

## DEPUTY HEAD OF SECONDARY/IB MYP COORDINATOR JOB DESCRIPTION

<b>LOCATION</b>	<b>Northbridge International School Cambodia</b>
<b>JOB TITLE</b>	<b>Deputy Head of Secondary &amp; MYP Coordinator</b>
<b>JOB PURPOSE</b>	To offer leadership, inspiration and support to the staff and students of the Secondary School, embracing change to improve student learning.
<b>REPORTING TO</b>	Head of Secondary
<b>DIRECT REPORTS</b>	Grade Level Leaders Curriculum Leaders
<b>OTHER KEY RELATIONSHIPS</b>	Parents, students, faculty, suppliers, visitors, vendors and other key stakeholders
<b>KEY RESULT AREA</b>	
<p><b>Philosophy</b></p> <ul style="list-style-type: none"> <li>Promote and be a personal and professional ambassador for Northbridge, Nord Anglia Education and the International Baccalaureate Organisation.</li> <li>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.</li> </ul>	
<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>Monitor and raise academic standards of teaching and learning across the Secondary school.</li> <li>Act as a positive role model, to promote teamwork and to motivate staff to ensure high quality teaching and learning.</li> <li>Provide leadership for outstanding learning through constructivist, inquiry-based pedagogy.</li> <li>Keep up to date with international pedagogy in all curriculum areas, particularly in the International Baccalaureate programmes and Nord Anglia University platform.</li> <li>Assist the Head of Secondary in embedding the Global Campus into the Secondary School.</li> <li>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</li> <li>Create and foster school spirit, nurturing a positive and healthy learning environment, conducive to learning and mutual respect.</li> <li>Collaborate with ELT to ensure a smooth transition between each IB Programme for students and parents.</li> </ul>	
<p><b>MYP/DP Coordinator Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide liaison between the IBO and Northbridge</li> <li>Promote and model the Learner Profile</li> </ul>	

- 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.
- 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.

#### **Administration**

- 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.

### Communication

- 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.

### 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, in line with the Nord Anglia brand.

### Personal Development

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| <ul style="list-style-type: none"> <li>• Continual development through the identification and implementation of your own Personal Development Plan</li> </ul> | <ul style="list-style-type: none"> <li>• Improved performance</li> <li>• Performance appraisal</li> <li>• Personal Development Plan</li> </ul> |
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## Philosophy and Values

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.