

ASSISTANT HEAD OF SECONDARY JOB DESCRIPTION

LOCATION	British Vietnamese International School – Ho Chi Minh City
JOB PURPOSE	<p>Assistant Head</p> <p>The post is to assist the Headteacher with the day to day management and organisation of the Secondary School. The post-holder is a member of the school's leadership team and will attend weekly meetings. The primary focus for The Assistant Head will be Academic leadership the detail of these responsibilities will be tailored to the successful applicant's skills and experience. This position has a reduced teaching timetable.</p>
REPORTING TO	Secondary Head Teacher
DIRECT REPORTS	Middle leadership teams
OTHER KEY RELATIONSHIPS	Other members of the Leadership Team, Teaching Assistants, Teachers, The school admin team and the Admissions and Marketing Team

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<p>Leadership</p> <ul style="list-style-type: none"> Contribute to the strategic development of the School Ensure Vietnamese culture maintains a high profile in the school Keep abreast of current developments in Secondary practice, including in Vietnam Take into account the identified whole school and campus developments for the year and work as part of the Senior Leadership Team to implement, monitor and evaluate any necessary changes and developments identified Line manage and appraise identified members of staff, including middle leaders, using the NAE performance management system Develop the leadership qualities of others to promote the 'growing our own' philosophy Aid in the efficient organisation and deployment of resources within the school Lead the organisation of events, assemblies and meetings as appropriate Any other reasonable task assigned by the Principal or Head Teacher 	<p>Play an integral part in the school's annual development planning, recruitment, requisition and policy review.</p> <p>Vietnamese Perspective is developed and explicit in the Secondary School.</p> <p>Identified changes or developments for the school are supported and implemented.</p> <p>The school operates in a safe and organised manner.</p>
Curriculum	

<ul style="list-style-type: none"> • As a member of the leadership team, participate in the formulation of Secondary development plans and policies. • Keep abreast of current developments in Secondary practice and advise the Headteacher and staff as appropriate. • Identify both good practice and areas for improvement in the Secondary School. Use these to assist the Headteacher in the writing of an annual development plan, taking into account the identified Secondary School and campus developments for the year. • Work with the Head Teacher and Heads of Faculty to deliver the Teaching and Learning strategy and maintain a culture of review and improvement • Assist the Headteacher in monitoring planning, assessment and reporting procedures. • Lead the gathering of assessment data and the tracking of pupil progress. • Continue to review and develop the performance management process in the school • Liaise, as appropriate, with the KS Coordinators and Learning Support, Vietnamese Support and EAL departments concerning the progress of pupils. 	<p>Ensure that all students can achieve more at BVIS than in any other school.</p> <p>Student attainment meets or exceeds targets.</p>
<p>Pastoral</p> <ul style="list-style-type: none"> • Assist the Headteacher and Deputy Head Pastoral in providing pastoral care for all staff, parents and children. • Organise and lead parent meetings as appropriate. • Assist with the organisation of events, such as assemblies, concerts, productions, Coffee Mornings, departmental initiatives. 	<p>Ensure that all students at BVIS are safe and cared for within a caring, challenging and empathetic environment.</p>
<p>Administration</p> <ul style="list-style-type: none"> ▪ Participate in the school's Performance Management arrangements, acting as an appraiser of colleagues. ▪ Assist in the local purchase of books and equipment and help prepare the annual overseas requisition. ▪ Assist in the identification of CPD opportunities and the organisation of INSET and staff meetings. ▪ Contribute to the school newsletters. ▪ Assist with the preparation or update of handbooks and year books. ▪ Ensure there is a high profile for each Key Stage or department within the Secondary school and maintain good quality display in public areas which relates to the children's learning. 	<p>Ensure that all colleagues at BVIS are developed and become better teachers when they leave the school compared to when they first began.</p>

<ul style="list-style-type: none"> ▪ Liaise with the Teacher Trainer to support the programme for trainee teachers, carrying out lesson observations and overseeing practical arrangements to ensure the smooth running of training in the Secondary school. 	
<p>Personal Development</p> <ul style="list-style-type: none"> • Continual development through the identification and implementation of your own personal development plan 	<p>Improved performance</p> <p>Annual performance appraisal and personal development plan</p>
<p>OTHER</p> <ul style="list-style-type: none"> ▪ Promotes and embodies The <i>CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> 1. Accountable – Establishes a high performing culture and accepts accountability for organisational performance 2. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction 3. Collaborative – Works collaboratively with others to achieve organisational outcomes 4. Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success 5. Enabling – Drives excellence through valuing and developing others 6. Agile – Achieves personal and organisational success within a changing, dynamic and complex environment 7. Resilient – Demonstrates personal resilience within a demanding environment of high expectations ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ A commitment to safeguarding and promoting the welfare of all pupils. ▪ Willingness to undertake appropriate child protection training when required. 	<p>Visible leader and valued member of the team and organisation</p>
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
Qualifications/Training	
<ul style="list-style-type: none"> ▪ Degree plus teaching qualification 	Essential
<ul style="list-style-type: none"> ▪ A minimum of five years recent experience of classroom teaching 	Essential

▪ Leadership training or a willingness to undertake such training	Essential
Experience / Knowledge	
▪ Good working knowledge of the English National Curriculum, IGCSE and A Level curriculum	Essential
▪ Outstanding classroom practice	Essential
▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies	Essential
▪ Leadership experience	Essential
▪ Senior Leadership Experience	Desirable
Leadership Skills	
• Effective communicator	Essential
▪ Ability to successfully lead a team and work as part of a team	Essential
▪ Ability to evaluate the impact of school developments	Essential
▪ Promote positive working relationships within the school	Essential
▪ Ability to plan implement change over a long period of time	Essential
▪ Manage others with a regard for their well-being	Essential
▪ High level of IT competence	Desirable
Personal Attributes	
▪ Passion to lead within a unique bilingual learning environment	Essential
▪ Bilingual role model	Essential
▪ Good sense of humour	Essential
▪ High levels of personal integrity and positivity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
OTHER CONDITIONS	
<p>At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.</p> <p>All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.</p>	

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation