



## DEPUTY HEAD OF SECONDARY SCHOOL (PASTORAL)

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2021**

## JOB DESCRIPTION FOR DEPUTY HEAD OF SECONDARY SCHOOL (PASTORAL) FOR AUGUST 2022

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1470 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.



<b>Job Title</b>	Deputy Head of Secondary School (Pastoral)	<b>Department</b>	Secondary School
<b>Start Date</b>	1 August 2022	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Secondary School	<b>Direct reports</b>	Grade Coordinators

<b>Job Scope</b>	The Deputy Head of Secondary School (Pastoral) is a key member of the Secondary Leadership Team with a key role in overseeing the provision of high-quality pastoral care, assuming responsibility for the enrichment of student life in the secondary school.
<b>Main Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p>This not an exhaustive list of all duties/responsibilities:</p> <p><b>Leadership and strategy</b></p> <ul style="list-style-type: none"> <li>• To deputise for the Head of Secondary School as and when required</li> <li>• Leadership of the Grade Leaders and Secondary School Staff to promote high expectations of pastoral care for the students</li> <li>• Leadership and development of the pastoral system, including enrichment, houses and student councils</li> <li>• Promotion and communication of pastoral initiatives amongst stakeholders</li> <li>• Line management of Guidance Counsellor(s) and oversight of the Personal Development Curriculum</li> <li>• Contribute and ensure that the development and delivery of Secondary School improvement plan is aligned to the school's vision</li> </ul>



- Use data and evidence effectively and appropriately to evaluate and impact on the horizontal performance of students
- Attend regular leadership team meetings as part of the Secondary Leadership Team
- Lead on the Moral, Social and Cultural Education programme
- Lead behaviour for learning, ensuring there is a conducive and nurturing environment for learning to flourish
- Stewardship of a positive learning environment by regular review of rewards and sanctions as well as consideration of outcomes from the professional development cycle
- Develop systems to promote high levels of engagement, punctuality and attendance

#### **Teaching and Learning**

- To continue to maintain an environment in the Secondary School that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour
- To contribute to the organization, implementation and monitoring the IB MYP, DP, CP, BTEC, ASDAN and Swiss Matura curricula and assessment so that statutory requirements are met
- To ensure that secondary students develop study skills in order to learn more effectively and with increasing independence
- To determine, organize and implement a policy for the personal, social and moral development of students
- To monitor and evaluate the quality of teaching and learning and standards of achievement of all secondary students through appropriate methods.
- To determine and implement policies which promote:
  - a) positive strategies for developing good relations and dealing with incidents of conflict
  - b) equality of access, inclusion and diversity
- To determine and implement positive strategies and programmes which ensure good student behaviour and discipline and give support and clear guidance on suspensions and exclusions
- To develop and maintain effective links with the wider community including business and industry, to extend the curriculum and enhance teaching and learning
- To continue to maintain an effective partnership with parents and the wider community to support and improve students' achievement and personal development
- To promote extra-curricular activities in accordance with the educational aims of the secondary school
- To ensure information on student progress is used to improve teaching and learning.

#### **Pastoral care and well-being**

- Exercise the role of the school's child protection officer by managing all aspects of safeguarding issues, concerns and investigations to ensure students and parents fully understand the school's safeguarding policy and procedures
- Ensure school policies related to pastoral systems are followed by all secondary staff and that all secondary staff are held accountable for their implementation. the attendance policy is fully implemented and attendance is monitored, and protocols followed
- Promote high levels of student well-being through bespoke initiatives that evolve dependent upon current trends in student care and support

	<ul style="list-style-type: none"> <li>• Monitor, support and track student well-being</li> <li>• Communicate effectively with parents on sensitive issues</li> <li>• Enjoyment of, and proven ability in, communicating with young people</li> <li>• Maintain effective partnerships with parents to support student achievement, well-being and growth</li> <li>• Liaise with other schools and relevant organisations in matters of pastoral care</li> <li>• Effectively manage student behaviour and nurture the creation of an effective climate for learning</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Manage and deliver the Secondary School cover programme for staff absence in a consistent and transparent manner</li> <li>• Organisation of supervision rotas outside of class time</li> <li>• Organisation of assemblies and coordination of relevant events promoting community cohesion and a sense of belonging for all stakeholders</li> <li>• Collaboration with Admissions and the Head of Secondary to ensure an effective admissions process</li> <li>• Effectively manage, lead and inspire Grade Coordinators to have oversight, lead and monitor pastoral systems at grade level</li> </ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Support an ethos that embodies learning at all levels</li> <li>• Keep abreast of developments in international schools to ensure that SISD maintains a place at the forefront of international best practice</li> <li>• Lead, promote and cascade professional learning within the pastoral section</li> <li>• Provide necessary training for all pastoral staff to enable them to perform their roles and responsibilities to high standards</li> <li>• Collaborate with other Deputies and the Principal on recruitment, with a focus on those aspects that relate to the pastoral and wellbeing systems e.g., Grade Coordinators, Home Room Teachers and Counsellors etc.</li> <li>• Assist with whole school monitoring and evaluating of the Professional Development Cycle</li> </ul> <p><b>Compliance and inspection</b></p> <ul style="list-style-type: none"> <li>• Assist with monitoring and regular review of key policies</li> <li>• Ensure regulatory compliance in areas relating to safeguarding and pastoral life at school</li> <li>• Seek excellence in all areas of the school SEF and school inspections relating to teaching and learning, pastoral and personal development</li> </ul>
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#### Key Relationships

<b>Internal</b>	Students, Board, Senior Leadership Team, Deputy Senior Leadership Team, Secondary Leadership Team, Curriculum/Subject/Grade Coordinators, Head of Depts, Teachers, Counsellors, Healthcare Team, HSE Team, Marketing & Admissions Team, HR Team
<b>External</b>	Parents, KHDA, IB

#### Position Requirements

<b>Education</b>	<ul style="list-style-type: none"> <li>• Subject Degree or Educational Degree</li> <li>• Professional Teaching Qualification/Certification</li> <li>• Leadership Qualification and/or evidence of effective professional learning</li> </ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years of teaching experience in a secondary school</li> <li>• Middle management/leadership experience in a secondary school</li> <li>• Pastoral experience in a secondary school</li> </ul> <p>Leadership of cross-subject/department/phase project with evidence of impact</p>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Be an exceptional communicator whether in writing, in one-to-one situations with students and parents, or in presentations to larger audiences</li> <li>• A proven track record of meeting deadlines and delivering results through effective management, organization and planning of work</li> <li>• Be able to see the bigger picture and understand the school vision and how it interrelates with areas of school life</li> <li>• A high level of IT literacy</li> <li>• An understanding of what outstanding pastoral care looks and feels like</li> <li>• Ability to develop a clear vision for the future direction of the school in terms of pastoral programme.</li> <li>• Proficiency in other languages such as French, German or Arabic is desirable</li> <li>• Ability to think and plan strategically and creatively</li> <li>• Be an outstanding teacher with a passion for education and ability to inspire and enthuse students</li> <li>• Excellent and effective classroom management skills</li> <li>• Be adapt at having oversight of multiple projects at any one time</li> <li>• Be an experienced and proven leader who can build, inspire and motivate his/her team</li> <li>• Be able to build effective relationships with a wide range of people including pupils, parents, colleagues and the wider community. The ability to put people at ease, reassure, guide and explain</li> <li>• High level of emotional intelligence and empathy</li> <li>• Be a good team player</li> <li>• Be a flexible, proactive problem-solver with an analytical mind and a creative approach to challenges</li> <li>• Culturally agile and adaptable</li> <li>• Understanding the complex and demanding environment of an international school community</li> </ul>
<b>Salary &amp; Benefits</b>	Competitive remuneration and benefits
<b>Contract</b>	Fixed Term contract

<b>Application</b>	<p><b>Candidates are requested to submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position</li> <li>• Current CV not to exceed two pages</li> <li>• 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One of which must be your current Principal and another your current Line Manager</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>
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I am very grateful to be part of the SISD team for the 2020/21 academic year. Since joining SISD, I have been made to feel extremely welcome by each member of staff. The positivity that flows through the school is contagious and energizing. The support, I receive from other members of staff, motivates me to raise my standards and become a better educator, colleague, and person. The huge focus on Well-being is evident and the impact is clear to see in the outstanding teaching and learning being done throughout the school. The repour you see between colleagues, teachers and students really shows of the unity that SISD thrives upon.

– Jonathan Harkin, Primary Teacher

I have had the pleasure of experiencing first hand, the development of the French/ English bilingual stream at SISD, which has grown and developed and is now fully imbedded into the students daily lives. Students naturally speak both French and English in our classroom and it has been a joy to see students progress in multiple languages. I have worked at SISD for 5 years as an English teacher, KG2 coordinator and now Grade 1 coordinator. I have had such a positive experience working in both the Early Years and Primary schools and have enjoyed co – teaching with some incredible teachers.

– Tamara Grannell, Grade 1 Teacher

I think SISD has a vibrant faculty, where talented professionals collaborate to provide excellent results for our students. With outstanding facilities and infrastructure, the environment is an inspiring workplace with a warm community of staff, parents and students alike.

– Samantha Hodges, Well-being Coordinator

