

LOCATION	Nord Anglia International School Shanghai, Pudong
JOB TITLE	Head of Secondary
JOB PURPOSE	To offer leadership, inspiration and guidance to the staff and students of the Secondary School such that all students achieve exceptional outcomes: academic, personal and social. The Head of Secondary will also play a major role in strategic planning for the whole school as part of the School Leadership Team.
REPORTING TO	Principal
DIRECT REPORTS	Secondary SLT
PACKAGE	Competitive
KEY RESULT AREA	
<p>Overall The Head of Secondary will lead others to achieve the strategic aims and objectives of the School in the following areas:</p> <ul style="list-style-type: none"> • Academic Management • Curriculum Management • Professional Learning • Performance Management • Administration • Communication • Marketing 	
<p>Academic Management</p> <ul style="list-style-type: none"> • To oversee the process of the setting of academic targets for Secondary students and to work towards their achievement. • To monitor and evaluate academic standards at all levels in the Secondary School in line with agreed School procedures, including some bench-marking against other schools, and against international and UK standards. • The management of academic analysis and of the evaluation of performance data as they relate to the Secondary School. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • In conjunction with the School Leadership Team, and other colleagues, assist with the management of the School's collection of data, particularly where it relates to the development of pupils at Secondary level. 	
<p>Curriculum Management</p> <ul style="list-style-type: none"> • To lead curriculum development throughout the Secondary School, including the management of student subject options in the Secondary school, particularly for IGCSE and the International Baccalaureate. • To ensure the delivery of an appropriate, challenging and interesting academic and Extra Curricular programme. • To keep up to date with national and international developments in all curriculum areas, and with advances in teaching practice and methodology. • To monitor and respond to all curriculum initiatives at international, UK and local levels • To monitor standards of teaching and learning across the Secondary School. • To act as a positive role model, to promote teamwork and to motivate staff to ensure high quality teaching and effective working relations. 	

Professional Learning

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To support all staff in identifying and designing their own professional learning.
- To evaluate all Secondary CPD in terms of benefit to the School, and to the individual; and to ensure that the details of such evaluation are recorded.
- To establish links with other schools, both international and local, to develop opportunities to share and disseminate good practice. Such opportunities might include teacher and/or pupil exchanges.

Performance Management

- Inspire and guide all staff to the highest levels of performance.
- To undertake Performance Management Reviews for other Senior Leaders and to assist with the performance review process for all academic staff and, as appropriate, associate staff.
- To assist in the preparation of Job Specifications for all Secondary staff and to participate in the interview/selection process for new staff.
- To be responsible for providing effective induction for all new Secondary staff.

Administration

- To deputise for the Principal as appropriate.
- To work with the Principal and the Head of Primary to formulate aims, objectives and strategic plans for the School.
- To contribute to the construction and publication of the School Improvement Plan.
- To prepare, publish and implement an appropriate and effective Secondary timetable that meets the needs of students and complements the priorities for the school.
- To provide comprehensive information on the Secondary School's academic and ECA programmes, its philosophy, aims and requirements to staff, students, parents and other stakeholders.
- The preparation and appropriate delegation of the Secondary School budget.
- To act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Principal and Head of Primary to ensure that the teaching commitments of the Secondary School are effectively and efficiently time-tabled and accommodated.
- To monitor and evaluate the overall progress and development of Secondary pupils, including those with special educational needs, and the gifted and talented.
- With the Principal and Head of Primary, ensure that the School's behaviour management policy is implemented for pupils so that effective learning can take place.
- With the Principal and Head of Primary, monitor pupil attendance, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary.

Communication

- To ensure that all members of the School communicate appropriately with colleagues, parents and students on Secondary School matters.
- To monitor and evaluate the effectiveness of communication relating to the Secondary School with parents, including parents' conferences, reports, the use of the website, and all other informal means of communication.
- To oversee the publication of a regular Secondary Newsletter.

Marketing

- To contribute to all School marketing and liaison activities, including Open Days, and other events.
- To ensure that all materials relating to the Secondary School published to parents and pupils are appropriate and of good quality.
- Liaison with feeder schools and external agencies.
- To actively promote the establishment of effective links with external agencies, in the UK and elsewhere. To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.

OTHER

- Promote and adhere to the Company Vision and Values:
 - **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
 - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
 - **Leadership** - For us, 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** - For us, 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.
- 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 appropriate duties as allocated by the Chief Executive Officer.

PERSON SPECIFICATIONS

Qualifications/Training

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|--|-------------------------------------|
| <ul style="list-style-type: none"> • Qualified Teacher status with a minimum of 5-7 years teaching experience • Experience of at least 5 years as a Senior Leader • Experience as a Head of Secondary | Essential
Essential
Desirable |
|--|-------------------------------------|

In-depth knowledge and understanding of:

- Budget management
- Working in an international setting
- Curriculum management/development skills
- Timetable construction at Secondary level
- Staff deployment

Essential

Experience / Knowledge

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|--|-----------|
| <ul style="list-style-type: none"> • School curriculum (English National Curriculum – Secondary) and associated assessment methods | Essential |
| <ul style="list-style-type: none"> • Up to date curriculum developments | Essential |
| <ul style="list-style-type: none"> • Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) | Essential |
| <ul style="list-style-type: none"> • Evidence of creating innovative ways of promoting a CPD environment | Essential |
| <ul style="list-style-type: none"> • Experience of creating and monitoring CPD across all staff | Essential |
| <ul style="list-style-type: none"> • Proven leadership and management skills | Essential |
| <ul style="list-style-type: none"> • Previous experience of managing a team | Essential |
| <ul style="list-style-type: none"> • High level of IT competency | Essential |
| <ul style="list-style-type: none"> • Familiarity with management information systems | Essential |

• Experience of student tracking systems	Essential
• Ability to build relationships at a Senior Level	Essential
• The ability to develop good personal relationships within a team	Essential
• An effective communicator (written and verbal) to a variety of audiences	Essential
• Previous experience of active involvement of driving up pupil numbers	Essential
• Actively increase current pupil numbers	Essential
• Experience of curriculum and staff planning procedures to ensure the efficient management of resources	Essential
• Detailed understanding of curriculum and assessment in the Secondary School	Essential
Skills	
• Able to command respect of pupils, colleagues and parents	Essential
• Organised with proven ability to meet deadlines	Essential
• Driven by wanting to improve quality and develop the school	Essential
• Reliable with an attention to detail and a commitment to quality	Essential
• A willingness to develop strategies for creating community links	Essential
• An excellent sense of humour	Essential
• Passionate about delivering quality education	Essential
Personal Attributes	
• High levels of personal integrity.	Essential
• Excellent organisational and time-management skills	Essential
• Ability to work under pressure and remain calm	Essential
• Willingness to take on multiple tasks	Essential
• Proactive and able to prompt others to ensure deadlines are achieved	Essential
• Self-motivated and enthusiastic	Essential
• An innovator with a willingness to embrace change	Essential
• Continually strive for improvement	Essential
• Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China.