



JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Deputy Head of School (Whole School)
Department:	Senior Leadership Team
Line Manager's Job Title:	Head Master

II. Job Specification

<p>Job Purpose: As a key member of the Senior Leadership Team (SLT) of Harrow Beijing, the Deputy Head is responsible to the Head Master in maintaining a vibrant, proud and happy school by overseeing all functions related to smooth operation of the school and working closely with the Head of Upper School and Lower School. The Deputy Head is to ensure that the quality educational programs take place in a safe, positive and healthy learning environment and in a well organised manner.</p> <p>They will also:</p> <ul style="list-style-type: none"> - Uphold Harrow Values and set high expectations - Contribute to building a culture of excellence - Raise quality and standards of education - Support in establishing and implementing strategy <p>The Deputy Head role is crucial in promoting respectful, effective relationships within the School community through tackling the issues that arise on a day-to-day basis in a collaborative manner. Central to this is the School's desire to review its internal standard working procedures in order to ensure continuous improvement in its operation.</p>	
Key Tasks and responsibilities	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
1. Coordinate the school's strategic plan and lead strategic projects	<ul style="list-style-type: none"> • Deputise for the Head Master as directed and making decisions on his behalf in his absence when necessary. Working with the Head and Senior Leadership Teams to provide strategic leadership to shape and deliver the vision of the School. • As a key member of SLT, take a central coordinating role in the process of formulating and implementing the school's development plan (SDP), to include drafting of the plan. • Monitor and ensure the effectiveness and integrity of all school policies and working procedures, which are created, updated and implemented consistently with the ethos and expectations of Harrow Beijing. • Work closely with Head Master to develop the three-year plan of the school. • Lead the implementation of new strategic projects as identified on the SDP • Embrace, articulate and model the Harrow Beijing Mission, core values and Code of Conducts in all aspect of school life.

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<p>2. Assume general responsibility for design and construction of the school time-table and promoting high educational standards across the School</p>	<ul style="list-style-type: none"> • With the Directors of Studies (Lower and Upper) and other senior leaders, ensure academic excellence, engaging and high-quality teaching and learning, robust student tracking arrangements, and a strong extra-curricular programme. • To construct the Upper School timetable and provide oversight for the Lower School timetable ensuring the school can deliver its curriculum aims and manage its human resources effectively and efficiently. • Work with HR and Admissions to ensure the school is staffed appropriately. • With the school’s Data Manager, and relevant Lower/Upper School senior leaders, oversee the school’s data strategy to promote student progress and high levels of attainment • With the Head of Operations, arranging appropriate administrative support for the academic and extra-curricular functions of the School. • Leading curriculum development and academic policy making and review across the whole School, including keeping up to date with local and international initiatives related to the academic curriculum and extra-curricular activities, in particular new inspection initiatives in the UK and CIS guidelines, and advising the Head and Governors on developments. • Work with the deputy heads of Lower School/Upper School on the implementation of the performance appraisal systems for academic staff and how it informs the contract extension as well as recruitment plan. • Support the Head of US and Head of LS to coach the senior managers of school for their capacity building and development of leadership. • Be responsible for all serious disciplinary issues (both students and staff) working together with Head Master, Heads of school and HR Department as necessary. • Oversee and provide guidance to Head of HR and other senior leaders to oversee school INSET, professional development and new staff induction.
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<p>3. Logistics:</p> <p>Coordinate aspects of the day-to-day administration of the School</p>	<ul style="list-style-type: none"> • Work with Deputy Headteacher of Lower/Upper school to oversee the development of each term’s Calendar, identifying and resolving clashes. • Maintain a Forward Planner and making recommendations to the Head about future term and holiday dates in coordination with local requirements (Government Affairs). • With the Executive Officer, ensure clear and efficient Standard Operating Procedures that support Teaching and Learning within a safe, transparent and compliant framework. • With Executive Office and Head of Marketing, Admissions and Communications ensure that activities and events in the School are effectively communicated. • With the Deputy Headteachers for Lower and Upper School along with LSA Coordinators and trip administrators, ensuring effective planning and staffing of expeditions, including risk assessments (final sign-off) and the management of critical incident response. • Support the Head of HR with setting and communicating policies and procedures relating to staff. • Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law. • Leading the Housing committee including meeting regularly with the Resident manager. • Work with the Resident Manager to resolve complaints/issues in relation to the onsite accommodation. • Assessment calendar, QA cycles, reporting (at all levels) • Preparation for BOG and HEOV
<p>4. Lead all school compliance issues, safety and well being</p>	<ul style="list-style-type: none"> • Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff. • Track all school policies and ensure they are updated in accordance with the policy review schedule. • To ensure the accreditation and compliance with the relevant accreditation authorities and bodies, e.g. CIS, FOBISIA, etc.
<p>5. Child protection and safeguarding</p>	<ul style="list-style-type: none"> • Uphold the school’s safeguarding ethos in all areas of work • With the Head of Human Resources, ensure that the central register of staff safeguarding checks is up-to-date with latest guidance and that there is due diligence with checks on external staff providers.

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Key Relationships:

Internal

- SLT members, Heads of Department and Heads of non-academic Department.
- Parents, Governors and other educational providers as required at national, regional and international level.

Line-management of:

- Director of Sport
- Director of Performing Arts
- Data Manager
- Head of IT
- Head of HR (Dotted line: recruitment)

Please note line-management may change depending on school needs.

III. Person Specification

Behaviours	<ul style="list-style-type: none"> • Demonstrate at role model level the Code of Conduct of Harrow School staff. • Demonstrate the ability to adapt and assimilate to HBJ culture and at the same time appreciate the local culture. • The ability and willingness to inspire others; leading by example, role modelling the School's vision statement: 'Educational Excellence for Life and Leadership' in relationships with students, colleagues and parents. • Role model the process of self-reflection and improvement • Engage constructively with critical feedback to improve one's own performance
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Skills and Knowledge	<ul style="list-style-type: none"> • Ability to act and lead in a calm and collected way in a complex organization and in a changing Chinese environment. • A strong understanding and experience of the international education, general curriculum and current theories and practices of pedagogy and assessment. • Proven skills and ability to demonstrate leadership, flexibility and creativity. • Ability to demonstrate strong leadership within financial disciplines and compliance and at the same time provide value-adding services to the school. • Ability to manage staffing issues especially be able to mentor and coach others. • In-depth knowledge in organization development, international and external communication. • Knowledge of risk management. • Proven skills in achieving international accreditation and established relationships and networks within the educational community. • Excellent inter-personal skills with students, colleagues and parents. • Excellent administrative, organizational, and ICT skills.
Experience	<ul style="list-style-type: none"> • Direct experience in a dynamic international school environment taking a senior leader's role. • Experience in change management. • Experience in coaching and mentoring others. • Experience in managing public relations especially the direct experience in dealing with parents and community. • Experience in enhancing the School's extra-curricular enrichment programme.
Qualifications	<ul style="list-style-type: none"> • Advanced degree in Education and/or Educational Administration • Appropriate teaching qualifications and experience.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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