



KELLETT SCHOOL

THE BRITISH INTERNATIONAL SCHOOL IN HONG KONG

Job Description

Assistant Head of Preparatory School (Pok Fu Lam Campus) – TLR 1.2

Responsible to: Head of Preparatory School (PFL)
Post Tenure: 3 years commencing August 2020

SPECIFIC RESPONSIBILITIES

Assessment and data (whole school role across both Prep schools)

- This aspect of the role spans the two Preparatory Schools and will entail spending time regularly (at least fortnightly) on the Kowloon Bay Campus.
- Ensure that there are clear policies, procedures and systems for assessing students
- Managing data systems and ensuring that these are updated, disseminated and made accessible to relevant parties
- Provide support and facilitate assessment for student admission where appropriate and provide reports and references for exiting students
- Oversee the organisation of tests and data with regard to supporting admissions for students entering and provide reports and references for transitioning to new school

Safeguarding and designated Child Protection Officer

- Fully implement all policies for safeguarding and the protection and safety of all students and staff.

Health and Safety – Building and Premises

- Maintain an overview of the Health and Safety of the Building and site during term times working in close liaison with Facilities Management (including security, school visits, and unscheduled emergency closures)
- Ensure that all relevant risk assessments are in place and monitored

CPL

- To assist with the monitoring, facilitation and evaluation of CPL

Development of playground environment, activities and opportunities for learning development within the playground, school grounds

- Provide safe and stimulating learning opportunity for students in and around the school maximising the potential of the playground and outdoor learning opportunities

Oversee duty rosters, timetables, schedules

- All duty rosters and ensuring adequate cover is available to ensure the safety and supervision of students, staff, parents and visitors
- To oversee the smooth running of the timetable and to make minor changes where required

Organise class Cover in liaison with Deputy Head of School

TEACHING RESPONSIBILITIES:

- Provide class cover as and when required

KEY ACCOUNTABILITIES:

- Take responsibility and accountability for an area of the School Development Plan, ensuring you make significant impact
- Line manage and performance manage a significant group of Middle Leaders to ensure they are supported to meet the school's challenging targets
- Develop and enhance the teaching performance of others and model by example
- Be a visible, proactive presence around the school, promoting positive behaviour, the school ethos and ensuring the smooth day-to-day running of the school
- Provide reports for the School's Senior Management Team and Board of Governors as appropriate
- Work collaboratively with parents and support other colleagues
- Motivate and challenge all staff to maintain high expectations of behaviours and learning throughout the school
- Contribute to the development of a programme of enrichment extending the school experience beyond the limits of the formal school day.

GENERAL SENIOR LEADERSHIP RESPONSIBILITIES:

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development
- Develop and maintain a culture of high expectations for self and others
- Update the Head of Preparatory School, other senior leaders and the Governing Body on the effectiveness of the provision
- Lead by example as a teacher, and as a manager, achieving high standards of student attainment and progress, behaviour and motivation through effective teaching
- Challenge under-performance at all levels and to ensure corrective action and follow up
- Support the development and maintenance of school policies and practices to ensure consistent application
- Plan, chair and organise meetings as appropriate
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community
- Liaise effectively with all stakeholders including parents/guardians, feeder schools, secondary schools, business and community partners, in line with strategic objectives
- Maintain clear expectations and high standards of professionalism
- Attend school events and activities as directed by the Head of Preparatory School
- Keep the MLT up to date with national developments specific to the post's areas of responsibility
- Contribute to, and at times lead, research projects
- Manage budget(s) in line with areas of responsibility
- Take assemblies and participate in break, lunchtime, before and after hours' supervision
- Any other reasonable duties as requested by the Head of Preparatory School/Deputy

Creating the Future of the School

- Working with the Senior Leadership Team of Kellett School to continue to shape and develop the strategic vision of the School
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals
- Translate the vision into agreed objectives and operational plans

Key Documents Responsibility

- Create key elements of the EDIP as directed by the Head of School
- Create key sections of the School SEF as directed by the Head of School
- Relevant policy and practice contributions for the relevant Handbooks
- Relevant reports to Governors, including Head's report to Governors

October 2019