

The British School

Job Description - Assistant Head, Secondary

Responsible to:	Head of Secondary (VP)
Job purpose	<ul style="list-style-type: none"> • To provide the conditions for our secondary teachers to be able to provide the best educational experience for our students. • To lead and manage the appropriate sections of the day to day operational running of the Secondary School, working closely with the other Assistant Heads. • To contribute to the overall strategic direction of the school as a member of the Secondary Leadership Team

Main roles and responsibilities	
	To provide direction, training and inspiration for our teachers to be exceptional classroom practitioners.
	To ensure student progress is evident across the Secondary School and all achievement is recognised and celebrated.
	To provide a safe environment and ensure the wellbeing of all students remains the priority.
	Maintain a clear assessment and reporting structure and schedule.
	Regularly evaluate the learning and teaching taking place in the school using a variety of means including regular learning walks, lesson observations, learning conversations, appraisal and effective feedback.
	To model excellent learning and teaching through their own classroom practice.
	To keep up to date with all curriculum and pedagogical developments, implementing appropriate initiatives through effective INSET and CPD.
	Work with the Additional Learning Support Coordinator to ensure students experiencing learning difficulties are provided with appropriate support and guidance.
	To work with the Secondary Leadership Team to be courageous and innovative in their initiatives and help implement them thoroughly.
	Manage appropriate budgets effectively and efficiently, ensuring resources are deployed appropriately and fairly.
	Maintain the Secondary School calendar and ensure general administration, including reports, are of the highest standard.
	Communicate effectively with all members of our community to ensure clarity and be a driving force for positive change.
	Work with the Head of Secondary and the Principal in working towards our Mission and Vision through appropriately ambitious area development plans.
	Work with our Administration Team in ensuring the smooth operation of the school, and our Board of Governors in helping shape the strategic direction of the school
	Promote a positive profile of the School Mission and Vision to all members of the community.

The British School

Other reasonable requests made by the Principal

Person Specification - Assistant Head, Secondary

Skills required	
Ability to inspire children to learn effectively and to model excellent teaching.	Essential
Hard-working and dedicated to continuous improvement and communicating successes within and outside school.	Essential
Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community.	Essential
Excellent organisational and time management skills with the ability to prioritise tasks, work on one's own initiative and react appropriately to competing demands.	Essential
Ability to maintain confidentiality.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes.	Essential
Awareness of one's own vulnerabilities and 'knowledge gaps'; with the mindset to seek feedback, self reflect, develop and improve.	Desirable
Understanding and knowledge of ICT and a willingness to further develop ICT skills.	Desirable
Qualifications	
Recognisable teaching qualification and a good degree.	Essential
Middle/Senior Leadership training and/or a postgraduate degree in Education.	Essential
Experience	
Leading a team successfully with evidence of strategic planning and positive outcomes.	Essential
Leading and managing other staff including line/performance managing colleagues.	Essential
Managing department finances or working within a budget.	Essential
Interviewing and recruiting staff.	Desirable
Personal attributes	
Enthusiastic, hard-working and resilient.	Essential
Calm, flexible, approachable attitude.	Essential
Exhibit confidence with humility.	Essential



The British School

Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
A sense of humour with the right balance of gravitas.	Essential
Confidence to advise and challenge the Head of Secondary (VP) on all aspects relating of school life.	Essential
Remuneration: TBS Leadership Scale (related to UK Leadership Scale), dependent on qualifications and experience.	

The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check, a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.