECONDARY DEPUTY HEAD-ACADEMIC

School: Secondary

Location: Al Wajba Campus

Reports To: Senior Vice Principal-Head of Secondary

Indirect Report: Vice Principal-Teaching and Learning

Contract: Rolling, Fixed-term contract

Working Hours: Full-time, minimum of 35 hours per week

Closing date: 20 October 2019

Interviews: Initial interviews by video conference week commencing 3 November 2019

Second interviews to take place in Qatar week commencing 24 November 2019

JOB DESCRIPTION

Primary Objective of Role

The role of the Deputy Head-Academic is to work collaboratively with the other members of the Secondary school leadership group in developing a dynamic and leading international school that is committed to High Performance Learning leading to academic excellence combined with strong student wellbeing. The Deputy Head-Academic will exert a dynamic and seminal influence at every level, demonstrating leadership qualities of the highest order to ensure that students, through the high expectations they have of themselves, are supported and achieve at the optimum level.

Accountability and Responsibilities

Areas of Responsibility

- Work closely with the Principal and all members of the College's leadership group on all strategic matters relating to the College as a whole, playing a leading role in the development and implementation of school improvement policies
- Work closely with and submit regular reports to the Vice Principal-Teaching and Learning for the College's Board of Governors on aspects relating to academics in the Secondary School
- Be responsible for the Secondary School's High Performance Learning culture
- To ensure that communication of the school's High Performance Learning philosophy and values are clearly disseminated through all school literature and the website



- To work closely with the Senior Vice Principal-Head of Secondary and Vice Principal-Teaching and Learning to ensure school policies related to academics are relevant, up to date, understood and implemented by all staff
- Deputise for the Senior Vice Principal-Head of Secondary as requested
- Support the Heads of Faculty in the leadership of their areas including matters related to staffing, curriculum, teaching and learning and recording and tracking data
- Support the effective use of assessment throughout the school
- Ensure the effective use of technology to support teaching and learning
- Lead, manage and have strategic oversight of the implementation of the Secondary school's teaching and learning policies and practices
- In collaboration with the Deputy Head-Pastoral, ensure positive outcomes of tracking, monitoring and reporting for all students
- To have responsibility for the production and dissemination of the School Calendar relating to Academic events
- To be responsible for the relevant sections of the Secondary Staff, Student, and Parent Handbooks, in consultation with the Leadership Group
- For internal examinations, through the Heads of Faculty, ensure the quality and timely production of papers for the examinations department
- To be present where required at meetings, performances and other functions/events
- To work as part of a team, submitting draft proposals and documents for further development by the Leadership Group, and accepting and supporting final decisions agreed by the Leadership Group
- To express views openly and honestly, but to work to the majority decision or the final decision of the Leadership Group - inform and include staff and students at all times and avoid the 'them and us' culture
- Through the Heads of Faculty, maintain and change regularly the wall displays relating to subject areas
- Ensure that the educational provision develops in response to internal and external needs and challenges

Staff

- Develop staff practice to improve the practice of all teachers and to identify and address teaching and/or practice that does not follow the Doha College essentials
- Create a collaborative and cohesive support team, identifying individual strengths and making the most of them, and develop forums to encourage the sharing of best practice, resources and expertise
- To fairly organise cover for absent staff and rearranging of rooms whenever necessary, keeping appropriate records and liaising with the Human Resources department
- To oversee and support the wellbeing and welfare of teaching staff
- To participate in the selection, interviewing and appointment of relevant staff
- Play an active role in the induction of new staff to the school
- Line manage the Heads of Faculty and oversee the work of the Heads of Departments/Subject, Enrichment Coordinators and Digital Learning Coordinator
- Manage the appraisal process for teachers in the Secondary school, in collaboration with the Vice Principal-Quality Assurance



- Celebrate and share good classroom practice, ensuring that all staff have access to opportunities to develop their professional practice
- Set agendas, chair meetings and record and disseminate minutes with the Heads of Faculty

Students and Parents

- Safeguard and promote the welfare of students, in consultation with the Safeguarding Lead
- To promote equality and enable the educational and social inclusion of all students
- To participate in the admission process of prospective pupils
- Communicate with parents on academic matters
- To promote a purposeful, disciplined, reflective and thriving learning environment within the teaching staff which aims to raise student expectations and self esteem
- Be in school when the external examination results are published for when decisions about university admission and entry to the 6th form are being made
- Organise, together with the Marketing department and other relevant team members, major public events in the school year e.g. Prize Giving, Information Evenings, Career Days, etc.
- Lead relevant school assemblies, particularly in the areas of High Performance Learning and academics

Other

- In consultation with the Senior Vice Principal - Head of Secondary and the Vice Principal-Teaching and Learning, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum to ensure that Doha College is at the cutting edge of academic provision
- Be a good and confidential sounding board for the Senior Vice Principal-Head of Secondary and Vice Principal-Teaching and Learning
- To undertake specific tasks reasonably delegated by the Senior Vice Principal-Head of Secondary from time to time
- Be a role model for others and act at all times in accordance with the school's policies and procedures
- Manage various different budgets that come under academics
- Where possible, plan and deliver ongoing CPD on teaching and learning
- To take full part in Doha Colleges activities programme
- To act with professional integrity at all times, notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to their work

Teaching

- This post is non-teaching however the post holder would be required model Teaching and Learning excellence across the Secondary School and may also be used for cover

Safeguarding

- Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check



PERSON SPECIFICATION

Key Requirements

Qualifications

- Bachelor of Education or Subject Degree with relevant teaching qualification such as PGCE
- Qualified Teacher Status
- Evidence of recent professional development
- Leadership and management training
- Recent safeguarding training

Experience

- Significant experience in schools/colleges delivering the UK curriculum across part or whole of the 3-18 age range
- Significant middle/senior leadership experience with demonstrable success outcomes
- Substantial experience in at least two education institutions, with evidence of long-term commitment

Skills, Knowledge and Abilities

- A Commitment to international education
- A desire to innovate and try new approaches being reflective and learning from mistakes
- Ability to respond decisively and quickly to matters that arise during the school day
- Ability to work with competing deadlines and prioritise appropriately
- Genuine passion and belief in the potential of every student
- High level interpersonal skills coupled with excellent emotional intelligence
- Clear educational philosophy with the ability to turn vision into reality
- Defined leadership skills with effective conflict resolution abilities
- Effective leadership styles that inspire confidence in those you lead and encourage others to participate in going 'above and beyond'
- Excellent communication skills
- High levels of personal energy, integrity and the ability to run with patience to deliver agreed outcomes
- The ability to resolve ambiguity and the inevitable frustrations of the role
- Awareness of and commitment to equal opportunities for all
- Warmth, humour and total commitment to young people

To apply for this vacancy, please complete an application form and send it to dohacollege@academicnetwork.co.uk.

For further information on the position or to arrange an informal, confidential conversation please email our recruitment partner, Monika Fryzicka on monika@academicnetwork.co.uk

