

# JOB DESCRIPTION

## *Director*

### ***Key Responsibilities***

1. Provide leadership to the whole school community.
2. Implement the school's Mission, Vision, Goals and Policies.
3. Develop and implement the school's short and long term Strategic Plan.
4. To develop and implement the educational philosophy of the school and to promote a culture of best practice.
5. Recruit, appoint, appraise, inspire and develop the staff.
6. Promote the development of the educational programmes to enhance academic excellence.
7. Maintain a strong and positive relationship with the Board, the faculty, students, parents and local government departments.
8. Oversee the development and maintenance of the school's facilities.
9. Prepare, implement and control the approved annual budget.

### ***Interpersonal Skills***

1. Passionate about learning.
2. Able to lead, manage and inspire a team.
3. Excellent organisational and communication skills.
4. Good business and management skills.
5. Very good communicator in both English and if possible, German.
6. Resilient and Principled.
7. Ethical and Respectful.
8. Internationally-Minded.

### **RESPONSIBILITIES**

#### **1. Leadership**

##### **a. Implementation of the Future Direction**

- Articulation of the School's Mission.
- Gain staff commitment and involvement in defining how the Mission translates into practice.
- Create opportunities for staff self-development.
- Create an environment which encourages learning and change among staff.

##### **b. Managing the Change**

- Involve staff in developing goals and action plans.
- Identify criteria for success.

- Encourage staff initiatives which develop the goals.
- Monitor and evaluate progress.
- Give feedback on results.
- To lead and manage the teachers; to encourage, support and challenge them to maintain and raise the already high academic standards.

### **c. Recruitment and Induction of New Staff**

- Identify needs and draw up profile for each vacancy.
- Conduct the recruitment process according to Board policy.
- Involve appropriate staff in the selection and evaluation process.
- Ensure that all staff have individual contracts drawn up according to procedures set down and that all is in keeping with Swiss law.
- Ensure that all staff working in the school have the necessary work permits and papers according to Swiss law.
- To monitor constantly staff performance and to be the first port of call for any teacher in need of advice or support.
- Organise a suitable induction for new staff, ensuring they have all the Information they need to understand the particular needs and challenges.

### **d. All Staff**

- Provide professional and personal support as needed.
- Ensure all staff have clear, up to date Job Descriptions.
- Coordinate and promote Professional Development.
- Conduct an annual goal setting discussion with staff.
- To chair all teaching staff meetings.
- Draw up a Development Plan for the achievement of the goals.
- Monitor performance through the year.
- Carry out a formal evaluation at the end of the trial period.
- Carry out Appraisal Procedures laid down in Board Policy.
- Ensure that the all procedures and minimum competency requirements are up to date, known and followed by all staff.
- Ensure that an appropriate timetable for student learning is in place.

### **e. Students**

- Know and be known by students and be seen as a role model for them
- Visit classrooms frequently and attend special activities.
- Serve as a resource and help-line for students requiring special care.
- Lead discussion and make decisions on all serious discipline problems.
- Be prepared to teach classes, if necessary.
- To liaise with students' academic Tutors, form takers and, when necessary, with parents to monitor the progress of all students within the school and to deal with any concerns.

## **2. Curriculum Management and Review**

#### **a. Regularly review the curriculum**

- Ensuring that it is in keeping with the School's Mission and the Board's stated priorities and goals.
- Review regularly research development, latest thinking and practice to identify examples of excellence which may have relevance to the School.
- Maintain an up to date knowledge of requirements of excellent secondary schools.
- To oversee the creation and maintenance of all academic policies and to update accompanying handbooks and the staff handbook, where they relate to the curriculum.
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#### **b. Development**

- Recognise and reward excellence.
- Take time to develop new ideas and move forward.
- Identify areas for development Work with staff on developing the curriculum.
- Keep informed of developments in IB, IGCSE and other appropriate agencies.
- Develop relationships with other schools, international and otherwise, which could be important for our students.
- To develop links, for the benefit of the school, with other educational organisations

### ***3. Parent and Community Relations***

- Know and be known by the parent body
- Establish effective communication with parents, encourage their involvement within limits.
- Be available to meet with parents individually at all reasonable times.
- Explain the mission, values and goals of the school to parents.
- Anticipate problems and situations likely to concern parents and take preventative action.
- Ensure all parent concerns are followed up and dealt with effectively.
- Keep parents informed of the school's activities by issuing a regular Newsletter.
- Act as mediator between parents and staff. Deal with issues and exercise professional judgment in the interests of the students.
- Enable parent representatives to make a positive contribution to school life within defined roles and limits.
- Attend PTA meetings to give information and guidance.
- Represent the school to outside organisations, promoting activities that involve the local community, attempting at all times to promote the school's public image. Liaise with local authorities including, police, fire, government employment and health and safety offices.

### ***4. Administration***

#### **a. Finance**

- Estimate student enrolment following established criteria; carry out an annual re-enrolment procedure.

- Review and follow up the operating budget; prepare the next year's operating budget for Board approval.
- Agree priorities for expenditure, according to the short and long term plans.
- Draw up a proposal for Capital Budget Expenditure.
- Present Budget to Board for approval.

#### **b. Control of Spending**

- Ensure that there are proper procedures for and internal control of, all spending according to agreed budget.
- Regularly review the status of student numbers and inform the Director of any major changes which may affect the budget.
- Monitor staffing, supervision, overtime and replacement costs and keep within the budget forecast.
- Monitor expenditure on teaching materials and ensure budgets limits are kept.

#### **c. School Administrative Support**

- Ensure the secretarial support fulfils all the functions for the efficient daily running of the school administration.
- Organise the work to be carried out as a team function.
- Involve support staff in the life of the school so that their work has meaning in the context of the mission and goals of the school.

#### **d. Buildings and Grounds**

- Ensure that a system is in place which will ensure the safety and security of the students, staff, parents and visitors.
- Ensure that the buildings create an environment conducive to learning.
- Ensure buildings are well maintained, clean and secure.
- Ensure adequate First Aid and Emergency procedures are in place.

#### **e. Employment**

- Submit a list of staff to Head of Business and Administration, defining salary which is in keeping with the budget.
- Ensure all staff working in the school have all the relevant papers and work permits according to the Swiss laws.
- Submit requests for salary payments at the appropriate time for salaries to be paid at the end of each month.
- Control spending on salaries to keep within the budget.

#### **f. Marketing of School**

- Plan and execute programs that enhance the visibility and public perception of the school
- Organize activities that support the admission, marketing and development objectives of

the school

- Ensure clear and transparent communication between & amongst all constituencies of the school
- Manage, contribute and maintain all content for the School website
- Produce and distribute weekly electronic newsletter to current parent body
- Assist in distribution of email blasts as needed for Admissions
- Manage message calendar for electronic communications
- Manage media relations, including writing and distributing press releases and cultivating relations with local media
- Attend and photograph on- and off-site School events; maintain the archival photo library
- Review the production of all school publications, including the handbooks, event invitations and programs, parent invitations, general communications, etc.
- Produce advertisements for admission purposes
- Collaborate on admissions-themed advertisements, marketing materials, events, tours, information sessions and relationships with Realtors and other schools
- Liaison with the Board's members on annual objectives
- Manage school relationships with outside website vendors, photographers, graphic designers and printing firms
- Collaborate with the Admissions to develop and direct all integrated social media efforts
- Conducts demographic and market research as needed
- Create a deeper level of branding for the School across all media and audiences
- Update existing marketing plan as needed with strategic long-term and tactile short-term objectives
- Manage and plan department budget including all advertising expenses
- Maintain common editorial and graphic standards across school publications for branding reputation and integrity
- Coach colleagues in marketing, writing, publication skills.

#### **g. Foundation Board**

- Attend Board meetings.
- Prepare necessary reports and proposals for the Board.
- Keep Board appropriately informed at all times.

#### **h. Boarding House**

- Appoint all Boarding House staff.
- Ensure all Boarding House activities are in keeping with all school policies and procedures.
- Ensure discipline is in keeping with set school rules.
- Deal with any major issues.