



SUNNY VIEW SCHOOL

The Best of British Education on the Costa del Sol

Job Description

Post title: Head of Secondary

Responsible to: Headteacher

The Role

The Head of Secondary is responsible for the day-to-day leadership of the Secondary school, its high academic standards, pastoral care and teaching and learning.

Whilst the duties detailed are the responsibility of the Head of Secondary, in some cases aspects will be delegated to the Deputy Head of Secondary, although the Head of Secondary will retain ultimate responsibility.

Professional duties

Whole School

- Ensure that the vision and ethos of Sunny View School are clearly articulated, understood, shared and acted upon effectively throughout the Secondary school.
- Play an active role in Heads and Deputies meetings and contribute to regular whole school evaluation.

Departmental Planning

- Develop and review resources, policies, assessment and teaching and learning strategies in the Secondary school.
- Oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- Work with colleagues to formulate aims, objectives and plans for the department for inclusion in the School Development Plan (SDP).
- Liaise with the timetable manager to plan the annual academic timetable for Secondary.
- Organise rotas and timetables (such as homework, staff duties, detentions, prefects etc.)

Curriculum/Teaching and Learning

- In conjunction with the Headteacher, ensure the Secondary school works within the legislation and guidance pertaining to British schools and, where necessary, the Spanish education system.
- Support teachers in the delivery of appropriate, comprehensive, high quality subject programmes in line with the expectations of the English and Spanish curricula.
- Ensure that teaching and learning promotes diversity and equality awareness and celebrates difference.

- In conjunction with middle managers, evaluate the standards of teaching and learning in Secondary, ensuring that appropriate standards are met.
- Ensure that pupil progress is recorded and monitored.
- Ensure there is a culture of respect and safety throughout Secondary which helps create a positive learning environment.
- Coordinate the internal examination and assessment programme in Secondary.
- Liaise with the Examinations' Officer in the organisation of external examinations.
- Ensure staff keep up-to-date with and respond to national developments in the subject area and teaching practice and methodology.
- Monitor behaviour management in the Secondary school, including detentions and exclusions.

Staff Recruitment and Development

- Lead the recruitment process and appointment of well qualified and experienced staff.
- Monitor and assess staff performance against agreed standards and plan staff development for groups and individuals.
- Ensure, where possible, that all staff have access to advice, support and training appropriate to their needs.

Reviewing and Reporting

- Regularly review the work in the Secondary school against agreed aims and objectives.
- Report the progress of the Secondary school to the Headteacher on a regular basis.
- Ensure that pupil progress (both academic and, where necessary, pastoral) is tracked throughout the Secondary school and that reports are provided to all relevant parties.

Safety and Well-being

- In conjunction with the Safeguarding Lead and Headteacher, monitor child protection and safeguarding within the Secondary school.
- Maintain a commitment to ensuring the inclusion of all students.
- Work with the Careers Adviser to provide support to students choosing options or applying to university.

Partnerships

- Promote effective partnerships with parents and other outside agencies.
- Ensure that there are regular opportunities for parents to be given information about their children and any other matters in the Secondary school.

Additional Duties

- Participate in the organisation and running of the student council.
- Help in the organisation and logistics of whole school events such as Halloween, Christmas Fair, Spring Fair and graduations.

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

You may be required to undertake other duties appropriate to the post, as outlined by the Headteacher and Sunny View School's Directors.

Person Specification

	Essential	Desirable
Qualifications and professional development	Qualified Teacher Status or equivalent	
	University degree	
	Sound up-to-date knowledge of English National curriculum	
	Native English speaker / C2 CEFR certificate or equivalent	
	Recent evidence of continuing professional development	NPQSL or similar
Experience	Experience of teaching in different key stages	
	Monitoring of progress and attainment	
	Developing teaching and learning in an inclusive environment	
	Experience in leadership	
Leadership and management	Commitment to an ethos of high standards and academic success	
	Experience of identifying priorities, leading change and evaluating impact	
	Ability to establish positive interpersonal relationships across the community	
	Work as part of a team and lead by example	
Personal qualities and attributes	Capacity to inspire through a love of teaching	
	Ability to deal with issues as they arise in a considered and measured way	
	Visible, approachable, empathetic, consistent, fair	
	Ability to plan time effectively, meet required deadlines and to be accountable	
	Ability to remain calm under pressure	
	Self-confident and a reflective practitioner	
		Able to communicate in Spanish as well as English