Deputy Headteacher Job Description and Person

Specification

Post title: Deputy Headteacher

School: Kensington International Kindergarten, Bangkok

Responsible to: Headteacher and Board of Directors

**Job Description**

**The Deputy Headteacher will support the Headteacher in:**

* Establishing and driving the ethos, vision and values of the school.
* The responsibility for the organisation, management and conduct of the school in accordance with the policies and in consultation with the Board of Directors and its scheme of delegation.
* Working with staff, Directors, parents/carers, the International Schools Association of Thailand (ISAT), the Office of Private Education Commission (OPEC) and wider good practice to build on the strong foundations that are in place in order to maintain and further improve all aspects of the school’s standards and quality. Ensuring equality, safety and respect is central to the aims and ethos of the school and these will be reflected in all aspects of the Headteacher’s work.
* The Deputy Headteacher will be Level 3 safeguarding trained, become fully cognisant of the current legal requirements, local and national policies of Thailand and guidance on safeguarding and the promotion of the wellbeing of children and young people, and will ensure that all requirements are met in full. (Level 3 training will be supported)
* The Deputy Headteacher will deputise for the Headteacher as and when needed.

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| **Duties and responsibilities** | | |
| **Strategic direction and** **school improvement**  **Teaching and Learning** | 1.1 Drawing on experience and best practice, work together with the Board of Directors and Senior Management Team to build a strong strategic direction and on-going school development plan.  1.2 Maintain and further develop the school’s ethos and provide educational vision and direction for the school which secures:   Effective teaching   Successful learning and outstanding pupil achievement   Sustainable high standards in pupil’s spiritual, moral, cultural, social and physical development, preparing them for life’s opportunities and experiences.  1.3 Embrace and contribute to the school’s development plan, including any school Improvement plans and:   Identifies priorities and targets that supports high standards enabling pupils to make progress and maximise achievement   Supports continuous improvement in teachers’ effectiveness and secures continuing school improvement  1.4 Ensure all those involved in the school are committed to its aims, are motivated to achieve them and involved in setting and meeting the long, medium and short term objectives and targets which will secure the educational success of the school.  1.5 Be involved with policies and practices so they take account of UK national and school data and inspection and research findings and reflect best practice.  1.6 Monitor, evaluate and review the effects of the school’s policies, priorities and targets and report as necessary. |
| **Teaching and Learning** | 2.1 Work with the Board of Directors and Senior Management Team to sustain effective teaching and learning throughout the school.  2.2 Use benchmarks and evidence based best practice to set targets for service delivery and improvement.  2.3 Help create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.  2.4 Work with the Board of Directors and Senior Management Team to determine, organise and implement the curriculum and its assessment; routinely monitoring and evaluating to identify and share good practice and act on areas for improvement.  2.5 Ensure effective teaching is evidenced across the full curriculum with a comprehensive programme of monitoring in place.  2.6 Monitor and evaluate the quality of teaching and standards of learning and achievement of ALL pupils across the school, including those with special needs or identified as requiring extension, enhancement or enrichment, in order to make progress.  2.7 Maintain and further develop the school’s effective partnership with parents/carers and the wider community to support and improve pupil’s achievement, personal development and the closing of progression and attainment gaps in specific groups.  **Class teacher role:**  2.8 Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.  2.9 Plans using the school’s curriculum, data, and engaging and appropriate strategies and resources to meet the needs of all students.  2.10 Uses a variety of research-based instructional strategies relevant to the content area to engage students in active learning, to promote key skills, and to meet individual learning needs  2.11 Systematically gathers, analyses, and uses relevant data to measure student progress, guide instructional content and delivery methods, and provide timely feedback to students, parents and stakeholders.  2.12 Uses resources, routines, and procedures to provide a respectful, positive, safe, student-centred environment that is conducive to learning.  2.13 Maintains a commitment to professional ethics, international-mindedness, and the school’s mission; collaborates and communicates appropriately; and takes responsibility for personal professional growth that results in the enhancement of student learning.  2.14 Teaching results in acceptable, measurable, and appropriate student progress. |
| **Leadership** | 3.1 Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school.  3.2 Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.  3.3 Sustain effective systems for management of staff performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil progress.  3.4 Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development.  3.5 Identify and nurture talent to enable effective leadership development and succession planning.  3.6 Sustain motivation of self and staff.  3.7 Ensure professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Deputy Headteacher.  3.8 Lead by example, demonstrate and ensure the continuous commitment by all staff  to help keep the children in the care of the school safe. |
| **Resource Management** | 4.1 Work with the Board of Directors and Senior Management Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.  4.2 Work with the Senior Management Team to deploy all staff effectively to ensure the highest quality of education provided.  4.3 Working closely with the School Office Manager, manage and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.  4.4 Monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.  4.5 Work with the Board of Directors supporting the strategic plan and growth of the school with effective planning for the development of the school. |
| **Accountability** | 5.1 Provide information, objective advice and support to the Board of Directors in meeting its responsibilities for securing effective teaching and learning, and the highest standards of achievement, efficiency and value for money.  5.2 Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.  5.3 Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school’s achievements. |
| **Other duties and**  **responsibilities** | To work within the provisions of the School’s Teachers Pay and Conditions contracts. In addition, the post is subject to compliance with:   School policies and guidelines on the curriculum and school organisation   School policies and procedures on other matters   National Professional Standards for Teachers UK   All teachers have a responsibility for providing and safeguarding the welfare of children and young person’s s/he is responsible for or comes into contact with. |

**Person Specification**

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| Appointment Criteria |
| **Qualifications and Training:**  Qualified Teacher Status  National Professional Qualification of Headship (NPQH)/Senior leadership (NPQSL)  Further qualification in a related area e.g. MEd, MA |
| **Experience:**  Substantial and successful experience in a senior leadership role e.g. as a Headteacher, Interim Headteacher or Deputy/Assistant Headteacher, Senior leadership.  Experience of working with pupils across the school age range (2 to 7 years ie EYFS and KS1).  Experience of teaching/learning with regards to English as an additional Language (EAL)  Experience of working in an international setting would be an advantage. |
| **Excellent leadership skills** |
| **Excellent communication and problem-solving skills** |
| **High level of personal effectiveness, responsibility and accountability** |