**Job Description**

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| **Job title** | Head of Secondary | **Department** | Secondary |
| **Head Office/School** | MCHK | **Service location** | Tai Po |
| **Reporting line** | Headmaster | **Effective date** | August 2020 |

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| **Roles and Responsibilities** |
| **Job Purpose** | The Head of Secondary is a member of the school’s Senior Management Team and is responsible for overseeing the day-to-day operations in the secondary department. The Head of Secondary works closely with the Headmaster, Deputy Head and Head of Primary to ensure the strategic direction of the secondary section is aligned and to ensure continuity and consistency across the primary and secondary departments. The Head of Secondary works closely with the MYP and DP Coordinators to oversee curriculum implementation and delivery and monitoring of learning and teaching, together with the Senior Housem where pastoral matters are concerned. Central to the role as Head of Secondary is the leadership, management and guidance of the secondary teachers who are collectively responsible for pupil learning and welfare in accordance with school policies.The successful candidate must have the strategic vision, appreciation of the Malvern heritage, understanding of the IB MYP and DP programmes, strong interpersonal and leadership skills and exceptional professionalism, to lead the continuing development and growth of the secondary department and establishment of MCHK as an outstanding British international school committed to delivering the Malvern ethos and vision.  |
| **Main Duties and Responsibilities** | **Leadership and Management - general*** Oversee the smooth day to day running of the secondary department, including all operational matters such as cover and staff duties;
* Lead and manage the team of secondary teachers;
* Represent the secondary department on the Senior Management Team;
* Ensure that procedures and schedules are implemented effectively and in line with the school’s ethos, vision and policies;
* Oversee the timetabling and staffing arrangements for secondary covering MYP and, in future, DP courses, ensuring efficiency in staffing levels is balanced with the needs of a developing school;
* Support the admissions procedures for new pupils working closely with the admissions team;
* Approve field trips for secondary and ensure all arrangements and documentation, including risk assessments, are completed;
* Take oversight of the provision of materials, supplies and equipment required for learning and teaching in secondary and liaise with the Headmaster and subject leads over budgetary implications;
* Explore and promote opportunities for pupils beyond the curriculum and beyond the confines of the school day to provide Malvern pupils with a truly holistic education in line with the school’s vision;
* Play a lead role in the development of and leadership of the Sixth Form programme for implementation in August 2021;
* Promote the integration of appropriate technologies to support effective learning and teaching and school operations;
* Explore the efficacy and appropriateness of evidence based new approaches to teaching and learning methodologies;
* Oversight of colleagues’ professional development balancing the needs of the school with individual interest and talents.

**Leadership and Management of Pupils*** Work closely with the Senior Housem, Counsellor, tutors to ensure the pastoral needs of pupils are met, liaising with the Deputy Head (Designated Safeguarding Lead) as required;
* Liaise between teachers and the Learning Enhancement department to provide a support programme for pupils with specific learning support or EAL needs;
* Take the lead in setting the expectations for secondary pupils in liaison with secondary colleagues, to ensure that expectations of behaviour, manner, dress code and daily routine are clear;
* Oversee the monitoring and tracking of secondary pupils to ensure that pupils are progressing and achieving in line with or above expectations;
* Oversee the process of reporting regularly to parents on pupil academic and social development;

**Leadership and Management of Staff*** Oversee and support the work of the MYP and DP Co-ordinators and subject leads

and ensure the implementation and successful development of the MYP and DP programmes and all curriculum areas;* Support the Senior Housem in leading the work of the house tutors;
* Support the professional growth of colleagues and oversee the professional appraisal of secondary colleagues, in conjunction with other members of the SMT;
* Work with the Headmaster in the recruitment of secondary teachers;
* Plan and carry out induction of new staff;

**Parental Communications*** Liaise with parents over parental concerns and in more complex disciplinary and pastoral cases, in liaison with relevant colleagues;
* Co-ordinate Pupil Parent Teacher consultations;
* Oversee the induction of new pupils and support for new parents;
* Work with the parent community to ensure that they are well informed and involved as partners in the school;
* Act as the Secondary Department public face in the Malvern College Hong Kong and wider communities;

*This list of duties is not exhaustive and the role will develop to fit the strengths and experience of the successful candidate.*  |

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| **Key Relationships** |
| **Internal** | * Headmaster, Deputy Head, Head of Primary, MYP and DP Coordinators, Senior Housem, House tutors, teachers, administrative team, pupils
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| **External** | * Parents, visitors
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| **Position Requirements** |
| **Academic Requirements** | * Minimum Bachelor’s Degree
* A recognized teaching qualification (e.g. PGCE)
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| **Required Working Experience** | * Minimum 10 years’ teaching experience;
* Proven educational leadership and programme coordination experience;
* Previous experience of working in an international school;
* Prior experience of a school capturing the British independent school ethos is preferred;
* Recent experience of the IB MYP and/or DP programmes;
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| **Additional Requirements** | * Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross cultural approach to work;
* A willingness and commitment to contribute fully to the life of the pu­pils and school beyond the academic day, including active par­ticipation in the academic enrichment and co-curricular programmes;
* Flexibility to teach within the MYP/DP programmes, if required;
* An openness to assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
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