

LOCATION	The British International School Abu Dhabi
JOB TITLE	Head of Secondary
JOB PURPOSE	To offer leadership, inspiration and guidance to the staff and students of the Secondary School such that all students achieve exceptional outcomes: academic, personal and social. The Head of Secondary will also play a major role in strategic planning for the whole school as part of the School Leadership Team.
REPORTING TO	Principal
DIRECT REPORTS	Secondary SLT
KEY RESULT AREA	
<p>Overall</p> <p>The Head of Secondary will inspire colleagues to inspire students. He or she will be a compassionate, values-based leader and will maintain an inclusive culture for staff and for students. High levels of professionalism and reflective practice will be embedded within the staff such that the school will offer its best to every family every day and will continue to expand provision for students each and every term.</p> <p>The Head of Secondary will personally lead all aspects of the Secondary School and will work alongside the Principal and the Head of Primary to lead the whole school. All aspects of school life lie within the direct or indirect responsibility of the Head of Secondary. Key areas are outlined as follows:</p> <ul style="list-style-type: none"> ▪ Academic Management ▪ Professional Learning ▪ Performance Management ▪ Administration ▪ Communication ▪ Marketing 	
<p>Academic Management</p> <ul style="list-style-type: none"> ▪ To oversee the process of the setting of academic targets for Secondary students and to work towards their achievement. ▪ To monitor and evaluate academic standards at all levels in the Secondary School in line with agreed School procedures, including some bench-marking against other schools, and against international and UK standards. ▪ The management of academic analysis and of the evaluation of performance data as they relate to the Secondary School. ▪ To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. ▪ In conjunction with the School Leadership Team, and other colleagues, to assist with the management of the School's collection of data, particularly where it relates to the development of students at Secondary level. ▪ To act as a positive role model, to promote teamwork and to motivate staff to ensure high quality teaching and effective working relations. 	
<p>Curriculum Management</p> <ul style="list-style-type: none"> ▪ To lead curriculum development throughout the Secondary School, including the management of student subject options in the Secondary school, particularly for IGCSE and the International Baccalaureate ▪ To ensure the delivery of an appropriate, challenging and interesting academic and Extra Curricular programme ▪ To keep up to date with national and international developments in all curriculum areas, and with advances in teaching practice and methodology ▪ To monitor and respond to all curriculum initiatives at international, UK and local levels ▪ To monitor standards of teaching and learning across the Secondary School 	
<p>Professional Learning</p> <ul style="list-style-type: none"> ▪ To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs 	

- To support all staff in their identifying and designing their own professional learning
- To evaluate all Secondary CPD in terms of benefit to the School, and to the individual; and to ensure that the details of such evaluation are recorded.
- To establish links with other schools, both international and local, to develop opportunities to share and disseminate good practice. Such opportunities might include teacher and/or student exchanges.

Performance Management

- Inspire and guide all staff to the highest levels of performance
- To undertake Performance Management Reviews for other Senior Leaders and to assist with the performance review process for all academic staff and, as appropriate, associate staff.
- To assist in the preparation of Job Specifications for all Secondary staff and to participate in the interview/selection process for new staff.
- To be responsible for providing effective induction for all new Secondary staff.

Administration

- To deputise for the Principal as appropriate.
- To work with the Principal and the Leadership Team to formulate aims, objectives and strategic plans for the School.
- To contribute to the construction and publication of the School Improvement Plan.
- To prepare, publish and implement an appropriate and effective Secondary timetable that meets the needs of students and complements the priorities for the school.
- To provide comprehensive information on the Secondary School's academic and ECA programmes, its philosophy, aims and requirements to staff, students, parents and other stakeholders.
- The preparation and appropriate delegation of the Secondary School budget.
- To act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Principal to ensure that the teaching commitments of the Secondary School are effectively and efficiently time-tabled and accommodated.
- To monitor and evaluate the overall progress and development of Secondary students, including those with special educational needs, and the gifted and talented.
- Ensure that the School's behaviour management policy is implemented for students so that effective learning can take place.
- Monitor student attendance, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary.

Communication

- To ensure that all members of the School communicate appropriately with colleagues, parents and students on Secondary School matters.
- To monitor and evaluate the effectiveness of communication relating to the Secondary School with parents, including parents' conferences, reports, the use of the website, and all other informal means of communication.
- To oversee the annual review and publication of the Secondary School Student and Parent Handbook.
- To oversee the publication of a regular Secondary Newsletter.
- To contribute regularly to the School newsletter and other publications.

Marketing

- To contribute to all School marketing and liaison activities, including Open Days, and other events.
- To ensure that all materials relating to the Secondary School published to parents and students are appropriate and of good quality.
- Liaison with feeder schools and external agencies.

- To actively promote the establishment of effective links with external agencies, in the UK and elsewhere. To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.

Personal Development

- Continual development through the identification and implementation of your own Personal Development Plan

OTHER

- Promote and embodies The *CORE 7 Leadership Capabilities*:
 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.

PERSON SPECIFICATIONS

Qualifications/Training

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| ▪ Qualified Teacher status with a minimum of two years teaching experience | Essential |
| ▪ Experience of at least 5 years as a Senior Leader | Essential |
| ▪ Experience as a Head of Secondary | Desirable |

Experience / Knowledge / Understanding

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|---|-----------|
| ▪ Working in an international setting | |
| ▪ Academic management | |
| ▪ School curriculum and associated assessment methods | |
| ▪ Up to date curriculum developments | Essential |
| ▪ Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all students. | Essential |
| ▪ Evidence of creating innovative ways of promoting a professional learning environment | Essential |
| ▪ Experience of creating and monitoring professional learning environment for all staff | Essential |
| ▪ Proven leadership and management skills | Essential |
| ▪ Previous experience of managing a team | Essential |
| ▪ High level of IT competency | Essential |
| ▪ Familiarity with management information systems | Essential |
| ▪ Experience of student tracking systems | Essential |
| ▪ Ability to build relationships at a senior level | Essential |
| ▪ The ability to develop good personal relationships within a team | Essential |
| ▪ An effective communicator (written and verbal) to a variety of audiences | Essential |
| ▪ Previous experience of active involvement in raising standards | Essential |
| ▪ Experience of curriculum and staff planning procedures to ensure the efficient management of resources | Essential |

Skills	
▪ Able to establish positive relationships with students	Essential
▪ Organised with proven ability to meet deadlines	Essential
▪ Driven by wanting to improve quality and develop the school	Essential
▪ Reliable with an attention to detail and a commitment to quality	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ A willingness to develop strategies for creating community links	Essential
▪ Passionate about delivering quality education	Essential
Personal Attributes	
▪ High levels of personal integrity.	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

Compliance with visa requirements for working in the UAE.

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.

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.