



JOB DESCRIPTION – VICE PRINCIPAL AND DIRECTOR OF STUDIES

DEPARTMENT	Senior Leadership Team
REPORTS TO	Principal
RESPONSIBLE FOR	Teaching, Learning, and Curriculum
PERFORMANCE REVIEW	Annually
WORKING PATTERN	Full time, in person on Oakdale campus, salaried
SALARY RANGE	\$160,000 – \$170,000
REVISION DATE	March 2025

ABOUT HARROW NEW YORK

Harrow International School New York is situated on a stunning campus covering more than one hundred acres of Long Island New York. Harrow New York caters for boarding and day students from the New York region as well as from the wider USA and overseas. Harrow New York offers a bespoke and challenging academic curriculum, combined with pastoral care of the highest standard and an outstanding co-curricular program, all rooted firmly in the Harrow Values of Courage, Honor, Humility and Fellowship. HISNY equips its students with the character, resilience, and adaptability to flourish and be of good influence in the world that awaits them.

All members of staff work to a single, uniting purpose: to prepare students with diverse backgrounds and abilities for a life of learning, leadership, service, and personal fulfilment. This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognize this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

ABOUT THE ROLE

The post-holder will assist in the formulation of policies, organizational plans, goals, and objectives in order to develop and maintain an educationally effective school of excellence. In addition, the employee will be responsible for developing an innovative academic curriculum and an inclusive learning culture at the School. This role will support the Principal in delivering outstanding educational outcomes, ensuring compliance with British and U.S. educational standards.

This job description reflects the core responsibilities of the role and may evolve as the School and the post-holder grow. The School expects the post-holder to recognize this need for flexibility and to adapt, as necessary. Additionally, the post-holder may be assigned other duties.

General Responsibilities

- Work with the Principal in providing strategic leadership to shape a world-leading School from its launch.
- Be a key strategic advisor to the Principal in managing the overall operations and administration of the School.
- Deputize for the Principal in their absence.
- Contribute to the effective marketing of the School, meeting parents, conducting School tours, and leading promotional events as needed.
- Lead efforts to acquiring and maintaining the relevant School accreditations (e.g., IBO, NYSAIS, TABS, NAIS, etc.).
- Be overall responsible for the day-to-day operations of the School, ensuring the maintenance and enhancement of the quality of education.
- Ensure that all School policies are in place, regularly updated in line with the relevant policy schedule and made available as required and appropriate.
- Ensure that the School remains inspection ready and up to date on all requirements.
- With other members of SLT, develop and implement a robust annual review process for teaching and operational staff's professional performance.
- Liaise with the Director of Finance, ensuring that department budgets are effectively, efficiently, and rigorously managed.
- Oversee arrangements for the development, dissemination, and practice of whole-school emergency procedure.
- Responsible for all matters relating to staff and student attendance and discipline, including coordinating disciplinary investigations as required.
- Develop and implement a holistic system for monitoring student progress, identifying areas for improvement, and supporting staff in implementing appropriate interventions.
- Organize and participate in parent-teacher conferences, School events, and community outreach programs.
- Engage with the parent community to grow positive and productive partnerships and involve parents in significant decisions associated with their child's education.
- Support and attend all major School events. Work to maintain effective partnerships with the community, promoting and representing the School at local, national, and international level.

- Address student and parent concerns, facilitating effective communication and conflict resolution.
- Develop innovative ways to contribute to student recruitment, working collaboratively with the Admissions Department to meet enrollment targets.
- Maintain overall responsibility for all aspects of the academic life of the School.
- Play a key role in establishing a reputation for Harrow New York as a leading academic institution in both local and national contexts.
- Monitor and intervene to ensure students achieve at levels appropriate to Harrow New York, coordinate intervention programs where needed and assist the Principal in ensuring quality assurance.
- Develop and coordinate the use of assessment and academic tracking across the School in consultation with the department heads so that it can be used by the Departments / Tutors to raise standards of academic achievement by students in the School.
- Monitor student performance through detailed analysis of all examination results, and progress across year groups, including value added data.
- Work with the Student Support department to ensure the special educational needs of all students in the School are met, access arrangements / normal ways of working are in place and that provided IEPs are being followed.
- Promote cross-curricular dimensions and the development of cross-curricular functional skills: literacy, numeracy, and digital literacy.
- Be up to date with, and in a position to advise on (through regular briefings and bulletins and at meetings) curricular and general academic developments internationally and locally.
- Have an overview of the whole curriculum and advise on its development mindful of local and international requirements.
- Lead and prepare for the School all academic literature for parents, students and staff including options booklets, learning and teaching policies, relevant sections of the Staff Handbook, Student Handbook and the School website.
- Work closely with the leadership team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
- Assist in mentoring new teachers.
- Actively support the values, vision, ethos, culture and policies of the School. Inspire and motivate students, teachers and other School employees.

Curriculum

- Be responsible, under the Principal, for planning the School's curriculum and for implementing strategic changes.
- Oversee the Super Curriculum and the provision of electives, lectures and all other academic extensions.
- Develop a challenging and innovative curriculum that will equip students for life in the 21st century.
- Oversee the effective delivery of the co-curriculum, including line managing the Directors of Sports, Music, Drama and ensuring the effective running of the Community Partnerships Program.

- Advise the Principal on academic developments (e.g. the Shape of the Day, Developments in Artificial Intelligence, Curriculum Review, and Harrow Diploma).
- Oversee academic partnerships with other schools and institutions.

Teaching and Learning Standards

- Serve on all relevant committees as requested by the Principal.
- Ensure Heads of Department develop and implement their departmental strategic plans.
- Identify areas of especially good classroom practices and disseminating lessons learnt more widely.
- Identify areas of weakness and help to overcome them.
- Conduct lesson observations, provide constructive feedback, and promote best teaching practices.
- Ensure all students achieve the best possible IB examination results.
- Ensure all students who need it receive adequate support for EAL and ALS.
- Work with the Director of IT and Systems on the development of IT in the academic work of the School and being responsible for the training required and its monitoring.

Human Resources

- Play a key role in the recruitment, selection, onboarding and ongoing training and development of staff.
- Recruit, mentor, and support faculty members, ensuring high teaching standards and professional growth.
- Advise the Principal on the appointment of Teachers and Heads of Department.
- In collaboration with Heads of Department, support teachers in their Teaching and Learning duties and the development of academic excellence across the School.
- Line-manage and appraise Heads of Department (including Head of Student Support and the School Librarian) and coordinate meetings of Heads of Department.
- Coordinate the training and induction of new Heads of Department.
- Coordinate the appraisal process for departments and teachers.
- Oversee the Annual Academic Report and Annual Review processes.
- Promote CPD/Inset of all teachers and coordinate appropriate management training for Heads of Department with the Principal and the Head of HR.
- Be responsible for start-of-term staff orientation arrangements.
- Chair the Academic Advisory Committee.

Administration

- Manage the teaching and learning, and quality of education aspects of ISI inspections.
- Oversee arrangements for Parent-Teacher Conferences.
- Produce data for external agencies, including the Basic Education Data System (BEDS) Code Information for the State of New York.
- Overseeing the transition of students from MYP to the DP.

Finance

- Exercise budget-controller responsibilities for Academic Departments' budgets, including assessing bids from Heads of Department, prioritizing in consultation with the Principal, and monitoring spending to ensure that it remains within budget.
- Manage the Academic Inset budget.

PERSON SPECIFICATION

All members of staff are expected to be positive role models within the School community and conduct themselves in line with the School's values: **Courage, Honor, Humility** and **Fellowship**. The successful candidate will demonstrate:

QUALIFICATIONS AND EXPERIENCE

Essential

- High-level academic qualifications, in a relevant subject area.
- Formal teaching qualification such as an appropriate education degree, or a bachelor's degree along with an internationally recognized teaching qualification (e.g., US state-approved teacher education program, UK PGCE, UK QTS).
- Expertise and experience in leading International Baccalaureate Programmes and U.S. educational standards.
- Skills in timetabling, scheduling, and resource allocation.
- Understanding of school accreditations processes and academic compliance.
- Significant experience in leadership, at reputable schools, with students aged 11-18, demonstrating a consistent record of success.
- Proven ability to lead, set a clear vision for the School and motivate and inspire others to follow it.
- Experience in strategic planning and implementing long-term plans to achieve school goals
- Ability to analyze academic performance data and implement improvement strategies.
- Expertise in curriculum planning, assessment strategies and instructional leadership.
- Proven ability to lead and inspire faculty and students.
- Experience in leading professional development and mentoring faculty.
- Advanced classroom teaching skills and expertise in a subject area, combined with genuine subject passion.
- Strong experience in overseeing safeguarding, pastoral care and student leadership.
- Knowledge of safeguarding, child protection and student well-being policies.
- Strong pastoral leadership to promote a positive school culture.
- Understanding of boarding school environments and student well-being strategies.
- Willingness to engage in a boarding environment.
- Ability to handle difficult conversations with diplomacy and professionalism.

- Sensitivity to the needs of young people, with a commitment to their support and development.
- Proficiency in educational technology and learning management systems.
- Ongoing dedication to personal and professional growth to uphold high standards.
- Excellent verbal and written English communication skills for engaging with students, staff, parents, and external stakeholders.
- Ability to manage School resources effectively.
- Knowledge of budget management and financial planning for academic operations.
- Ability to ensure compliance with visa and employment laws for international staff.

Desirable

- Advanced degree (e.g., Master's in Education, Educational Leadership, or related field).
- Leadership experience in international schools and proven ability to lead a diverse student body and faculty.
- Familiarity with the unique requirements of a boarding school environment.
- Possess a range of interests that can enhance the co-curricular life of the School.
- Experience in establishing and working within a new school setting.
- Background in diversity, equity, and inclusion initiatives with schools.
- Involvement in boarding school pastoral care, co-curricular programs, or student leadership initiatives.
- Experience in building partnerships with local and international educational organizations.

SKILLS AND ATTRIBUTES

- Strong alignment with the School's ethos and values and displays ambition for the School's direction.
- Excellent interpersonal and management skills, with the ability to relate well to people at all levels and encourage and motivate them.
- Clarity of thought and the ability to express ideas and arguments in a thoughtful and analytical manner.
- Strong curriculum development, instructional leadership, and assessment design skills.
- Strong commitment to student well-being, safeguarding and child protection.
- Ensures accuracy in academic planning, compliance, and reporting.
- Effective team player and track record of leading collaboratively across departments.
- Exceptional organizational and administrative skills, maintaining composure under pressure.
- High stamina and resilience to endure the demands of a busy school environment.
- Good judgement, diplomacy and discretion when handling sensitive situations with students, parents and staff.
- Upholds integrity and honesty in all professional interactions.
- Capable of building positive relationships and inspiring others to achieve their best, fostering a supportive and collaborative environment.
- Proficient in resolving conflicts among students, staff, and parents in a constructive manner.
- Capable of making informed and timely decisions that benefit the school community.

- Flexible in responding to changing circumstances and challenges within the school environment.

It is the post holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of students in the School they must report any concerns to the School's Designated Safeguarding Lead.