

LOCATION	NAS Beijing – Fangshan Campus
JOB TITLE	Assistant Headteacher - IBDP
JOB PURPOSE	With the Headteacher and other Assistant Heads, lead an effective, high-achieving, safe and thriving Secondary School in line with the school's ethos and the vision and mission of Nord Anglia Education
REPORTING TO	Co-Principals
DIRECT REPORTS	Curriculum Leaders University and Careers Counsellor
OTHER KEY RELATIONSHIPS	Parents, Students, Community, Executive Leadership Team
PACKAGE	Competitive

Core Requirements of the Post

In conjunction with the Headteacher and other members of the Secondary Leadership Team:

To offer leadership, inspiration and guidance to staff, students and parents in the Secondary School with regards to the IBDP programme.

The person appointed will:

- Inspire trust and confidence in parents, students and colleagues;
- Build team commitment with colleagues and engage and motivate pupils;
- Demonstrate analytical thinking;
- Improve the quality of students' learning;
- Lead school improvement/development planning and promote the learning priorities for the IBDP;
- Lead the development and/or implementation of school policies relevant to the IBDP;
- Develop and monitor the curriculum, assessment and student tracking and reporting processes to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Work with the IBDP teachers to maximise student attainment;
- Promote the wider aspirations and values of the school.

<u>KEY RESULT AREA</u>	<u>MEASURES OF PERFORMANCE</u>
<p>General:</p> <ul style="list-style-type: none"> ▪ Lead the IB Diploma Programme at NAS Beijing; ▪ Communicate as the primary point of liaison with the IBO for Diploma Matters; ▪ Provide strategic direction and development of the Pre DP and DP; ▪ Effective and efficient deployment of staff and resources; ▪ Ensuring clear channels of communication, within the school and with parents; ▪ The development of a high performance culture for students and staff; ▪ Acting as a positive role model to staff, students and the wider community; ▪ Liaison with in-school specialists and external agencies as 	<p>Performance and Development Review cycle</p> <p>NAE Talent Management programme</p> <p>Promotion prospects of PLT colleagues</p> <p>Parental survey</p> <p>Examination results at all</p>

<p>necessary to ensure that all students thrive;</p> <ul style="list-style-type: none"> ▪ Support IBDP students both academically & pastorally ▪ Promote the IBDP within the school community, providing timely staff, parent and student information sessions. 	<p>levels</p>
<p>Staff Deployment and Management:</p> <ul style="list-style-type: none"> ▪ Support the Headteacher in the recruitment of new staff to the Secondary School; ▪ Plan and manage the efficient deployment of staff; ▪ Lead staff through a clear sense of direction with respect to students' learning; ▪ The line management of designated Middle Leaders; ▪ Lead the performance management of staff, including assessment against professional standards, work scrutinies, development of job descriptions, monitoring of attendance and punctuality, and the development of a culture of accountability and collective responsibility; ▪ Lead Professional Development of staff in the IBDP; ▪ Develop and implement action plans for areas of teaching and learning that give cause for concern; ▪ Manage the CAS Coordinator; ▪ Oversee the work of the University Guidance Counsellor; ▪ Oversee the ToK programme implementation with appropriate resourcing; ▪ Foster an environment which creates an ethos of belonging, by demonstrating common sense, a willingness to listen with sensitivity to all staff needs and perceptions; ▪ Administer all IBDP Examinations and retakes; ▪ Develop and administer the Diploma Programme Budget; ▪ Plan timetabling and subject options for the IBDP; ▪ Ensure the effective use of managebac as a tool to effectively communicate with students and parents; 	<p>Pupil achievement measures</p> <p>Standardised testing</p> <p>Parental satisfaction through parent survey</p> <p>Student re-enrolment in the school</p> <p>Performance Management</p> <p>Talent Management Programme</p>
<p>Student Recruitment and Retention:</p> <ul style="list-style-type: none"> ▪ Supporting the Admissions Team on Secondary student recruitment matters, including meeting and engaging with prospective students and parents; ▪ New student orientation and induction; ▪ Active management of student retention, including early intervention with parents of students considering leaving; ▪ Support marketing of the programme to the community and prospective parents. 	<p>Targets for pupil recruitment</p> <p>Parental satisfaction – including through parent surveys</p>

<p>Parents and Community:</p> <ul style="list-style-type: none"> ▪ Monitor overall pattern of events in the Secondary school calendar, and maintain a reliable diary of forthcoming events; ▪ Lead and contribute to assemblies, presentations, and open days, building effective formal and informal communications with parents; ▪ Establish strong parental links; ▪ Develop relationships with Parent Representatives and other parent groups as appropriate; ▪ Management of Parent-Teacher conferences, prize-giving and Secondary Graduation; ▪ Produce reports and newsletter articles on academic achievements in the IBDP; 	<p>Parent survey</p> <p>Informal feedback from parents</p> <p>Satisfactory resolution of any complaints</p>
<p>Learning Environment and Resources:</p> <ul style="list-style-type: none"> ▪ Contribute to the outstanding 'look and feel' of the Secondary school, including general atmosphere, display material, electronic noticeboards and tidiness; ▪ Select cost effective and appropriate teaching and learning resources; ▪ Developing and managing the after school activities programme to provide a broad and balanced offer that supports the curriculum and students' wider development for IB students 	<p>Learning walks and snapshot visits</p> <p>Health and Safety Audits</p>
<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>Performance appraisal</p> <p>Personal Development Plan</p>
<p>OTHER</p> <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: ▪ Opportunity - Forus, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - Forus, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - Forus, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - Forus, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation 	

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| <ul style="list-style-type: none">▪ 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.▪ Any other appropriated duties as allocated by the Principal and/or Secondary Headteacher. | |
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