

**ASSISTANT HEAD – CURRICULUM AND OPERATIONS  
JOB DESCRIPTION**

<b>LOCATION</b>	The British school of Beijing
<b>JOB PURPOSE</b>	The post holder is responsible for overseeing the daily operational and organisational management of the secondary school as well as lead key aspects of teaching and learning.
<b>REPORTING TO</b>	Head of Secondary
<b>DIRECT REPORTS</b>	Curriculum Leaders
<b>OTHER KEY RELATIONSHIP</b>	Parents, Students, Secondary Leadership Team, Primary Leadership team

**AREAS OF RESPONSIBILITY**

**Leadership**

- Work in conjunction with key stakeholders to formulate a vision and a sense of common purpose on academic achievement.
- Monitor quality of Teaching and Learning and assessment.
- Lead and develop policies and procedures for teaching and learning, including, but not limited to: assessment, recording, reporting, marking, feedback and homework.
- Ensure policy enactment of the assessment and reporting policy.
- Develop systems for tracking pupil progress.
- Monitor, quality assure and support data informed interventions to raise performance and ensure that individuals achieve in line with their academic potential.
- Produce longitudinal data for analysis.
- Deploy statistical indicators to set ambitious targets and measure progress.
- Organise internal assessment and reporting calendars in collaboration with middle leaders and the Diploma Programme coordinator.
- Ensure parents are informed about the academic progress of their children.
- Ensure that Curriculum Leaders keep accurate assessment records and track pupil performance.
- Work with the Head of Secondary to ensure that data is used to inform planning and to assess effectiveness of outcomes.
- Process mock examination and results and share with relevant personnel.
- Work with curriculum teams to undertake a retrospective analysis and to formulate intervention strategies.
- Work with Curriculum Leaders to support strategies for interrogating progress data cross-referenced with external statistical indicators to inform intervention.

**Operational**

- Ensure policy enactment and procedures are in place for day-to-day operational management.
- Support the efficient day-to-day operation of the Secondary School.

- In conjunction with the Examinations Officer and the Diploma Programme coordinator, arrange for the organisation of all internal and external examinations.
- Produce a staff deployment and curriculum analysis prior to recruitment.
- Construct the secondary school timetable, including homework timetables and duty rotas, and liaise with the PLT to maximise use of shared facilities and deployment of staff who work in both schools.
- Arrange cover for absent staff, maintain records of absence and inform HR.
- Produce teacher/room/ year group/ individual student timetables.
- Ensure relevant staff create and maintain teaching group lists on ISAMS.
- Work with the IT department and external providers to integrate all timetable data into ISAMS.
- Lead the Year 9 options process and develop IGCSE option blocks.
- Line-manage nominated Curriculum Leaders.
- Administer CAT 4 tests and explain the purpose and nature of these to staff, parents and students.
- Analyse outcomes of examinations in relation to baseline predictions.
- Present results as appropriate to other members of the SSLT, staff, parents and students.
- To be responsible for academic data transfer between the primary school and secondary school in co-operation with the SSLT.
- Produce reports as requested by Head of Secondary.
- Produce reports and newsletter articles on academic achievements in the Secondary School.
- Contribute towards the school calendar.

### **Performance management**

- Lead departmental professional development including curriculum Professional Development time and with reference to the whole school and secondary improvement plans.
- Lead Performance Management Review processes for teachers within the department.
- Collaborate with Curriculum Leaders in Learning Walks, Lesson Observations and Book Scrutiny.

### **Entrepreneurial**

- Contribute to the marketing of the school to the local and wider communities in an international context.
- Collaborate with the Executive Leadership Team to grow student numbers and meet school targets.
- Act as an advocate for the school in the wider community.
- Ensure publications related to teaching, learning and the curriculum are updated and available for marketing purposes.
- Meet prospective parents for admissions interviews as and when required.
- Contribute material for publications and newsletter that showcase teaching and learning.

## **Skills Knowledge and Experience**

Essential

- The skills to cultivate an environment which creates an ethos of belonging, by demonstrating common sense, a willingness to listen and a sensitivity to all staff needs and perceptions.
- Have an ability to use technology with fluency.
- At least five years successful teaching experience including middle or senior management experience.
- Experience of leading and managing teams of people.
- An understanding of safeguarding and child protection issues.
- Detailed understanding of assessment and the effective use of data to inform planning and promote student progress.
- Proven track record of pedagogical excellence.
- Thorough knowledge of all aspects of secondary education.
- A leadership style that is motivational, energetic and persuasive.
- Strong interpersonal and communication skills, so as to ensure good relationships of mutual trust and respect with all colleagues.
- Enthusiasm, energy and a capacity for sustained hard work.
- High expectations which inspire, motivate and challenge students.
- A commitment to equality, diversity and inclusion.

#### Desirable

- Currently holds a senior management post.
- Experience of the UK National Curriculum.
- Experience and understanding of the International Baccalaureate Diploma Programme.
- Experience of working in an international setting.
- A sound grasp of financial management.

#### **PESONAL ATTRIBUTES**

- Conscientious and able to focus on completing work to a consistently high standard.
- Flexible and positive approach to work with high levels of personal integrity.
- Excellent organisational and time-management skills; high attention to detail.
- Able to work to tight deadlines and able to prompt others to ensure deadlines are achieved.
- Adaptable to working in a fast-paced, ever-changing environment.
- Able to work under pressure and remain calm.
- Proactive and willing to take on multiple tasks.
- Self-motivated and enthusiastic.
- Able to work independently.
- Collaborative and flexible.
- Continually strives for improvement.

#### **OTHER**

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Be in compliance with visa requirements for working in China.
- Demonstrate a commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

**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.
- Student wellbeing should be valued and nurtured

### 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.

### Promote and embody the CORE 7 Leadership Capabilities:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations