

Role Profile			
Role	Head of Secondary School		
Direct Reports	TBC	Reporting To	Principal
Role Purpose			
<p>To act as a key member of the Senior Leadership Team, working with the Principal and SLT to manage and develop a high quality International school, which achieves the highest professional standards and quality of education for all of its students.</p> <p>The post holder will be responsible for promoting core school values, continual improvement in student attainment, and contributing to the school's overall success, through the success of the Secondary school. They will deputise for the 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 Principal, Head of Primary and SLT to positively support Strategic Direction & Leadership</p> <ul style="list-style-type: none"> • Support the delivery and implementation of the school vision, ethos, value statement and direction • Provide leadership, vision and direction that supports innovative teaching and learning, and secures the delivery of high standards of achievement, which is fulfilling and engaging for all students and staff • Inspire, challenge, motivate and empower others to work consistently to support the school's vision and core values • 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> <ul style="list-style-type: none"> • Lead outstanding teaching and learning throughout the secondary school, creating and embedding data management and benchmarking systems which monitor progress and measure performance • Develop, implement, and regularly review a broad and relevant secondary curriculum, which embraces innovative approaches to teaching and learning, is at the forefront of best practice, research, new theories and methodologies • Develop and implement effective strategies and tools to provide e-learning and the use of CANVAS as a Virtual Learning Environment. • Monitor and evaluate the Secondary school 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 across the secondary function, ensuring duty rotas are in place, supervision plans are implemented 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 across the secondary school, 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 scrutinises, ensuring appropriate oversight of reporting, homework and assessment policies and procedures • 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)
- Work with the Principal to develop, lead and implement extra-curricular activities and trips which support curriculum enrichment

3. Operational Management

- 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 Principal in respect of staffing, resourcing, budgetary and facility needs
- 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 Principal and SLT adequately informed of performance against key objectives and milestones, or any other issues as required to support them in their role
- Deputise for the Principal where required, taking full responsibility for the school in the absence of the Principal
- Plan, organise, and chair (where directed) required Secondary school meetings to ensure effective implementation of policies and practices, across the secondary school & externally as required, collaborating with teams at all levels
- Support all other operational day to day tasks across the secondary school, 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 Principal to manage accurate and timely appraisal and performance management systems across the secondary school, which includes quality coaching and mentoring and appropriate professional development for all staff, in line with the school improvement plan and performance management processes

4. Safeguarding & Safer Recruitment

- 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 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
- Able to supervise and manage and measure the performance of others, at all levels across a school environment
- Experience of developing and implementing procedures which measure the performance of others
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Evidence of supporting a school development plan, achieving measurable improvement
- 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

This is in no way an exhaustive list and you will be required to undertake additional duties to ensure the smooth day-to-day running of the school. You are also required to undertake any other duty as reasonably assigned by the Principal and this role profile may be reviewed and amended to ensure it continues to meet the needs of the school.

Performance against the accountabilities detailed within this job description will be reviewed at least bi-annually as part of the Performance Management process.