

LOCATION	Puxi, Shanghai
JOB TITLE	ASSISTANT HEAD OF GLOBAL LANGUAGES
JOB PURPOSE	To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best that they can be.
REPORTING TO	Vice Principal
DIRECT REPORTS	
OTHER KEY RELATIONSHIPS	Heads of Primary and Secondary Heads of Mandarin and Modern Foreign Languages Heads of Key Stages Parents Students
PACKAGE	
KEY RESULT AREA	
<p>In fulfilling the requirements of the post, the Assistant Head will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> ▪ Inspire trust and confidence in students, colleagues and parents; ▪ Engage and motivate students and colleagues; ▪ Build a strong teams and create the conditions for them to excel; ▪ Continually strive to develop the quality of students' learning, creating the conditions in which all students achieve highly; ▪ Design and use processes and systems to advance student learning and enhance professional practice in line with the school's aspirations and priorities; ▪ Contribute significantly to school improvement/development planning and promote the learning priorities of the school development plan; ▪ Manage day to day and longer term operations effectively and efficiently, and coach others to do so; ▪ Develop and deploy resources to support staff delivery of high quality student learning; ▪ Promote the wider aspirations and values of the school; ▪ Understand, actively discuss and then support the aims of the school and its senior leadership team; ▪ Contribute positively to the morale and community spirit in the school; ▪ Assist in whole school marketing initiatives and contribute to the growth of the school; ▪ Maintain an up to date knowledge of good practice in modern education techniques and to share this with colleagues; ▪ Maintain subject(s) or specialism(s) to enable effective teaching, and to model excellent personal practice in the classroom; ▪ Undertake professional development to enhance leadership and management skills and awareness; ▪ Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements; ▪ Any other appropriate duties as allocated by the Principal, Vice-Principal or Head of School. 	
Leadership	
<ul style="list-style-type: none"> ▪ Create transformational change within the Languages programmes by harnessing the talents of others; ▪ Support the Principal, Vice-Principal and Heads of School in developing the school's aims, values and objectives; ▪ Support the Heads of School in the strategic and day to day management of the language programmes within the school; ▪ Work in partnership with the Vice Principal in formulating the aims and objectives for the teaching of Mandarin and the development of the Native Language programmes; ▪ Identifying developments needed in language provision, constantly seeking strategies which will bring about improvement and monitoring the impact; ▪ Create meaningful accountability for outcomes and quality assurance processes to ensure all 	

students achieve;

- Actively promote contemporary, research-led educational philosophy and practice that leads to high performance;
- Model good practice in promoting and marketing the school;
- Plan, lead and present assemblies and other large events;
- Be an outstanding role model for the school.

Staff

- Support the Principal, Vice-Principal and the Heads of School in the recruitment and deployment of teaching staff and;
- learning support staff;
- Support the Vice-Principal and Heads of School in ensuring all staff are developed and trained appropriately for their current and future needs and ambitions;
- Build strong teams;
- Undertake the performance management of middle leaders and teachers;
- Act as a mentor to colleagues and bring out the potential for leadership in others;
- Tackle issues as they occur, fairly and sensitively.

Children/Students, Parents and the Community

- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children/students and to implement policies and procedures to foster them;
- Promote and safeguard the welfare of all children and ensure that a high standard of care and good order for all children is maintained;
- Work in partnership with parents and act as the first point of contact for parents;
- Liaise with parents on a day to day basis and build positive and effective relationships with them;
- Ensure that parents are well informed about the programmes, systems of support, care and guidance, attainment and progress and are able to understand and contribute to targets for improvement;
- Organise and lead workshops for parents as appropriate;
- Fully support the life and work of the school, both in and out of school hours.

Planning, Teaching and Class Management

Teach students so that they achieve their best by:

- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using modern technology to enhance learning opportunities.

Tracking, Assessment, Recording, Reporting

- Make effective use of formative and summative assessment to plan and ensure challenging learning opportunities for all students;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to appropriate stakeholders.

Extra Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

PERSON SPECIFICATIONS

Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential
Experience / Knowledge	
▪ Proven track record with at least five years' teaching experience	Essential
▪ Experience of being part of a highly successful department and school	Desirable
▪ Experience of leadership/management in a school	Essential
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
▪ Experience of delivering a UK National Curriculum and/or the IB Diploma	Desirable
▪ Working in partnership with parents	Essential
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Strong organisational skills	Essential
Personal Attributes	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of an international school community	Desirable

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