



LOCATION	Northbridge International School Cambodia
JOB TITLE	Deputy Head of Secondary & DP Coordinator
JOB PURPOSE	To offer leadership, inspiration and support to the staff and students of the Secondary School, embracing change to improve student learning.
REPORTING TO	Head of Secondary
DIRECT REPORTS	Member of the Secondary Leadership Team. Member of the Educational Leadership Team.
OTHER KEY RELATIONSHIPS	Parents, students, faculty, suppliers, visitors, vendors and other key stakeholders
PACKAGE	Competitive
KEY RESULT AREA	
Philosophy <ul style="list-style-type: none">• Promote and be a personal and professional ambassador for Northbridge, Nord Anglia Education and the International Baccalaureate Organisation.• Embrace the Nord Anglia philosophy of <i>Be Ambitious</i>; We believe that there is no limit to what every student can achieve, creativity and challenge help us get better every day, learning should be personalised to each child, unique global opportunities enhance every student's learning experience.	
Teaching and Learning <ul style="list-style-type: none">• Monitor and raise academic standards of teaching and learning across the Secondary school.• Act as a positive role model, to promote teamwork and to motivate staff to ensure high quality teaching and learning.• Provide leadership for outstanding learning through constructivist, inquiry-based pedagogy.• Keep up to date with international pedagogy in all curriculum areas, particularly in the International Baccalaureate programmes and Nord Anglia University platform.• Assist the Head of Secondary in embedding the Global Campus into the Secondary School.• Lead curriculum development throughout the Secondary School in line with the International Baccalaureate programme guidelines to ensure the delivery and regular review of an appropriate, challenging and stimulating academic and co-curricular programme• Create and foster school spirit, nurturing a positive and healthy learning environment, conducive to learning and mutual respect.• Collaborate with the Head of Secondary to ensure students receive the appropriate advice for selecting subjects in the Diploma Programme.	



- Collaborate with ELT to ensure a smooth transition between each IB Programme for students and parents.

MYP/DP Coordinator Responsibilities

- Provide liaison between the IBO and Northbridge
- Promote and model the Learner Profile
- Develop and review the written Curriculum through working closely with teachers.
- Drive inquiry based teaching and learning
- Promote international-mindedness
- Lead the IB authorization and evaluation processes
- Record, collate and archive materials, units, resources and exemplars of student work
- Align school policies with the IB Philosophy
- Collaborate with the other IB Coordinators to ensure the Curriculum is aligned and articulated
- Communicate the programme effectively to parents

Student Performance

- Collaborate with the Head of Secondary to set academic targets for Secondary students.
- Monitor and evaluate academic standards at all levels in the Secondary School in line with agreed School procedures.
- In conjunction with the School Leadership Team, and other colleagues, assist with the management of the School's collection of data.
- Collaborate with the Head of Secondary to produce student reports to parents.

Performance Management

- Inspire and guide all staff to the highest levels of performance.
- Provide support, regular and constructive feedback to all Secondary Teachers, leading to increased student performance and enhanced student learning.
- To participate in the Performance Management process for teachers and align personal growth plans with school development.
- To collaborate with the Head of Secondary and provide effective induction for all new Secondary staff, workshops throughout the year and lead where appropriate Staff Meetings.
- To support the Head of Secondary in the recruitment process, including pre screening candidates, participating in interviews and observing demonstration classes.

Professional Learning

- Collaborate with the Educational Leadership Team to ensure that the culture of a modern Professional Learning Community is fostered in which individual teachers take responsibility for their own learning and development.



<ul style="list-style-type: none"> • Promote the Nord Anglia University to increase interaction with staff in other Nord Anglia Education schools. • Promote the use of technology as a tool for high quality professional learning. 	
<p>Administration</p> <ul style="list-style-type: none"> • To deputise for the Head of Secondary as appropriate. • Collaborate with the Educational Leadership Team to formulate strategic direction and create a vision for the whole school. • Play an active role in the implementation of the School Strategic Plan. 	
<p>Communication</p> <ul style="list-style-type: none"> • To collaborate with the Head of Secondary to review all Handbooks and publications for Secondary. • To communicate with parents comprehensive information on the Secondary School's curricular and co-curricular programmes to parents and other stakeholders. • Is a visible member of the community and attends/leads school events, functions as per the school calendar. 	
<p>Marketing</p> <ul style="list-style-type: none"> • 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, in line with the Nord Anglia brand. 	
<p>Personal Development</p> <ul style="list-style-type: none"> • Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> • Improved performance • Performance appraisal • Personal Development Plan
<p>OTHER Promote and adhere to the Company Vision and Values:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Valued member of the team and organisation



- | | |
|---|--|
| <ul style="list-style-type: none">● 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 | |
|---|--|