

**Norwich International School**

**Roles and Responsibilities**

**Head of School**

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OVERALL JOB DESCRIPTION

To lead Norwich international School effectively and ethically, ensuring high standards of academic excellence within a well-rounded educational programme inspired by our guiding statements.

To guide our academic team to value the purpose of the school’s ethos, mission, vision and regulations and with purposeful, positive leadership motivate them to engage in it with vigour, enthusiasm and harmony.

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***Principal Duties:***

1. Contribute to the strategic academic development of Norwich International School and work with the Board of Directors, Leadership Team, School staff and community
2. Refine, where necessary, the guiding statements of the school after careful collaborative engagement with all stakeholders
3. Set a standard for ethical, progressive and mindful leadership where the school and its pupils are always seen as the central benefactor of all actions. Instil the same in its academic staff.
4. Engrain the guiding statements, the principals of ethical leadership and honesty into the daily life of the school
5. Recruiting suitable teachers for all levels to successfully move the school forward whilst instilling in them a common purpose, team spirit and positive outlook in regard to the school.

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***Teaching and Learning:***

1. Provide vision and direction by promulgating best practice across the teaching and learning in the School.
2. Use the data and benchmarking of every child’s learning to drive the instruction strategies and curriculum development whilst incorporating new technologies into teaching and learning
3. Establish good reporting practises of students’ progress to both the parents and for use by the school and establish clear goals for each level and solutions for students that are both exceeding or below them.
4. Establish a detailed programme for faculty and staff professional development, to help, lead and direct the teachers to continuously improve their performance and achieve academic excellence.
5. Take the lead on the development of the curriculum, ensuring that the process is ongoing and inclusive of the concepts of assessment, learning styles and differentiation, so that the curriculum that the school offers is both international and future focused, informs, inspires, challenges and develops every child and meets the expectation, accreditation and evaluation process.
6. Ensuring high standards and continued educational developments and monitoring data and performance and working with the Leadership Team to ensure good teaching practice, innovation and improvement.

**Organisations & Staff Management**

1. Plan the academic organisation of the school, allocate roles and their descriptions, plan timetables for meetings and define their purpose, organise a hierarchy of groups and teams to effectively transfer grassroots initiates to the leadership and vice versa.
2. Verify that the directives in the staff handbook are being put into practise. Modify the handbook where necessary after suitable discussion and approval by the board.
3. Implement both reward and disciplinary procedures in accordance with staff handbook and government policy
4. Objectively asses and monitor all Teachers, Teachers Assistants and Nannies on a termly basis and submit such reports to the Managing Director and to the Board. Make recommendations for staff to modify and improve areas of their teaching practise when necessary, support those changes with training.
5. Recommend to the board those teachers that should have their contracts extended based on an objective evaluation, an impartial and termly assessment process and their direct value to the school and pupils as a whole.
6. Plan all school events, field trips, cultural events and celebrations in an efficient and timely manner. Manage forward calendar planning of all events.
7. Write, or organise the writing of school policies when requested to be submitted to the board for approval

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**Improving School resources**

1. Use data from teachers and assessment to place orders for resources
2. Work within and monitor the school budgets for all academic resources. Try whenever possible to maximise the effectiveness of school expenditure
3. Place such orders punctually according to school systems. Whenever possible develop and improve such systems.
4. Develop and maintain the School’s facilities, working closely with the Facilities team, to ensure the campus is safe and offers the best possible environment for students and staff.

**Student Well-being**

Take an active interest in the daily life of all the students, ensuring discipline and high standards of behaviour and attendance in the School and motivating the students to achieve high standards of academic excellence. Ensure that English, as the first language of the school, is spoken at all times.

Monitor and review the range of academic, career and social/emotional guidance services for students to ensure best practice is adopted, children’s and young people’s welfare is safeguarded and high standards are maintained.

Maintain an extensive after school programme, including a large variety of activities and sporting teams for students, to enhance the breadth of opportunities that the School offers.

**Creating a high profile for the School externally and with the parents**

1. Help to promote the school in the local community so that student places are filled with suitably qualified children and young people each year.
2. Develop and maintain positive relationships with parents and the wider community to ensure that they support the Schools direction and understand the School’s ethos and approach.

Head of School

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**November 2017**