Assistant Principal (Numeracy)

Job Description

Date of Issue: 10 February 2025

Line Manager: Vice Principal

The Role

The Assistant Principal (Numeracy) (APN) reports to the Executive Principal (EP) via the Vice Principal (VP). They will be the line manager to the Head of Mathematics & Computer Science, Head of Natural Sciences and Head of Economics, Business & Accounting, overseeing curriculum development, teaching & learning, and academic excellence for the 'numerate' subjects across G9-12. The APN will assume one of the Head of Faculty positions themself. The team currently consists of 14 teachers and 1 technician but will grow as student numbers increase over the coming years.

The aim of the post is to lead, promote and develop all academic and extension programmes with the aim of developing numeracy skills and enquiry within the curriculum and beyond. Students take IGCSEs in Grade 10 and A-Levels in Grade 12, using the most appropriate examination board for each individual subject. SCBS is accredited by Cambridge International, Pearson Edexcel and AQA Oxford examination groups.

International Courses offered are set out below, with those indicated in blue the responsibility of the APN:

Subject	G6–8 Global Literacy	G9–10 IGCSEs	G11–12 A-Levels
Mathematics		√	√
Further Mathematics		√	√
Computer Science		√	√
Physics		√	√
Chemistry		√	√
Biology		√	√
Economics		√	√
Business		√	√
Accounting			√
English (First Language)		√	√
English (Second Language)	√	√	
Global Perspectives	√	√	√
Geography			√
Visual Art	√	√	√
Speech & Drama	√		
Scientific Literacy	√		
Digital Literacy	√		

The APN is a member of the school's Senior Leadership Team (SLT) which meets weekly. The APN will also attend the weekly Heads of Faculty meeting chaired by the Vice Principal and other committees as required. The APN will hold regular meetings with the other Heads of Faculty under their line management.

As a member of SLT, the APN will share management responsibilities with other SLT members as a senior member of staff on call at agreed times in a special rota and at key events.

Senior Leadership Team (International)			
Executive Principal	Vice Principal	Assistant Principal (Literacy)	Assistant Principal (Numeracy)

Duties and Responsibilities listed below, which are neither exhaustive nor exclusive, are in addition to teaching duties as defined in the job description for *Member of Faculty*. The weekly teaching expectation is approximately 16 periods (40-45 minutes) in a relevant academic discipline. The APN will not be allocated tutees in the first instance but may agree to take responsibility for particular tutees at a given time.

Duties and Responsibilities

The APN will be required to:

→ promote the ethos and aims of the school and act as an ambassador at every opportunity
→ prioritise safeguarding and welfare of all students in the School
→ maintain Level 3 Safeguarding and Safer Recruitment qualifications and follow best practice
→ actively promote all school policies (especially those related to Safeguarding the wellbeing of students and Behaviour management) by encouragement, reward and a clearly understood and fair system of sanctions, foster acceptance of the rules and expectations of students' behaviour in the School
→ always act in the best interests of the students, putting them at the centre of each concern
→ be aware of best practice guidelines set out in the standards of the Council of British International Schools (COBIS) as quality indicators and support the school in meeting and exceeding these
→ develop and manage the Faculties of Mathematics & Computer Science, Natural Sciences and Economics, Business & Accounting, ensuring the Heads of Faculty are fully supported and appraised and a strong robust curriculum, assessment schedules, range of additional activities and events, including clubs, societies, exhibitions and competitions, are delivered
→ oversee the preparation and entry of students into external competitions arranged by international Mathematical, Science, Technology, and Social Science associations and foundations
→ support the work of the Higher Education and Careers Counselling service by preparing students for entry to the world's top universities
→ oversee the provision of Concord+ and after-school Enrichment classes in the Numeracy subjects
→ provide for the Executive Principal a short monthly report, biannual information for inclusion in the report to the Board and an annual Development Plan for Numeracy
→ take part in the assessment, recruitment, mentoring and training of staff
→ take part in such appraisal or staff review arrangements as are made by the School
→ support the marketing of the School and meet prospective parents and students
→ carry out any other reasonable tasks for the benefit of the school as requested by the EP

School Development

The APN will, as a member of the Development Committee for the new SCBS (Xintiandi) campus:

→ support the Executive Principal in planning for the move to the new campus
→ help to set out a vision for STEM learning and projects into the future
→ work closely with colleagues from the Zhongkao division to align policies and procedures
→ contribute to the decision-making regarding facilities and equipment in the new buildings
→ support the review and implementation of up-dated policies relevant to the new campus
→ take a leading role in required training and briefings associated with the move
→ help to problem-spot, problem-solve and quality assure the transition

Person Specification

The role of APN is an important and senior position in the School and the successful candidate should:

→ have leadership experience in school, demonstrate higher leadership potential
→ present an imaginative vision for Numeracy in a high achieving, dynamic and progressive school
→ demonstrate a positive and authoritative rapport with all students and staff
→ have a warm and engaging manner, and a positive outlook
→ have highly effective communication skills for dealing with students, parents and staff
→ be organised, energetic and self-directed
→ have excellent academic qualifications and subject knowledge
→ be an experienced teacher capable of delivering dynamic and effective lessons
→ be committed to boarding school life and willing to engage in a range of extra-curricular activities