

Job Description

Position Title: Head of Secondary (HoS)

Reports to: Principal

Type of Job Contract: Overseas

Position focus

To provide leadership and management of the academic and pastoral programmes of the Secondary School in line with the Vision and Mission of the School.

Key Responsibilities

The Head of Secondary is a senior figure in the school and as such should be an exemplary, and visible, role model for staff, students and parents.

The Head of Secondary is a member of the Senior Management Team at the Bangkok Campus, in addition to the School Director, Principal and Head of Primary and will attend weekly meetings.

The Head of Secondary chairs the weekly Secondary School Leadership Team (SSLT) meetings attended by the Assistant Head, Pastoral and Assistant Head, Academic.

It is not envisaged that Head of Secondary will have a teaching timetable, but the possibility is not excluded.

Curriculum planning, delivery and assessment in the Secondary School

The Head of Secondary will:

- directly line manage Heads of Departments and chair meetings
- ensure that department curriculum documentation for the Secondary School, is consistent in terms of layout and content in line with school policy
- ensure that department curriculum documentation ensures a breadth of knowledge and progression of skills that will cater to all groups of students across the ability spectrum
- be responsible for the updating of handbooks and job descriptions, particularly in the Secondary School
- be responsible for internal and external assessment in the Secondary School and the tracking of student progress
- oversee the setting up, writing and production of high quality Secondary School reports to parents according to the timetabled schedule
- directly monitor standards through: work scrutinies, department reviews, observations, teacher and student feedback, and individual performance management of staff
- oversee the production and maintenance of the Secondary part of the whole school timetable
- ensure adequate cover supervision is provided for absent colleagues
- be responsible for, in liaison with Student Enrichment Coordinators, a high quality extra-curricular programme

Student support in the Secondary School

The Head of Secondary will:

- work closely with the Assistant Head, Pastoral and may attend meetings
- ensure that a comprehensive PSHE programme is in place that provides for the needs of all students
- ensure that all students receive appropriate pastoral care
- be responsible for discipline in the Secondary School, in particular for dealing with serious behavioural issues, suspending students where necessary, or recommending stronger action (expulsion) to the Principal
- be responsible for the setting up and monitoring of an effective student profiling system
- monitor the support programmes for those with special needs and language difficulties
- be responsible for all health and safety matters in the Secondary School both on and off campus including overseeing school trips according to school policies
- manage regular fire drills and duck and cover exercises
- oversee assemblies in the Secondary School, and take at least one assembly per term
- be responsible for monitoring admissions into the Secondary School
- be responsible for ensuring the highest standards when Secondary students are involved in performances, whether inside or outside school

Provision and efficient use of educational resources

The Head of Secondary will:

- in cooperation with the Principal, allocate budgets to academic departments and oversee the purchasing and inventory process
- ensure that all departments are adequately resourced to provide high quality curriculum delivery

Teacher support

The Head of Secondary will:

- be responsible for monitoring and raising the quality of teaching and learning in the Secondary School
- be responsible for the running of a rigorous performance management process for Secondary staff that takes account of both personal and school developmental needs
- oversee a programme of professional development opportunities, in liaison with the CPD Coordinator, both internal and external, which links to school needs and the performance management process
- be responsible for the induction of new staff

Links

The Head of Secondary will:

- develop cross-curricular links in the Secondary School
- liaise on a regular basis with the various school administration departments supporting staff and student well being
- liaise with the marketing department in promoting the school
- ensure that connectivity between the Secondary School and Primary School is developed at every opportunity
- develop opportunities for connectivity between St. Stephen's Bangkok, its sister campus in Khao Yai and other similar schools
- take every opportunity to develop links with the local community

Communication

The Head of Secondary will:

- run Secondary School briefings
- be responsible for the organisation of Parent-Teacher conferences according to the calendar
- be responsible, in collaboration with other senior leaders, for the production and updating of a school calendar, which includes meeting schedules and events
- be responsible for the production of a duty rota for secondary staff
- be responsible for monitoring staff communication to parents
- be responsible for the Secondary School content in the website, publications and advertisements.
- Produce weekly bulletins for parents and for staff

Other whole school duties and tasks will be assigned and agreed upon as appropriate.