



REPTON
CAIRO

**SECONDARY SCHOOL
COORDINATOR**
JOB DESCRIPTION

Start Date August 2025

Post: Secondary School Coordinator

Responsible to: School Principal

The Secondary School Coordinator leads the academic and pastoral aspects of the Secondary School. This position involves leadership of teaching and learning, supporting teachers and students, and ensuring that the school's educational objectives are met efficiently. The Secondary School Coordinator is also a member of the School's Senior Leadership Team.

PRINCIPLES

- To provide strong leadership to the PE Department so that teaching and learning is consistently good or better.
- To contribute to the values of Repton School Cairo.
- To raise pupil attainment in PE at all levels.
- To promote continuity and raising of standards between the Key Stages
- To ensure that all pupils make at least expected progress and that ambitious targets for student performance are met in all Key Stages.
- To ensure individual pupil data is used to set appropriate attainment and progress targets.
- To maintain an overview of progress and implement intervention to raise attainment.
- To establish and promote a safe learning environment where pupils enjoy and achieve.
- To be pro-active in developing and supporting primary links.
- To continue to develop an innovative and progressive curriculum in PE lessons which is supported by a vibrant programme of extracurricular and enrichment activities.

RESPONSIBILITIES

1. Academic Support:

- a. Ensure that teaching and learning is monitored and continuously developed
- b. Provide guidance and support to teachers on instructional strategies and classroom management.
- c. Facilitate professional development opportunities for teaching staff.
- d. Monitor student progress and implement intervention strategies as needed.

2. Pastoral Support:

- a. Support students in maintaining high standards of excellence in all aspects of school life.
- b. Support form tutors in their role in supporting the children in their care.
- c. Liaise with the Pastoral Care and Learning Enrichment teams to ensure individual children are appropriately supported.
- d. Liaise with the Primary School Coordinator to ensure a seamless transition between key stages.
- e. Liaise with Administration to ensure that new students are effectively onboarded.

3. Curriculum:

- a. Oversee the implementation of the secondary school curriculum and evaluate the teaching and learning within the curriculum.
- b. Ensure alignment with educational standards and school goals.
- c. Collaborate with department heads to update and improve teaching and learning, assessment and curriculum content.

DUTIES

1. Collate and maintain assessment and related data and use this in supporting pupil progress.
2. Lead on the continuous development of teaching and learning within the secondary school.
3. Assist in organising whole school events, parent-teacher meetings, and other such opportunities.
4. Foster a positive and inclusive school environment.
5. Address student behavioral issues and implement disciplinary measures when necessary.
6. Encourage student participation in extracurricular activities and leadership opportunities.
7. Serve as a liaison between teachers, students, parents, and school administration.
8. Ensure timely and effective communication regarding events, and student performance.
9. Teach one or more curriculum subjects and act as a role model to other teachers.



RELATIONSHIPS

1. Collaborate with leadership, teachers, department heads, and administrative staff to achieve school objectives.
2. Work closely with the Senior Leadership Team colleagues to align strategies and initiatives.
3. Engage with parents to discuss student progress and address concerns.

This role requires a dynamic individual with excellent organisational, communication, and leadership skills. The ideal candidate will have a strong educational background and a passion for fostering a supportive and challenging learning environment.

Qualifications / Attainment	
Bachelors Degree	<i>Essential</i>
QTS	<i>Essential</i>
Masters Degree	<i>Desirable</i>

Skills Required	
Effective leader with a track record of experience in academic/curriculum leadership positions	<i>Essential</i>
Experience in delivery of the English National Curriculum.	<i>Essential</i>
Problem solver, able to work under pressure and manage competing priorities	<i>Essential</i>
Strategic thinker, able to prioritise, plan and organise	<i>Essential</i>
Team builder	<i>Essential</i>
Highly skilled teacher, able and happy to model outstanding planning, teaching, marking and assessment	<i>Essential</i>
International school teaching experience	<i>Desirable</i>
Experience/understanding of UK independent school education	<i>Desirable</i>

Personal and Professional Qualities	
Excellent communication skills, leadership and persuasion skills	<i>Essential</i>
Strong organisation skills	<i>Essential</i>
Resilient, patient, adaptable, flexible	<i>Essential</i>
Sense of humour	<i>Essential</i>



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www.reptoncairo.org