

## Secondary Head Teacher

Fixed Term Post for one year to start from 21<sup>st</sup> August 2017

Responsible to: The Principal and the Governing Body

Salary: Leadership Group Pay Range, L15 to L21



### Core purpose

The primary purpose of the job is to work with the Principal to create a high-performing, academically rigorous Secondary School that offers pupils from all walks of life a programme of study that follows the European Schools' curriculum and leads to the European Baccalaureate. This will build on the bilingual education provided by the Primary School and integrate pupils joining from the European School Culham.

Previous experience of the European Schools' system, experience of school management and a history of excellence in teaching are advantageous for this post.

### Objectives

- Play an active part in the School Management Team to implement the vision and aims of the school
- Ensuring that core knowledge and skills are taught well to an intellectually and socially diverse group of children
- Ensuring good feedback is given on learning progress and achievement to pupils and parents
- Supporting the Principal in establishing a positive identity and inclusive ethos for the school
- Establishing policies and procedures for the smooth and effective running of the Secondary School
- Establishing a culture that celebrates and promotes wider achievement for all pupils
- Maintaining discipline within the school and giving pupils a voice through the School Council
- Developing links with other European Schools, local schools and schools with common interests
- Promote the involvement of parents and carers in the life of the school, particularly through extra-curricular activities
- Promoting the school's specialisms in Sciences and Languages while maintaining a broad and balanced curriculum, including the creative arts.
- Put in place and maintain measures to support the successful completion of the Baccalaureate for our first cohort in July 2018.
- Promote a high pupil retention rate, particularly between S5 and S6
- Inspire, manage and lead staff and pupils

*NB In European Schools, S1 to S7 refer to the Secondary year groups, equivalent to Years 7 to 13 respectively.*

### Responsibilities

#### **Strategic development and operational:**

The Secondary HT will:

- Assist the Principal in the recruitment and retention of well qualified and competent staff, capable of supporting the aims of the school and in particular its Accredited European School status.
- Establish an appraisal and CPD system for secondary staff that respects the pedagogical diversity of staff engaged in a European School and takes account of the competences and experience of the staff.
- Work with the Principal to ensure Secondary School's compliance with the requirements of the DfE, the Local Authority, Ofsted and the Boards of the European Schools

- Monitor pupil progress and achievement against agreed criteria that respond to the requirements of Ofsted and the European Schools, submitting reports to the Principal and Governors
- Deputise for the Principal when required, in partnership with the Primary Head Teacher

### ***Learning and teaching:***

The Secondary Head Teacher will:

- Develop the school's curriculum and procedures in a way that ensures a European, multilingual and multicultural education.
- Support staff development, taking note of collective expertise and reliable educational research
- Ensure all pupils are able to succeed by ensuring adequate support is made available
- Ensure staff contribute to and make use of both formative and summative assessment
- Monitor individual progress and feed back to staff, parents and pupils so that effective provision is made for future learning
- Produce summary data on teaching and learning for reports to inspectors and governors

### ***Leading and managing staff:***

The Secondary Head Teacher will:

- Exercise effective staff management and lead and motivate others
- Create and maintain good working relationships among all members of the school community
- Work with colleagues to deploy all staff effectively
- Assume responsibility for the Secondary Resources budget, with partial delegation to subject coordinators. Contribute to the setting of subsequent budgets
- Plan, manage and monitor the Secondary curriculum within the agreed budget
- Gather all elements necessary for the Secondary timetable, oversee its creation and monitor its implementation.
- Support the Principal and the Business Manager in managing and organising accommodation efficiently and effectively to ensure that the site meets the needs of the curriculum and health and safety requirements
- Support the Principal in securing adequate resources for the school
- Maintain records of all staff absence and act to support good attendance
- Work with the Primary HT to establish productive staff and pupil relations throughout the school and an effective transfer between levels.

### ***Standards:***

The Secondary Head Teacher will:

- Establish and maintain clear improvement plans, milestones and expectations in relation to standards, quality and achievement
- Regularly review and quality assure student tracking systems and analyse data to improve standards across the school
- Monitor classroom practice to ensure high standards of teaching and learning
- Observe teaching, recording and feeding back observations to teachers
- Make effective use of IT in fulfilling responsibilities

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or governors to ensure the efficient and effective operation of the school.