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| **When to use this form:** A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:* Recruitment
* Role and responsibility review of existing jobs
* Performance Management and Assessment of employees
* Training review and assessment
* Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.**Where to send this form:** Form can be emailed or sent to the HR Department.**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed** |

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| Position Title | DEPUTY HEADTEACHER | Date: 13112020 |
| **Function/Department** | School Leadership | Location: St. Andrews International Schools, Dusit - **Thailand** |
| Reports to | The Headteacher |
| Position Type | Fixed Term |
| Position Status | Full Time |

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| **Position Objective** |
| **CORE PURPOSE OF JOB:** To assist the Headteacher in providing professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved learning and achievement. |

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| **Responsibilities** |
| The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third party services.* Assisting the Head teacher to lead the school, liaison between the Head Teacher and the staff, the organisation and overview of the curriculum. Overseeing Assessment and tracking procedures throughout the school.

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**1. Lead by example, set high standards, act as a role model for colleagues and provide inspiration and motivation.
2. Help to create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life.
3. Assist the Headteacher to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.
4. Support the Headteacher in ensuring that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.
5. Play a significant role in monitoring and evaluation and review the effects of policies, priorities and developments of the school in practice. To link the appropriate strategic planning groups by attending the SMT meetings: chairing the pillar 1 and 3 strands.
6. Act as a ‘sounding board and ‘critical friend’ to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all agreed decisions of the Headteacher and governing body.
7. Support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders as directed by her.
8. Deputise in the absence of the Headteacher to ensure the smooth running of the school.
9. Be a pro-active member of the Senior Leadership Team and participate fully in all associated activities involved with evaluating the effectiveness of the school, devising specific plans for the school and carrying them out.

**TEACHING AND LEARNING**1. Through the school self-evaluation systems ensure curriculum coverage, continuity and progression in all subjects for all pupils, including those of high ability and those with special educational or linguistic needs.
2. Have an overview of the organisation and implementation of the curriculum and its assessment. Monitor and evaluate them in order to identify and act on areas for improvement paying particular attention to the cultural diversity and International nature of the school through learning walks, looking at planning and observing teaching and learning.
3. Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs.
4. Maintain an effective partnership with parents to support and improve pupils’ achievement and personal development.
5. Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
6. Ensure that information about pupils’ achievements in previous classes and schools is used effectively to secure strong progress.
7. Be a lead practitioner through demonstrating best practice and evaluating the quality of teaching and learning, planning for necessary improvements and implementing them through supporting, coaching and holding to account the middle leaders, teaching staff and teaching assistants.

**LEADING AND MANAGING STAFF**1. Support and encourage the staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
2. Create a climate which enables other staff to develop through a nurturing and support management style – maintaining positive attitudes towards the school and confidence in teaching and learning delivery.
3. Play a significant role in effective systems for the management of staff performance, incorporating appraisal and targets for teachers.
4. Lead professional development of staff through example. Support and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.
5. Sustain their own motivation and that of other staff.

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**1. Work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
2. To produce timetables for whole school and produce calendar for assessments.

**ASSESSMENT**1. Monitor the school assessment system which enables us to track carefully the progress of each child throughout the school.
2. Oversee staff training and follow up sessions and ensure this is followed through with all staff.
3. Oversee analysis of results and recommendations for further developments to be made to ensure continued progress in teaching and learning from Early Years to Year Six.
4. Work closely with the Key Stage one and two coordinators to ensure that progress is monitored and continuous throughout all key stages through pupil progress and continuous monitoring of intervention plans.
5. Oversee the reporting process to parents, ensuring that staff understand and are supported through the process of creating meaningful reports within the given timelines.

**ACCOUNTABILITY**1. Plan for effective parent engagement, overseeing the parent workshops.
2. Assist the Headteacher in presenting a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including governors, the local community, EDT and others, to enable them to play their part effectively.
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| **Position Requirements**  |
| * Highly committed to the vision of the school
* Proactive and the ability to ‘think on your feet’ is essential
* Flexible, in terms of working out of hours or extra hours for events after school/weekends
* Friendly and able to fit into a team
* Ability to motivate students and staff and work with them to get the best from them
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| **Qualifications** |
| * Experience – a minimum of 4 years working in teaching/ similar position and preferably in an international school environment, UK curriculum
* Qualified to work with/teach students
* Education teaching degree needed
* Further qualification(s) in education and/or educational leadership would be a distinct advantage
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| **Contacts** |
| * Teaching and non-teaching staff, Management.
* Students, Parents
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| **Working Conditions** |
| * Located at St Andrews International School, Dusit Campus, Bangkok, Thailand
* School Environment
* Not expected to work regularly on a Saturday or Sunday, but must be prepared to attend any school functions, events or training that may occur in the course of an academic year.
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| **Terms of Employment** |
| * Standard hours are 7.30 am to 4.00 pm Monday to Friday, plus occasional staff meetings and trainings
* Medical insurance/ Personal Accident Insurance
* Competitive salary and benefits
* Pre-employment checks including medical, reference and background checks
* **Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).**
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