

DEPUTY HEAD OF SECONDARY SCHOOL (Academic Strategic Data and Progress Lead)

Main tasks and duties of Deputy Head of Secondary School (Academic Strategic Data and Progress Lead)

Job Scope

The Deputy Head of Secondary School (Academic Strategic Data and Progress Lead) will be a key member of the Secondary Pedagogical Leadership Team and will take responsibility for the academic development of all secondary students.

Main Duties and Responsibilities

This not an exhaustive list of all duties/responsibilities:

Student Progress and Assessment

- Maintain active oversight of student progress throughout the Secondary School, working with pastoral and academic staff to ensure that every student is supported to meet their personal academic potential
- In liaison with the MYP and DP coordinators, ensures that the curriculum meets the needs of all learners through the analysis of student data and teacher feedback
- Continually raise student attainment and progress through strategic use of data throughout the school
- Provide accurate and insightful analyses of student data to inform academic and pastoral support for students
- Lead, promote and communicate with all stakeholders on the use of data and tracking in the classroom
- Communicate patterns, trends and themes in data which help to enable strategic intervention and the creation of targeted action plans for individual students
- Support Grade and Subject Coordinators, and teachers in meetings with parents regarding student progress
- Lead and support Programme Coordinators and Subject Coordinators in maintaining and raising academic standards through effective tracking and intervention processes as appropriate
- Identify and communicate strategic data with members of the senior leadership team to enable underachievement to be managed in a timely manner and promote outstanding progress for all
- Work closely with the Head of Inclusion and the MYP and DP Coordinators to ensure that individual students' learning needs are being met and that they are receiving appropriate support
- Work with the Admissions Department and the Head of Inclusion to ensure that suitable tracking data and academic profile information is received and communicated to all teachers for new students
- Oversee the scheduling and provision of departmental clubs and academic support sessions
- Oversee a whole-school programme of study skills education and support

- In liaison with the Programme coordinators, lead secondary quality assurance mechanisms
- Lead workshops on assessment and data and development sessions for students and parents as appropriate

General Roles and Responsibilities

- Contribute, review and monitor all secondary academic policies and be directly responsible for teaching and learning, assessment, reporting and tracking policies
- Review with the Head of Secondary, departmental and school examination results and subject development plans
- Maintain an up to date knowledge and understanding of current legislation, examination specifics and classroom best practice in order to advise the Head of Secondary School, coordinators and MSLT on the school's academic policies and procedures
- Be responsible, as directed by the Head of Secondary School, for maintaining, reviewing and updating the academic/curriculum sections of the school's Self Evaluation Form, ensuring the school be fully prepared for KHDA, CIS, IB or any other inspection relating to his/her area of responsibility
- Formulate and review the academic/curriculum sections of the annual School Improvement Plan
- Be responsible in conjunction with the examinations officer and coordinators for public examination results summaries and performance analysis (value added etc.) at school and departmental level
- Oversee, monitor and review the secondary school's assessment, recording and reporting procedures
- Work closely with the PYP coordinator and PSLT to promote effective academic and curriculum links between the Primary and Secondary schools.
- Assist the Head of Secondary School in the recruitment and appointment of academic staff
- Demonstrate outstanding teaching practice and commit to a class teaching input as agreed with the Head of Secondary
- Along with the Head of Secondary and the MYP and DP Coordinators, ensure teaching and learning is of the highest possible quality and to encourage a positive culture of continuing professional development and self-review.

Induction and CPD

- Communicate with new staff, ahead of their arrival, on all academic aspects of their role
- Assist with the organizational and planning of the August induction period, with specific reference to academic matters
- Assess CPD needs; plan and secure an excellent CPD programme, as identified in the school development plan.
- Along with the Head of Secondary School, play a key role in the professional development and performance management of all secondary academic staff
- Lead whole-school CPD in order to develop staff understanding of academic tracking and data and support best practice in student support

- Undertake regular work scrutiny along with both formal and informal lesson observations in line with school procedure
- Review impact of CPSD on pupil outcomes

Operational

- Maintain responsibility for academic aspects of the day to day running of the secondary school.
- Organize, attend and support all parents' consultations and other academic events

Key Relationships

Internal - Teachers, IB PYP, MYP and DP Coordinators, subject coordinators, heads of departments, PLT, MSLT, Head of Secondary School, Head of Primary School, Head of School, Admissions Team

External – Parents, KHDA, IB, other IB schools

The Employee will be expected to perform any reasonable given task assigned by their Line Manager.