

## Deputy Head of School

**When to use this form:** A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

**Where to send this form:** Form can be emailed or sent to the HR Department.

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Deputy Head of School	Reference: (YYMMDD)
Function/Department	School Leadership	Location: Sukhumvit 107
Manager Title	Head of School	
Position Type	Permanent	
Position Status	Full Time	

### Position Objective

- Ensure Team S107's strategic intention: to be known as a place where **'everyone succeeds in a community of care'** is at the core of all policies and procedures.
- The Deputy Head of School deputises for the Head of School. In these instances, the DHOS is the representative voice on all school matters, the ambassador who understands the school's value proposition, appreciates individual parent and student needs, and who can effectively and positively communicate everything positive and special about the school to the S107 community and the wider community in Bangkok and beyond.
- Support the Head of School in ensuring S107 lives and breathes the cognita way, that S107 development plans dovetail with Inspirasia 2018-21 development plan and in ensuring alignment with the Thailand SAIS.
- Link the four key strategic planning groups by attending the Leadership team meeting, Chairing the Operations team meeting, and attending the secondary and primary leadership meetings.
- Ensure there is consistency and caution in maintaining S107 positive characteristics alongside a spirit of innovation and appropriate challenge/checking/changing of established practices in all areas of the school.
- The postholder will support continuous improvement in all departments of the school and ensure each department knows what their Key Performance Indicators are, monitor team development planning and highlight best practice in the school.

### Responsibilities

**The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection**

## Deputy Head of School

**Officer/Designated Safeguarding Lead or to the Head of School or to the Regional CEP so that a referral can be made accordingly to the relevant third party services.**

### Main roles

- Ensure that all policies and procedures are in line with the S107 strategic intention (Team S107: to be known as a place where **everyone succeeds in a community of care**) and that this strategic intention can be seen in everything we do and has guided every decision we make.
- Lead on the operational efficiency of the school and to have an overview of the smooth day to day running of events.
- Ensure key data (particularly student, parent and staff survey data) is well used and contributes to development planning and future actions.
- Lead on ensuring there is planned, systematic review and evaluation of all external school audits (H&S, safeguarding, transport etc) and all internal school review and development documents (such as departmental and key stage school development plans).
- Coach/Manage/Line-manage and meet weekly as a group or individually with the school staff representing non-learning and teaching domains such as the Head of facilities, School Nurse, H&S lead, Head of Admin (who liaises with Bus providers and lunch provider), School Manager (on parent feedback and liaison opportunities), Finance team etc.
- Line manage the ICT technical team and chairing a fortnightly progress and planning meeting.
- Lead on the S107 curriculum, liaising with the relevant stakeholders to ensure S107 curriculum allows 'everyone to succeed in a community of care' and that our curriculum choices are appropriate.
- Lead on all wider curriculum programmes, liaising with the relevant middle leaders such as the ECA coordinator, Head of PE, various non-S107 providers and ensure there is a thriving outdoor education programme which is in line with the Cognita Asia vision.
- Develop S107 community partnerships working with the communities coordinator and with all those administrative staff who have contact with the wider community.
- Oversee the 'out of school time' holiday/summer camps liaising with the relevant providers.
- Chair a weekly Operations meeting to support the smooth day to day running of the school, to review the clarity and efficacy of all relevant S107 policies, to ensure high quality communication and liaison is the norm, and that the school is known for excellent in the way it cares for everyone in our community.
- Attend all key school events and oversee a systematic review of each (WWW/EBI style) so that there is an unrelenting focus on excellence in terms of the quality of care for everyone at S107
- Support the Head of School to lead change and development which will make S107 a better school on a day to day basis.
- Ensure we live our strategic intention '**everyone succeeds in a community of care**' in everything we do.

### Supporting roles

- Have oversight of all data relating to non-teaching provision and have oversight of anything relating to quality control of non-teaching and learning provision
- Act as brand ambassador and present the school to prospective parents and students at recruitment events, open days and information sessions locally and in overseas markets
- Build relationships with key partners, affiliates and influencers in the communities locally
- As a member of the Leadership team liaise with a number of assigned post holders across the school to act as their coach/mentor/line-manager and Let's Talk Appraiser
- Lead on a whole school strand that is related to this job description and which will 'shift the needle' in terms of impact on children's learning
- Support the school assessment coordinator and accreditation lead to make relevant data relating to learning and progress, easy to use, clear to all stakeholders, and useful in their future learning.
- Model constant restlessness with the status quo and on unrelenting focus on how we could improve, excellent work ethic, and a service mindset (and a key focus will be on ensuring that the administrative teams live and breathe this approach - everyone succeeds in a community of care).

## Deputy Head of School

### Communication

- Meet the HoS for a calendared planning meeting once a week alongside constant informal communication about spheres of influence. The HoS role in 2020-21 will be to line manage KS leaders (who will lead on their key stage' calendar, dates and smooth running of the school in terms of timetable and academic lessons/activities) and also focus on learning and teaching in terms of regular liaison with HODs in Secondary section meetings and assisting the HoKS2 with the S107 learning strand (with the DHOS deputising in case of absence so attending these meetings). The DHOS in 2020-21 will lead on operations, all non-teaching and learning areas of the school and on curriculum, in terms of the long term decisions about coherence and the 'right fit' for students.
- Join the HoS in key information meetings and liaison with Cognita Leadership - i.e. safeguarding, MSR, audit visit briefings and feedback sessions.
- Regularly liaise with parents and monitor the efficacy of our parental communication working with the school manager to present improvement measures in an annual development plan to the Head of School.
- Oversee the arrangements for spotlighting or reviewing administrative or non-teaching departments.

### Position Requirements - essential focus and mindsets we are looking for

- To love working in a job like this, to relish helping other people every day, to see the value in courageous conversations, to thrive on the challenge of relentlessly improving learning and teaching opportunities for the children, and to see success and failures of everything we do as opportunities to reflect on how we can keep making S107 a better school every day.
- The role would be entirely suitable for a highly motivated and ambitious candidate looking for a headship as their next role (within 2-4 years) and be willing to sacrifice a higher salary in a more established narrower role for the opportunity to innovate, to be creative, to be part of a positive and successful journey of improvement where our only competitor is ourselves, in a small school where you will be involved in, and have an impact on, everything great we do in the next few years.
- The role will mean working with every member of the S107 team, most of the children in the school and the demands will be significant. There may be a great deal that will be challenging and which you will not enjoy. But if you can be successful in this role, and guide this school to success in this competitive context, you will develop as a leader and as an individual.
- Have the ability to be flexible and to show leadership in areas of school operations that are not necessarily familiar and have high levels of emotional intelligence, ability to delegate and to monitor progress (being warmly demanding) of colleagues, and to lead on the recruitment of all non-teaching staff (and to assist the HoS in all staff interviews involved with learning).
- Model an excellent work ethic whilst also exhibiting a commitment to the well-being of self and others, constant restlessness with the status quo due to a constant nagging doubt that there might be a 'better way' of doing everything we do, an unrelenting focus on how we could improve, and a service mindset (and a key focus will be on ensuring that the non-teaching teams live and breathe this approach - **everyone succeeds in a community of care**).
- S107 is steadily pursuing a goal of continuous improvement and we know we will be better in every way in 6 months (and we will review, recalibrate and look at how we get better over the following 6 months). In everything we do, we will never stop wanting to be better tomorrow than we are today and we treat all feedback, particularly negative or critical feedback as a gift; a problem that we can solve which will improve us.
- There is no problem that Team S107 cannot tackle and, if a potential solution is not working, there is very little that we do today has to be done tomorrow so the successful candidate will have worked in different contexts, across several schools and systems or will have in depth knowledge of what might be tried and applied to resolve any issue and solve any problem.
- We are also community minded within S107 but also in our other communities. We believe we are stronger as a team so contribute enthusiastically with our St. Andrews Cognita sister schools, to the TISAC network

## Deputy Head of School

for student and staff collaboration and events in Bangkok, to FOBISIA and to the wider Cognita family of schools.

- We are aiming to be 'a great place to work' for our staff and there is an emphasis on the well-being of all the S107 community
- As an innovative, edgy and quirky, small-by-design, community-focussed all-through school on one site, we have a unique blend of positive qualities. Our secondary students are independent and caring and even though we have steadily grown we retain the family feel. At the same time we are linked so conveniently right by Bearing BTS to the heart of a vibrant city, and through our curriculum, our liaison with other partners and through our cognita relationships to the wider world beyond Bangkok.
- Whilst there are basic competences that are required for this role, they are less important than being able to evidence that you have the sort of focus, interest and mindset that will ensure you thrive in this role on your journey to headship in the short/medium term.

### Qualifications

- Bachelor's degree in a subject which is taught at S107 (or the flexibility to take on a more general course) - a small teaching commitment is essential to the role
- Further qualification(s) in education and/or educational leadership (at masters or doctoral level)
- NPQH or a project based research style qualification
- Evidence of preparation for Senior Leadership/Headship

### Working Conditions

- Located at St Andrew's International School, Sukhumvit 107, Bangkok, Thailand.
- School is very well resourced and being located 10 metres from the Bearing BTS station on the main Sukhumvit line is only 15 minutes away from the heart of Bangkok.
- The Deputy Head of School is the most senior member of the S107 team after the Head of School and will need to be ready for the responsibility that this entails.

### Terms of Employment

- Standard hours are 7.30 am to 4.30 pm Monday to Friday although the successful candidate will work flexibly and evening and weekend work at particular times of the year will be necessary.
- The DHOS contract will be for two years in the first instance and the role is intended to be a stepping stone to headship for the right person.
- The post is paid on the St. Andrews schools leadership scale which will be shared with shortlisted applicants.