

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	Deputy Head of Secondary School
JOB PURPOSE	The Deputy Head of Secondary School offers leadership, inspiration and guidance to the secondary teaching staff, to ensure the smooth day to day operations of the secondary school. Assisting with the running of day to day operations of the secondary school including the development of a high performance culture, for students and staff that is a core Nord Anglia Education expectation.
REPORTING TO	Head of Secondary and Principal
DIRECT REPORTS	MYP and DP Coordinators and Head of Subject Groups
OTHER KEY RELATIONSHIPS	Admissions department, Grade Level Leaders
TIME REMISSION	
PACKAGE	
KEY RESULT AREA	<p>In addition to shared responsibility for student learning the Deputy Head of Secondary school will provide effective leadership and management together with the Head of Secondary to maintain an effective teaching team which continually enhances the quality of learning and achievement. The leadership position provides significant opportunities for professional growth.</p>
	<p>The Deputy Head of Secondary is responsible for :</p> <p>Professional development of staff</p> <ul style="list-style-type: none"> ➤ Engage proactively with Nord Anglia Education (University) to best develop or utilize opportunities for professional development for staff ensuring compliancy with the IB ➤ Liaise with the Heads of Subject Group and teachers to ensure workshops are found that are relevant and useful to enable to staff to meet specific goals ➤ Provide support for and conduct appraisal procedures for Secondary School teachers ➤ Identify, facilitate and encourage professional development opportunities in relation to the programme ➤ Identify areas for PD, and help plan internal and external workshops accordingly. ➤ Review and evaluate with the In-Set Committee PD applications from teachers ➤ Attend workshops and conferences as appropriate
	<p>Organisation of the Secondary School</p> <p>Duties include but are not limited to :</p> <ul style="list-style-type: none"> ➤ Cover for absent staff - Liaise with Head of Secondary's assistant to ensure cover is always in place. ➤ Allocation of duties - Manage the duty rota ensuring always health and safety of students ➤ Exam invigilation - Organise MYP and DP internal exam invigilation timetables ➤ Organisation of student lockers - Liaise with Estate manager to ensure there are sufficient number of lockers for all students and maintain correct usage, help with lockers than don't open, lost combinations etc ➤ Follow up on new staff in the first term or more where appropriate to support their induction and integration into life at International College Spain.

Admissions and Marketing of the school

- Liaise with the Admissions department and assist the Head of Secondary in all secondary student recruitment matters, including meeting and engaging with prospective parents and students
- Liaise with Grade Level Leaders regarding the Admissions process of prospective students
- Support or participate in parent and stakeholder information workshops where relevant
- Contribute to the school's marketing goals
- Help promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence
- Actively market the school at every opportunity

Teaching and Learning

- Work closely with the Head of Secondary, Curriculum Coordinators and the Heads of Subject Group in both long-term and short-term curriculum planning within the school.
- Teaching of some classes within the MYP and/or DP

General requirements and objectives

- Work with teachers, students and the school community to create a thriving, dynamic and aspirational academic culture.
- Be available for additional duties and cover for classes as needed.
- Support the school's curricular and philosophical commitments as an IB World School.
- Help to ensure that at all times the school's curriculum provides a safe, supportive learning environment for students, teachers and all other members of the ICS community by working together with the programme coordinators (MYP and DP).