

JOB DESCRIPTION

HEAD OF SECONDARY



NETWORK
INTERNATIONAL SCHOOL

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JOB DESCRIPTION

Head of Secondary

ABOUT THE ROLE

Job Title : Head of Secondary - Network International School

Salary : Network International School Pay Scale

Hours of Work : Permanent, Full Time

Accountable to : Principal - Network International School

JOB PURPOSE

To support the Principal in the successful leadership and management of the Secondary School at Network International School to ensure a high-quality education for all secondary students and outstanding standards of learning and achievement. The Head of Secondary will be a member of the school's Executive Leadership Team.

AREAS OF ACCOUNTABILITY

- To support the Principal and play an integral role in promoting all aspects of school ethos, inspiring and motivating Secondary students and being a lead member of the school community.
- To be accountable for the strategic leadership and management of the Secondary School, within the context of the school's aims and policies.
- Continue to develop the Secondary Phase in which all staff recognise that they are accountable for delivering an outstanding education and are integral to the success of the school.
- Ensuring that parents and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achievement.
- Working in partnership with the Principal in the planning, implementation, review and evaluation of the School Development Plan.
- Securing effective teaching and learning and improved standards of achievement.
- Lead on standards, progress, assessments and curriculum for the Secondary School.
- Monitoring and evaluating standards of teaching and learning.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Working with the Principal

- Working in partnership with the Principal to deliver the ethos and values that underpin the school.
- Supporting the Principal in implementing a School Development Plan that will secure continuous school improvement.
- Supporting the Principal in monitoring the quality of teaching and learning including lesson observations, learning walks, monitoring of short and medium term planning and scrutiny of students work through the schools Quality Assurance process.
- Provide a clear vision and direction for the development of the Secondary School.
- To accelerate and monitor the progress of all secondary students.
- In conjunction with the Principal lead, manage and develop the curriculum delivered to all students in the Secondary school.
- Working in partnership with the Principal to carry out the requirements for Performance Management of secondary teachers and the induction for new staff.
- Working in partnership with the Principal on recruiting outstanding teachers to the school.
- You may be required to carry out additional duties, as the Principal may reasonably request from time to time.

2. Leading and Managing Staff

- To lead the day to day operational management to facilitate the smooth running of the Secondary School, provide leadership to all Secondary staff and students and support the day-to-day leadership of the school.
- Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
- Provide a role model for students and other staff through their personal and professional conduct.
- Promote the highest standards of courtesy and mutual respect and set high expectations for student behaviour.
- Ensure that appropriate cover arrangements are in place to cover teacher absence.
- Ensuring that all aspects of administration for the Secondary School such as letters and Newsletters are sent out on time.
- Ensuring that all policies and procedures are followed correctly.
- To be responsible for the effective supervision and management of students in and about the premises and site during snack and lunch.
- To carry out the duties of a Class Teacher and demonstrate an excellent ability to teach.
- Ensure that all staff fulfil their professional duties.
- Attend all relevant meetings according to the schedule.

SPECIFIC DUTIES & RESPONSIBILITIES

3. Teaching and Learning

- Continue to maintain an environment that promotes and secures effective learning, and high standards of teaching, achievement and behaviour.
- Monitoring the quality of teaching and learning and resourcing through the schools Quality Assurance process.
- To lead colleagues in constructing, revising and developing schemes of work and to include a variety of resources and teaching and learning methods to allow all students to achieve success.
- Determine and implement positive strategies and programmes, which ensure good student behaviour.
- Lead, develop and enhance the practice of all colleagues working with students in the Secondary School.
- Lead and co-ordinate assessment across the Secondary School and use data effectively to plan learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve students' achievement and personal development.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development of students in the Secondary School and be committed to a fully inclusive school.
- Monitor secondary school attendance and punctuality.

4. Efficient and Effective Deployment of Staff & Resources

- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

5. Safeguarding Children & Safer Recruitment

- To be responsible for promoting and safeguarding the welfare of children and young people. All employees have a responsibility for the children and young people that they will come into contact with.

PERSON SPECIFICATION

Head of Secondary - Network International School

AREA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications & Training	<ul style="list-style-type: none"> • Relevant Degree • PGCE, QTS 	<ul style="list-style-type: none"> • Evidence of further study / research 	<ul style="list-style-type: none"> • Application • Certificates
Professional Development	<ul style="list-style-type: none"> • Evidence of relevant continuing professional development 	<ul style="list-style-type: none"> • Ability to identify own professional development needs 	<ul style="list-style-type: none"> • Application
Experience of Teaching and School Leadership	<ul style="list-style-type: none"> • Successful experience of strategic leadership in secondary education • Experience at Deputy or Assistant Head level. • Evidence of making a positive impact on whole school improvement • Awareness of successful strategies used to raise students' attitudes to learning • Evidence of outstanding classroom practice and understanding of how to improve the teaching of others • Evidence of commitment to inclusion and the development of students personal, social and emotional well-being 		<ul style="list-style-type: none"> • Application • Interview • References
Professional Knowledge & Understanding	<ul style="list-style-type: none"> • In depth knowledge of English National Curriculum, IGCSE's and A Level • Knowledge of best pedagogic practice and strategies to improve teaching and learning • Be knowledgeable about current developments in education, including recent educational legislation and insights into enabling and leading effective learning • Understand and be able to use data to establish benchmarks and to set targets for improvement • Understanding of statutory safeguarding requirements including safer recruitment and child protection. 		<ul style="list-style-type: none"> • Application • Interview • References

PERSON SPECIFICATION

Head of Secondary - Network International School

AREA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Personal Qualities	<ul style="list-style-type: none"> • Be a native level English Speaker • Emotional intelligence • Excellent oral and written communication and high level ICT skills • High expectations and positive role model for students and staff • A commitment to continuous professional development • An ability to build and maintain effective relationships with parents, external partners and the community that enhance the progression, achievement and attainment of all students • Have excellent people management skills, be skilled at interacting with young people, and be able to apply effective behavioural management techniques • Able to delegate, meet deadlines, prioritise, and combine accountability with autonomy • Demonstrate vision, creativity and initiative • Be committed to ensuring high quality learning and achievement for all • Show stamina, resilience, reliability and integrity 		<ul style="list-style-type: none"> • Application • Interview • References