

Role Profile			
Role	Head of Secondary School		
Direct Reports	TBC	Reporting To	Executive Principal
Role Purpose			
<p>To act as a key member of the Senior Leadership Team, working with the Executive Principal and SLT to manage and develop a high quality International school and education for all of its students. The post holder will be responsible for promoting core school values, continual improvement in student attainment, and contributing to the school's overall success. They will deputise for the Executive Principal where appropriate.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.</p>			
Key Accountabilities			
<p>1. Work collaboratively with the Executive Principal and SLT to positively support Strategic Direction & Leadership</p> <p><u>Whole school</u></p> <ul style="list-style-type: none"> Support the delivery and implementation of the school vision, ethos, value statement and direction Manage staff teams in line with school and group level guiding statements, challenging, motivating, and empowering others to work consistently in support Provide leadership, vision and direction that supports innovative teaching and learning, and secures the delivery of high standards of achievement Contribute to Senior Leadership Team meetings, actions, and decisions. Ensure messages from the Senior Leadership Team are clearly & effectively communicated, and that personal actions consistently support SLT decisions Contribute to the delivery of whole school review & the school improvement plan, adopting a reflective approach and making recommendations for planning & actions which identify priorities for continuous improvement Establish and maintain positive working relationships with all school colleagues, all faculties, students, parents and other stakeholders which build the school community and support collaborative learning at all levels Collaborate with other Orbital schools and education professionals to share expertise & highlight good practice Regularly review own practice, taking responsibility for own personal development and the development of others Ensure appropriate confidentiality relating to the school and its operations <p>2. Teaching and Learning</p> <p><u>Secondary School</u></p> <ul style="list-style-type: none"> Lead outstanding teaching and learning throughout the secondary school Develop, implement, and regularly review a broad and relevant curriculum, which embraces innovative approaches to teaching and learning, is at the forefront of best practice, research, new theories and methodologies Monitor and evaluate the curriculum to ensure it remains relevant, delivers quality and value for money, and forms a coherent link to the Primary school curriculum Ensure a safe and productive learning environment that is engaging and fulfilling, and meets all student's needs Organise yearly timetables for teachers and yearly calendars of activities and events, ensuring duty rotas are in place, supervision plans are implemented, workloads are appropriately managed, and resources efficiently utilised Ensure data and benchmarking systems monitor progress, raise standards, record and report student assessment, attainment, and performance data, to ensure a continuous and consistent focus on pupils' achievement Take responsibility and accountability for identified areas of leadership, including progress data and target setting Actively monitor the quality of teaching, learning and assessment in line with policy and ensuring quality assurance Conduct relevant observation activities, planning assessment, moderation and work scrutinies, ensuring appropriate oversight of reporting, homework and assessment policies and procedures <p><u>Whole School</u></p> <ul style="list-style-type: none"> Act as an excellent role model for the staff and students, promoting excellence, quality, and high expectations by ensuring the highest levels of quality teaching in own classes and a continuing desire to improve and learn Support the development and implementation of differentiated learning opportunities and strategies which support the needs of all pupils (including gifted & talented, learning/behavioural challenges & EAL) Develop, lead and implement extra-curricular activities & trips which support curriculum enrichment 			

3. Operational Management

Secondary School

- Ensure the day-to-day effective organisation and running of the Secondary school including the deployment of staff as appropriate, and the organisation of staff cover for teacher absence. Report to the Executive Principal in respect of staffing, resourcing, budgetary and facility needs
- Support the efficient and effective management and organisation of the school environment to ensure that it meets the needs of the curriculum, maximises the strengths of the staff team
- Lead effective leadership weekly meetings and weekly section meetings to ensure effective day to day management of all Secondary school issues.
- Represent the Secondary section at all appropriate whole school functions and meetings
- Lead Secondary school assemblies and oversee active staff participation
- Develop, lead and implement effective record keeping and communication across the Secondary school
- Support the analysis of staff training needs, and actively lead, deliver and facilitate training which ensures colleagues are appropriately trained, skilled and qualified to conduct learning activities
- Keep the Executive Principal and SLT adequately informed of performance against key objectives and milestones, or any other issues as required to support them in their role

Whole School

- Deputise for the Executive Principal where required, taking full responsibility for the school in their absence
- Plan, organise, and chair (where directed) required meetings to ensure effective implementation of policies and practices, across the Secondary school, whole school, & externally as required, collaborating with teams at all levels
- Support all other operational day to day tasks, including, although not limited to; organising and participating in parents' evenings, review of parent and termly reports, ensuring staff compliance with school protocols, supporting the management and monitoring of complaints and responses
- Work with the Executive Principal to manage accurate and timely appraisal and performance management systems, which includes quality coaching and mentoring and appropriate professional development for all staff, in line with the school improvement plan and performance management processes
- Provide guidance to teachers regarding effective curriculum and classroom practices, challenging underperformance at all levels to ensure effective corrective action

4. Safeguarding & Safer Recruitment

Whole School

- Ensure compliance with Orbital Education's Safeguarding and Child Protection Policy to ensure appropriate management of all child protection issues and that the welfare of children is effectively safeguarded and promoted
- Ensure the highest levels of health, wellbeing and safeguarding are maintained, adhering to all regulatory, quality and divisional standards in your own practice, expecting the same of others and acting upon deficiencies to resolve issues or omissions (reporting and escalating to the Principal when necessary)
- Make appropriate referrals to the Executive Principal to ensure appropriate referrals to relevant safeguarding agencies, and that all notifications are reported and actioned in line with regulatory and legislative requirements
- Act as the Designated Safeguarding Lead for the Secondary phase.

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education
- UK Qualified Teacher Status, with five years or more teaching experience
- At least three years leadership experience in a British International School (at middle leader level or higher)
- Relevant and up to date experience of developing and delivering a curriculum based upon the English NC
- Full professional competence and experience of working in Spanish is essential
- Experience of working in Latin America a distinct advantage
- Able to supervise and manage and measure the performance of others, at all levels across a school environment
- Evidence of involvement, developing and improving a school development plan, achieving measurable improvement
- Experience of developing and implementing procedures of data tracking and intervention to deliver improvement in a school environment
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility



Competencies

- **Accountable:** Acts with confidentiality and respect. Takes ownership of problems and encourages others to take the same approach
- **Strong Manager:** Can effectively supervise & manage, with clear expectations to deliver continuous improvements
- **Results Focused:** Motivated by goals and drives self to achieve. Encourages others to take the same approach
- **Values Development:** Takes responsibility for own development and readily supports other colleagues to develop
- **Professional expert:** Maintains awareness of standards, practices, and expectations to support their role
- **Analytical and creative:** Able to assess applicable strengths and weaknesses and understand data and information to make evidenced based decisions
- **Commercial:** Understands financial measures, metrics and constraints and knows how to operate within these
- **Strong Communicator (Written and Verbal):** Regularly communicates clear information with others and is able to convey a difficult message where required

Able to promote and ensure compliance with Orbital Education's policies, vision and values, best practice, codes of conduct, and equality and diversity policies.