



Britannica International School
Budapest
an Orbital Education School



Head of Secondary

Job Description

Purpose:

The Head of Secondary is one of the key positions within the school. The post holder is expected to represent and model, in every aspect of teaching and learning, school management and development, the absolute best that Britannica International School, Budapest and the Orbital group can offer our community.

Key information:

- responsible to the Principal;
- liaises with all staff as appropriate but key relationships will be with the senior team in both phases of the school;
- directly line manage the Secondary leadership team and have oversight of their line management of their respective teams.

Key professional qualities:

- an ability to lead and inspire colleagues from a wide and diverse range of backgrounds;
- diplomacy when dealing with student, staff and parent concerns;
- wisdom when making judgements about complex issues;
- experience of managing and delivering whole-school change;
- loyalty, integrity and honesty, with a student-centred approach to decision-making;
- the ability to work quickly and effectively under pressure and delegate responsibilities where prudent.

Key responsibilities:

- to assist the Principal in whole-school and Secondary review, evaluation and quality assurance, and ensure the effective planning and management of school resources;
- secure further annual improvements in school and student outcomes;
- to play a significant role in setting aims and objectives for the Secondary School while participating in the development of key improvement priorities and the School Operational Plan, together with the Principal and other senior staff;
- to coordinate all aspects of the day-to-day administration and organisation of the Secondary School;

- to lead the raising of the quality of teaching and learning by monitoring students' work and teachers' planning and teaching;
- to further develop the quality of teaching and learning by making a significant contribution to the school's continuing professional development programme, delivering CPD and working with individuals and teams in a variety of professional development activities;
- to inspire, motivate and influence staff and students, taking a leading role in maintaining the highest standards of teaching and learning and whole school standards;
- to be an excellent role model for all members of staff and for students in all aspects of school life, treating all members of the community with equity and fairness.

Other roles and responsibilities

Continuing Professional Development

- participate pro-actively in the professional mastery programme, organising coaching meetings, peer support, lesson drop-ins and learning walks as appropriate;
- in conjunction with the senior team, take responsibility for staff and personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning at whole-school level;
- to take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the professional mastery process;
- to contribute to whole-school development by sharing professional learning, expertise and skills with others in the team;
- to be a reflective practitioner, evaluating and improving your own practice to take teaching and learning forward at whole-school level.

Administration

- to ensure colleagues implement the school's assessment, recording and reporting procedures;
- to ensure colleagues keep an accurate register of students, in accordance with the school's policy;
- to organise the schedule for Secondary duties and daily cover;
- to organise parents' afternoons in the Secondary phase in conjunction with the admin team;
- to write a weekly newsletter article promoting learning and activities in the Secondary phase;
- to organise and take the lead role in appropriate meetings, assemblies and events with colleagues and parents;

Health and Safety

- to ensure Secondary staff compliance with procedures on all matters concerning health, safety, wellbeing and welfare, in accordance with the school's policies and procedures;
- to take responsibility for personal health, safety, wellbeing and welfare and that of others who may be affected by your actions or inactions.
- to be the Designated Safeguarding Lead for the Secondary phase

PROFESSIONAL DUTIES

TEACHING

- planning and preparing an appropriate number of courses and lessons;
- teaching, according to their educational needs, the students assigned to him/her, including the setting and, as appropriate, the reviewing of students' work;
- assessing, recording and reporting on the development, progress and attainment of students according to the normal practice of the school;
- participating as appropriate in the school's arrangements for the admission of students into the Secondary school;

OTHER ACTIVITIES

- responsibility for the academic progress, attainment and wellbeing of Secondary students, ensuring appropriate interventions are in place to ensure all students' learning, emotional and behavioural needs are met;

As appropriate:

- providing guidance and advice to students on educational and social matters, and making relevant records and reports;
- keeping records of and reports on the personal and social needs of students;
- communicating and consulting with the parents and students;
- communicating and cooperating with persons or bodies outside the school;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

CURRICULUM DEVELOPMENT

- leading and co-operating with the Principal, Head of Primary and other senior staff on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

Please note that this job description is not an exhaustive list and there may be other tasks not on the job description required at the discretion of the Principal.