



St Christopher's School

Assistant Headteacher Job Description

Issued: Nov 2017

We are seeking to appoint an outstanding, passionate and motivated Assistant Head with Key Stage 1 and 2 experience to join our successful Junior School in August 2018. You will become part of a dynamic team who are creative, energetic and determined to give our pupils the best possible opportunity to benefit from an outstanding education.

Start Dates: Arrival date in Bahrain Wednesday 22 August 2018

Location: Bahrain, Saar campus

Contract type: Full Time (2-year)

Salary: Competitive, tax-free, in excess of UK scales

Package: Free furnished housing, medical insurance, annual travel allowance, baggage allowance and free high-quality education for up to three children of your own at the School

The successful candidate will have the following attributes:

- Competence, expertise and a proven track record as an outstanding primary teacher, with recent Junior experience
- A clear understanding of outstanding primary practice
- A deep understanding of what works in teaching and how to raise performance and improve teaching quality
- A proven track record of raising standards of children's academic and personal achievement
- Confident and uncompromising leadership of learning and teaching, behaviour, attitudes to learning and parental engagement
- High standards of professional relationships and the ability to lead and develop staff
- The ability to lead teams through clear action planning
- Outstanding communication in both speech and writing
- Able to participate in decision making regarding whole school issues involving vision and school improvement
- To lead school development initiatives
- To analyse pupil data and plan for improvement

The main responsibilities of the Assistant Headteacher are to:

1. Support the Headteacher in the strategic development of the school
2. Lead aspects of whole school improvement
3. Ensure that each Year Group operates efficiently and effectively
4. Take pastoral responsibility for Junior pupils ensuring effective and positive communication with parents. Support the administration of Rewards and Sanctions
5. Ensure that the views of staff, parents and pupils are used to raise the quality of the educational provision and operation of the School
6. Monitor and evaluate the quality and consistency of educational experiences offered to pupils across each year group
7. Lead workshops for parents on key School initiatives
8. Work towards better communications between all sections of the school community



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9. Accept a measure of pastoral responsibility for all staff and especially for those within their link Year Group
10. Liaise with the Infant and Senior Schools
11. Ensure that reports to parents are of a high and increasing quality
12. Organise and support the organisation and planning of School Theme Days and events
13. Assist with curriculum development

The following areas are shared with other Assistant Heads and are reviewed and rotated regularly

Take responsibility for:

1. organising and overseeing the continuous professional development of staff
2. overseeing the Appraisal of staff
3. budgeting, monitoring the Middle Leaders resourcing of their areas
4. Timetabling and duty rotas across the Infant and Junior School
5. the induction of new staff
6. overseeing relevant school publications; including on-line
7. the Assessment Policy and Assessment procedures throughout the school
8. collating the school calendar and all related communications

The list of responsibilities and duties is not exhaustive.

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people in our care. We follow safe recruitment practices and appointments are subject to vetting including reference checks, identity and criminal record checks. Further details can be found in our [Safeguarding Children and Safer Working Practice Policy](#).