

British International School, Ho Chi Minh City

Job Description and Person Specification

JOB TITLE	Secondary Deputy Head Teacher
JOB PURPOSE	To provide outstanding leadership, inspiration and guidance; ensuring the highest standards of achievement for all students through the leadership and development of curriculum and teaching. To play a significant role in the strategic direction of the whole school and work effectively as a key member of the Secondary Campus and School Leadership Teams. To play a lead role in the management of the day-to-day routines of the Secondary campus.
REPORTING TO	Secondary Head Teacher
OTHER KEY RELATIONSHIPS	Heads of Department and subject leaders. Secondary and Primary Leadership Teams.
PACKAGE	Competitive remuneration and benefits based on experience.

Core requirements of the role

- To be an active and highly collaborative member of the school leadership team who subscribes in word and deed to the promotion of Global Citizenship, the BIS Mission Statement and the IBO Mission Statement.
- To promote an ethos of high ambition, high expectations, perseverance, collaboration, responsibility, integrity, respect and care for all BIS students and staff.
- To lead on learning and teaching across the secondary campus.
- To foster strong professional relationships and use intelligent processes to monitor and continually seek to improve student achievement.

Expected Outcome:

The BIS curriculum remains underpinned by the best evidence based practice and facilitates high achievement as well as the development of learning dispositions and attributes that underpin effective lifelong learning.

Achieved through:

- Leading the drive to align assessment practices with the BIS Learning Skills and the best evidenced based practice.
- Knowledgeably supporting and advising Heads of Department (HoD) on learning, teaching and curricular issues.
- Developing a model that is flexible, responsive and allows for increasing personalisation of learning.
- Working with the SLT to define the school's interpretation of and adherence to the National Curriculum for England.
- Ensuring that the KS4 curriculum supports effective learning, of which IGCSE is a part.
- Ensuring that the IBO curriculum requirements for the Diploma Programme are met or exceeded.
- Developing a KS3 and KS4 curriculum that prepares students well for the IB Diploma Programme.
- Aligning assessment and feedback processes with the best Assessment for Learning practices.
- Working with HoDs to monitor and develop subject assessment processes.
- Ensuring that periodic formal assessments are recorded in SIMs to underpin student progress tracking.
- Developing an assessment and reporting calendar that is aligned to the learning journeys of students.
- Developing reporting that is meaningful and informative to students and parents and that are progress focussed and lead to action.
- Collaborating with the Exams Officer, HoDs and IB Coordinator to produce the annual Examinations Analysis that informs improvement planning.
- Liaising with the Head of Secondary and SLT line managers to guide departmental improvement planning following the Examinations Analysis.
- Monitor the implementation of the departmental action plans.
- Working with the Head of Secondary to ensure that an efficient and effective timetable is produced for the school each year, taking into account the IB Diploma Programme requirements and the CIE recommended time allocations.
- Developing timetable models that take account of effective learning in different curriculum areas.
- Liaising with HoDs to ensure classes are staffed effectively.
- Making recommendations to the Head of Secondary for recruitment within budget to account for student options and curriculum development and the expansion of the school.



Expected Outcome:

The curriculum provides an ambitious range of inspirational, personalised learning opportunities for students. Students receive excellent preparation, guidance and support and benefit from motivating pathways that lead to high engagement.

Achieved through:

- Ensuring increasing personalisation of the curriculum through pedagogical leadership, efficient timetabling and appropriate recruitment planning.
- Leading an effective options process that inspires and motivates student and parent engagement.
- Collaborating with the Deputy Head (W&G) to involve the College and University Guidance Counsellor and Head of Year in the options processes.
- Guiding students and parents through the options processes to enable confident and well informed decision making.
- Maintaining, updating, publishing and communicating the KS4 and IB Options publications annually.
- Collaborating with the Primary Deputy Heads on the vertical articulation of the curriculum through Years 5-9.
- Ensuring that the guidance for KS4 options takes account of future IB Diploma Programme needs for students.

Expected Outcome:

Individuals continue to thrive and the school community continues to flourish.

Achieved through:

- Engaging with students, teachers, parents and community leaders in a manner that is open and inclusive and conveys the BIS values.
- Liaising closely with the Deputy Headteacher (W&G) to ensure ongoing alignment and mutual support of W&G and Curriculum roles.
- Acting as a credible advocate for the school in the wider school community.
- Assisting the Head of Secondary and Director of Admissions and Marketing with admissions processes and developing the assessment processes for admissions.
- Ensuring accurate, timely publication of all curriculum related documentation throughout the academic year.
- Effectively communicating, promoting and celebrating school events.
- Supporting the life of the school beyond the classroom.
- Actively contributing to a school culture and curriculum which takes account of the multi-cultural richness and diversity of the school community.



Person Specification

Qualifications

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Qualified to Master's level or NPQH	Desirable

Experience and knowledge

Proven track record of effective leadership with at least ten years' teaching experience.	Essential
Previous international experience	Desirable
Experience of being part of a highly successful leadership team and school.	Essential
Demonstrable evidence of innovating and adapting curricula to engage students and enable them to perform highly.	Essential
Considerable and wide ranging up to date knowledge of curriculum, assessment and pedagogy.	Essential
Experience of designing, constructing and publishing a school timetable	Essential
Knowledge of school information management systems (iSAMS, SIMS or similar) to support timetabling, reporting and parental engagement, improvement planning, student interventions and maximising achievement.	Essential
Experience of teaching to IB Diploma Programme level or equivalent, of the English/Welsh National Curriculum and (I)GCSE.	Essential
Experience of successful work in partnership with parents.	Essential

Skills

Excellent communication and interpersonal skills.	Essential
Fluent English speaker	Essential
Ability to lead teaching and learning underpinned by a knowledge of what works best	Essential
Able to manage own time and workload and to work under pressure to meet deadlines	Essential
Highly ICT literate	Essential
Ability to handle complex issues	Essential
Ability to solve problems, independently and collaboratively	Essential
Ability to delegate effectively	Essential

Personal Attributes

Passionate about education and educational issues	Essential
Ability and energy to inspire the best in others	Essential
Exceptional personal integrity and character	Essential
Evidence of commitment to significant continuous professional development.	Essential

Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience	Essential
Personal impact and presence	Essential
Displays sensitivity	Essential
Understanding of the complex and demanding environment of an international school community.	Essential
Awareness and sensitivity to Asian culture	Essential
Sense of humour and approachability	Essential

SAFER PRACTICES

The British International School, HCMC is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

