

## Haut-Lac International Bilingual School

### JOB OPENING

<b>Post Title:</b>	<b>Secondary Head in charge of Curriculum</b>
<b>Reports to:</b>	<b>Head of School / Managing Directors</b>
<b>Responsible for:</b>	<b>Oversight and management of the Secondary curriculum from MYP1 – DP2, Content and Delivery</b>
<b>Working with:</b>	<b>Secondary Head for Student Progress and Welfare Primary Heads of Curriculum &amp; Student Learning Whole School Data &amp; Examinations Officer</b>

### Senior Leadership and Executive Committee Responsibilities

This post includes membership of the Whole School SLT/Executive Committee and joint responsibility with the other members for:

- Collaborative leadership and management of the Strategic Development Plan to establish priorities and ensure continuous programme improvement across the school within the framework of the guiding statements.
- Playing a supportive role in staff recruitment, induction and retention, and the provision of suitable, appropriate and targeted Professional Development for academic staff
- Promoting measures to ensure overall student and staff health, safety and wellbeing
- Proactively participating in the school's fulfilment of membership, authorisation and accreditation requirements

### Core tasks specific to the Secondary School Curriculum

- Liaising with other members of the Senior Leadership Team regarding the curriculum content and its delivery in the Secondary school.
- Leading and managing the efficient induction and deployment of staff, and contributing to the setting of the teaching timetable
- Managing the Subject Leaders and setting priorities with them to ensure continuity, progression and development of the academic programme in line with the needs of the students and the expectations for the provision of a high quality bilingual (English-French) learning environment.

- Ensuring that the information, advice and guidance provided to students and parents at all levels of the Secondary school supports appropriate induction, progress and smooth transitions.
- Implementing a consistent process for assessing and monitoring the progress of all students, ensuring the systematic recording of achievements and the constructive use of data to enhance student learning

### Other Duties & Responsibilities

- Together with other members of the Secondary SLT and as appropriate:
  - Take responsibility for the budget allocation and attribution for programmes, resources and activities for MYP1-DP2
  - Manage the performance review of academic staff in the Secondary school
  - Organise/lead Staff and Parent/Teacher Meetings
  - Assist the Admissions Office in the organisation of evaluation for new students / transferring students as may be required
- Ensure that the ongoing whole-school development focus areas (e.g. integrated language learning, peer coaching, digital citizenship) are understood and embedded
- Provide regular reports on curriculum and strategic plan progress to the Executive Committee, Managing Directors and HL Board.
- Proactively promoting holistic education, fully encouraging and participating in the school's vibrant extra-curricular activities.
- Deputise for the Head of Secondary in his/her absence.

### Conditions of Employment

The post holder is required to support and encourage the school's mission and philosophy, adhere to its policies and procedures, and contribute to the pursuit of its objectives as agreed by the HL Board and Managing Directors.

In addition, he/she upholds the school's policy in respect of child protection matters, health and safety, confidentiality and data protection, and complies with all relevant statutory requirements.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

Updated 01.2019 JLD/ck