



Job Description and Person Specification

Job Title: Head of Grade 11 and 12

Job Purpose

We are seeking a dynamic and experienced educator to join our prestigious international school as the Head of Grade 11 and 12 (sixth form.) The successful candidate will lead the A-level program while also possessing knowledge of the General Educational Development (GED) program here in Oman.

The Head of Grade 11 and 12 will play a pivotal role in providing leadership, guidance, and academic excellence to our students, ensuring their successful progression through the crucial final years of their secondary education.

Appointment Details

Post Title: Head of Grade 11 and 12

Start Date: August 2024

Contract Type: Fixed Term, Full time

Location: Cheltenham Muscat, Oman

Key Responsibilities

School Values and Ethos

- To actively promote the Cheltenham Muscat vision through enthusiastic participation in all areas of school life.
- To ensure that all relevant school policies and procedures are understood and adhered to.
- To ensure that you model the speaking of English when in the presence of pupils and in public areas of the school regularly.
- To respect and support the Omani culture. Dressing appropriately and smartly.

Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.

- To engage fully in all safeguarding training as required.
- Treat all pupils with dignity, observe proper boundaries and understand that every adult in the school has a responsibility to safeguard children and young people.

Academic Leadership

- Oversee the implementation and continuous improvement of the A-level curriculum, ensuring it aligns with international standards and best practices.
- Develop strategies to enhance the quality of teaching and learning within Grade 11 and 12, fostering an environment that promotes academic excellence.

Curriculum Development

- Collaborate with the academic leadership team to design and implement a comprehensive curriculum that caters to diverse learning needs and ensures the holistic development of students.
- Stay updated on educational trends and advancements, integrating innovative teaching methodologies and technologies into the curriculum.

Student Support and Guidance

- Provide personalised guidance to students in their academic and personal development, including university and career counselling.
- Work closely with the Head of careers on a comprehensive advisory programme.
- Implement strategies to monitor and support student progress, ensuring a positive and nurturing learning environment.

Staff Development

- Lead and inspire a team of dedicated teachers, fostering a collaborative and supportive work environment.
- Conduct professional development sessions to enhance the skills and knowledge of the Grade 11 and 12 teaching staff.
- Ensure thorough collaboration and effective transition from Grade 10 to Grade 11, liaising with both Arabic and English teaching departments and senior school Phase Leaders.

Parental Engagement

- Maintain open and effective communication with parents, keeping them informed about their child's progress and providing support in navigating the educational journey.
- Organise regular parent-teacher conferences and events to strengthen the school-community partnership.

Assessment and Evaluation

- Develop and implement effective assessment strategies to monitor student achievement and progress in line with whole school systems and tracking on

ISAMS.

- Analyse assessment data to inform instructional practices and develop intervention strategies as needed.

Admissions and Marketing

- Collaborate with the admissions team to attract and enrol students into the A-level / GED program.
- Participate in marketing and promotional activities to showcase the strengths and offerings of the Grade 11 and 12 program.
- Develop close collaboration with the academic team at Downe House Muscat, other schools within the Edureach group and Cheltenham College.

General Responsibilities

- Manage the School's academic information management system (iSAMS), ensuring its best use and strategic development in conjunction with relevant users and groups (to include the Admissions Department)
- In liaison with the Academic Deputy Head, manage the various iSAMS modules and ensure that they are set up correctly on a termly basis (Gradebooks, timetabling, cover and Report Wizard modules)
- Support the academic and administrative staff in their use of the management system through training and the production of instructional information.
- Liaise with iSAMS staff to resolve problems and progress requests as required and ensure the database is fully functional.
- Ensure that staff and pupil timetables are kept up to date for report writing including any divisional changes.
- Ensure report and assessment cycles are correctly set up in iSAMS for academic staff.
- Ensure Grade 11 and 12 report publishing is smoothly carried out throughout the year and after the end of each term.
- Oversee the Registration module, setting up dates and times each term and ensuring data is up to date for monitoring absence accurately.
- Assist with administering GL Assessment, Cambridge Checkpoint and INCAS platforms according to the annual assessment cycle.
- Support data inputting across Admissions and the Health Centre, ensuring a uniform standard.
- Help, support and manage the Pupil and Parent Portal.
- Manage the academic content of the Parent Portal, liaising with the Communications Department on its presentation and style.
- Help support Academic communications to parents.
- Oversee all pastoral and well-being arrangements in grades 11 and 12.
- Work with the grade 11 and 12 form tutors to ensure that students are always offered high quality support and guidance.
- Cultivate high standards of conduct and behaviour amongst grade 11 and 12 students.
- Develop leadership opportunities for grade 11 and 12 students.
- Liaise with the Examinations Officer in matters relating to Public Examinations.
- On the publication of results (IGCSE, A Level, GED), be present to advise pupils through the next steps.

- Support the university admissions process and to deal with any queries regarding results.
- Be in attendance on GCSE results day to confirm the subject choices for Year 11, meeting with parents to clarify these choices after the results day where necessary.

Preparation for Higher Education

- Interview all grade 11 and 12 students to finalise their university/college applications.
- Oversee the programme for students applying to competitive universities/colleges such as Oxbridge and the Ivy League colleges in the US.
- Organise a programme of talks by outside university speakers/agents after school (and attend these meetings).
- Keep up to date a network of contacts with universities and agencies.
- Organise university fairs for grade 10 - 12 students.
- Administer the university application process including applications to the UK and worldwide for applicants from Years 12 and the post A Level cohort.
- In conjunction with Form Tutors, provide a UCAS reference and to see the entire procedure through to its conclusion.
- Brief the staff about the timetable for UCAS/college applications and organise the process.
- Ensure that all students are given information regarding applications to universities world-wide.
- Give university and career advice to individual tutors where required.
- Advise applicants and their parents on choice of university/course.
- Advise students on the writing of personal statements.
- Arrange mock interviews for students.
- Ensure that tutors receive guidance on the writing of references to assist university applications;
- Set up links with universities world-wide and be able to inform students on issues relating to UCAS, Oxbridge entry, SAT, applications to North America and world-wide.
- Provide references, on request, for past students;
 - Provide supportive sessions and programmes of study for students wishing to take SAT/LNAT/IELTS and other aptitude tests as appropriate.
 - For all grade 11 and 12 students and grade 10 students, develop and provide careers guidance and employment information and materials, ensuring that the information is available in a variety of formats.
 - Organise a careers fair in conjunction with alumni.
 - Meet deadlines for submission for all candidates.
 - Keep an updated list of the success of our students when applying to medical school.
 - Complete the UCAS process as early as possible to ensure early offers for our students – normally by mid-October.
 - Keep a record of the university offers and destinations.
 - Develop a school profile to be submitted to US universities and through common app.
 - Initiate and respond to communications with parents ensuring that they are

kept fully informed and involved in the progress of their children.

Following the publication of A Level and GED results

- Advise students about the clearing process (where necessary).
- Contact institutions to try to place students who do not have offers.
- Contact all the departing students to confirm their university places.
- Produce a list of university destinations.

Professional Standards

- Follow and implement School Policies and procedures.
- Value the home-school-community partnership, working closely with other members of staff to establish and manage good relationships with parents.
- Attend professional development and staff training opportunities.
- Maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping, reliability, and personal presentation.
- Always maintain professional and productive relationships with colleagues.
- Always promote the school in a positive manner

Other

- To fulfil any reasonable additional responsibilities as requested by the Executive Principal

Person Specification

Qualifications

- Master's degree in education or a relevant field preferable.
- Extensive experience in teaching A-levels, with a preference for knowledge of the GED program.
- Proven leadership experience, preferably in a senior academic management or middle leadership core subject role.
- Exceptional communication and interpersonal skills.
- Familiarity with international education standards and accreditation processes.

Person Qualities

- Ability to work with and apply all school policies.
- Rigorous can-do attitude, confident, positive team player with a good level of spoken English
- Be willing to work hard and enthusiastically.
- It would be desirable to have used ISAMS experience and expertise.

If you are a visionary leader with a passion for education and a commitment to preparing students for success in higher education and beyond, we invite you to apply for the position of Head of Grade 11 and 12 at our esteemed international school.

Note: This job description is a general guideline and may be subject to change based on the specific needs of the school.

Safeguarding and Data Protection

Cheltenham Muscat is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to applicants providing a satisfactory current Police Clearance Certificate. In addition, candidates are requested to provide a police clearance certificate from each country they have worked in. Two satisfactory professional references will also be required.

If successful and if applicable for visa purposes, applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' student. Some of these documents will need to be attested by you at the Ministry of Foreign Affairs and Oman Embassy in the candidate's home country.

By applying to this post, you agree to your data being held and processed by Cheltenham Muscat and its affiliates. If you are appointed to the post, you also agree to additional information, including sensitive data such as bank details and medical information, being held by Cheltenham Muscat and its affiliates.

Applicants should also note that any offer of employment is subject to social media checks.