

JOB DESCRIPTION: VICE PRINCIPAL, HEAD OF SECONDARY SCHOOL

PURPOSE:	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
RESPONSIBLE TO:	Principal
WORKING TIME:	Full time

Summary of Responsibilities

Job Purpose:

- Leading the Secondary School Teaching and Learning, holding responsibility for educational standards across the Secondary School.
- Lead Pastoral Care, with oversight of the behaviour and welfare of all pupils in the Secondary School.
- Be a member of the School Leadership Team (SLT), Academic and Exam Board (AEB) and other staff teams as appropriate
- To contribute to the development of policy and planning for the school;
- Leading the development and monitoring of policies relating to the Secondary School's Teaching and Learning and ensuring that the school's practice reflects those policies;
- Leading and managing the provision of a pioneering, creative and stimulating curriculum for the Secondary School;
- Leading, managing and developing the teaching expertise, professional development and well-being of all Secondary School staff;
- Establishing high standards of student achievement and behaviour throughout the Secondary School;
- Leading the Secondary School self-evaluation and development planning process.
- Ensure Edutrust compliance throughout the Secondary School

MAIN DUTIES

- The Teaching and Learning in the Secondary School;
- The creation and monitoring of policies relating to teaching and learning in the Secondary School;
- The monitoring, evaluation and review of Teaching and Learning in the Secondary School;
- The development and training of all stakeholders with regards to teaching and learning in the Secondary School.
- Play a major role under the overall direction of the principal in formulating and reviewing the School Improvement Plan and the aims and objectives of the Secondary School by establishing the policies through which they shall be achieved, leading and managing staff and resources to that end and monitoring progress towards targets
- Assist the Principal as required and to deputise when necessary.
- Deputise as necessary for other members of the School Leadership Team when needed.
- Assist the Principal in compiling, proposing and overseeing the Secondary School financial budgets on an annual basis.
- Be responsible for the professional and personal support of Secondary School teaching staff.
- Be a member of the Academic Board and Examinations Board

Operational/Strategic Planning:

- To assist in whole school development planning and the completion of the School Evaluation Form (SEF) and School Improvement Plan (SIP);
- To attend meetings of the Trustees and its committees as required.

Managing the Organisation and Resources:

- Work with the Principal and Trustees to develop and implement policies and procedures necessary to achieve the aims of teaching and learning in the school;
- Work with the Principal to recruit staff of the highest calibre;
- Manage efficiently and effectively the financial and material resources needed to deliver the teaching and learning in the school;
- Ensure the environment and learning resources of the school reflects its learning ethos;

Leading Learning and Teaching:

- Lead the Teaching and Learning strategy across the Secondary School
- Have responsibility for the policies and procedures for the Secondary School curriculum, teaching and learning, assessment, recording and reporting.
- Oversee the development, organisation and implementation of the Secondary School's curriculum.
- Ensuring that the learning and teaching provided by different teaching teams form a coordinated, coherent curriculum entitlement for individual pupils.
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided for in this all-through school by liaison with fellow school leaders, teachers and support staff.
- Oversee the planning and allocation of resources designed to facilitate the planned curriculum, including advising the Principal on current/anticipated needs for staff and other resources.
- Oversee the planning and co-ordination of a Secondary School homework policy and the administration of a homework timetable.
- Oversee pupil assessment and the monitoring of academic standards.
- Provide guidance and support to Secondary Staff in implementing schemes of learning and ensure that statutory and school policies are being met.
- Ensure that arrangements are in place for the identification and support of children of all abilities.
- Contribute to teaching in the school as an excellent practitioner, undertaking an appropriate programme of teaching;
- Plan, implement and evaluate a challenging, stimulating, creative and exciting holistic curriculum for all SMMIS students, including appropriate robust systems for assessment and tracking
- Work across the school with other senior staff to ensure consistency of behaviour management, expectations and attendance; work with relevant staff to establish appropriate mechanisms to identify and support students with special educational needs.

Pastoral Care

- Lead the development, organisation and implementation of policy for the personal and social development of Secondary School pupils including pastoral care and guidance.
- Assist the Admissions Team to ensure the effective induction of Secondary School students and the determination of appropriate pupil groupings.
- Promote standards of conduct, discipline and proper regard for authority and the encouragement of good behaviour among Secondary School pupils.
- Develop a culture of high attendance and high achievement.
- Handle individual student disciplinary cases that may arise.
- Ensure a high level of provision for the pastoral needs and well-being of every pupil.

- Liaise with parents, carers and external agencies as required.
- Be part of the Safeguarding Team

Staff Development and HR:

- Undertake Appraisal Reviews and to line manage staff within the school as designated.
- Line management of all Secondary School staff and oversight of discipline matters.
- Have oversight of the Secondary School's PRD appraisal system for the purpose of informing personal professional development and performance management.
- Participate in the recruitment and development of teaching and non-teaching staff
- As a senior member of the Leadership Team, ensure effective delegation with the school so that all staff are motivated and developed to perform their roles to the highest standards;
- Promote staff development through appropriate training and a programme of annual performance management for assigned staff;
- Create effective partnerships with parents/carers and other schools;
- Work with external organisations to ensure that resources and training needs in General Studies can be met effectively;

School Community Links:

- Work with the Senior Leadership team to promote community cohesion within the school, the local Jewish and non-Jewish communities, in Singapore and global communities;
- Ensure that the secular curriculum meets the needs of the whole community of SMM;
- Seek opportunities to invite families, community figures and organisations into the school;
- Work with experts from across the community, and encourage them to participate in the Education of the school to enhance and enrich the curriculum and life of SMM;
- Explore the possibilities within the community to provide extended service provision for students and others in the SMM community;
- Work with the Principal and Trustees to promote the school to potential students and staff;
- Undertake other duties and responsibilities as directed by the Principal.

The School is committed to safeguarding and promoting the welfare of students, children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background screening will be undertaken before any appointment is confirmed. All positions are subject to background check clearance and successful employment references.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding, Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, she/he must report any concerns to the School's Safeguarding Lead or to the Principal accordingly.

Other Specific Duties:

- Any other duties as required by the Principal

Person Specification: Vice Principal, Head of Secondary School

Person Specification

A. Qualifications and Experience (essential)

- Qualified Teacher Status (QTS) or equivalent teaching qualification from home country
- Bachelor's degree (required)
- Master's in Education or school leadership qualification or relevant field (preferred).
- At least 5 years' outstanding teaching and leadership experience in the Secondary age range with A-Levels or equivalent, in an international setting
- Proven success in middle or senior leadership roles.
- Strong interpersonal and communication skills with students, staff, and parents.
- Proven ability to lead, inspire, and manage change.
- High level of cultural awareness and emotional intelligence.
- Strong organisational and time management abilities.
- Commitment to safeguarding, student wellbeing, and inclusion.

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource