



San Silvestre School

The Assistant Headteacher - Academic post is a key management leadership role that is expected to contribute to the strategic development and operational management of the Section and to support the development of a stimulating, creative and collegial working environment within the school. The Assistant Headteacher - Academic needs to understand and be committed to the philosophy and ethos of The School.

Post title: Full time Assistant Headteacher (Secondary) - Academic, with possibility of a limited teaching role.

Contractual conditions: Duration of contract - 3 years initially, beginning August 1st 2021 and renewable every two years.

Responsible to: Headmistress

Line Manager: Head of Secondary

Direct Reports: Heads of Departments, Learning Support Coordinator, Vocational Guidance Department

Internal Relationships:

Head of Section

Assistant Head - Student Care

Curriculum Leaders

Learning Support Coordinator

Teachers

Teaching Assistants

Administration Staff

Librarian

Technology Leaders

Coordinator of Outdoor Education

Head of Teaching and Learning

Literacy Coordinator

General responsibilities

1. Strategic

Collaborating and Communicating Effectively with the Head of Section, Assistant Head - Student Care and Heads of Departments on all aspects related to teaching, learning, assessment and reporting.

Monitoring teaching, learning, assessment, recording and reporting practices in the section. Collaborating and Communicating Effectively with the Learning Support Coordinator, and associated professionals.

Ensuring a thorough understanding of the policies and procedures pertaining to teaching, learning, assessment and reporting.

Keep the Head of Section informed about all aspects of your work.

Meet regularly with the Headmistress, Deputy Head and Peruvian Director to address issues related to the Section.

Meet regularly with the Senior Management Team (SMT) to address issues related to the whole school.

Meet regularly with the Senior Leadership Team (SLT) to address issues related to the section.

Assume the leadership role in collaboration with the Assistant Head – Student Care in the absence of the Head of Section.

2. Relationships

Ensure a positive, open and professional relationship with the Head of Section, Assistant Head – Student Care, Learning Support Coordinator and all other staff.

Ensure that a professional standard of communication is maintained at all times with all stakeholders.

Ensure confidentiality is maintained at all times.

3. Curriculum (inc. T and L)

Participate in decision making and policy development across the Section.

Oversight of the development and implementation of best practice classroom teaching and learning.

Oversight of the implementation of learning programmes that are collaboratively planned with the Heads of Departments.

Oversight of planning and curriculum coherence.

In collaboration with Heads monitor the teaching and learning across the section and provide feedback to Coordinators and Senior Leaders.

Participate in and promote professional development.

Participate in the discernment process for lateral entry students.

In collaboration with the Senior Leaders, Heads Of Departments and LS Coordinator monitor the progress of students across the section.

Ensure the curriculum is documented and updated as appropriate.

In collaboration with Heads of Department select and requisition instructional and curriculum development materials and resources.

Conduct lesson observations and learning walks.

Provide relevant and timely feedback at the conclusion of formal and informal observation of teaching and walkthroughs.

Ensure confidentiality is maintained at all times when discussing student needs.

4. Staffing/Staff management

Maintain awareness of new theories, practices and methodologies in relation to educational management.

Carry out all reasonable work assignments as requested by the Head of Section/Head of School.

Actively participate in the section recruitment process in collaboration with the Section Head and Assistant Head – Student Care, including the induction and mentoring of new staff.

Ensure provision of individual and group training or mentoring to scaffold staff development, meet individual or team needs and motivate staff.

In collaboration with the Senior Leadership Team, review the Self Reflection/Appraisal document of the Curriculum Leaders and participate in the setting and review of goals.

Administration (registration, bulletin, calendar, lead meetings, SB, review school documents, etc.)

Participate in the development of all section calendars, timetables and general rosters.

5. Public relations

Ensure all parent or staff learning concerns or complaints are responded to appropriately and effectively within a short timeframe.

Refer any serious or ongoing parent or staff concerns to the Head of Section.

Represent the school positively in all contexts and at all times.

Participate actively in Section and School events.

Ensure that parents are informed of relevant issues through appropriate channels.

6. Record keeping

Ensure that all relevant information is made available to the Head of Section.

Ensure that accurate minutes of meetings are kept.

Ensure all serious parent or staff complaints are recorded (Confidential Files).

7. Technology (use to innovate)

Develop and maintain an understanding of technology and its use in teaching and learning. Use the School supplied technology appropriately.

Formal Qualifications required

Essential Qualification: Bachelor's Degree plus Postgraduate Certificate in Education

Desirable Qualifications: Master's Degree in a field related to a specialist subject area or an area of leadership.

A recognised Middle/Senior Leadership qualification, such as the NPQML/NPQH.

Competencies required

Language

Ability to speak and teach in fluent English (first language English speaker preferred)

Ability to speak Spanish; basic oral and written desirable; a willingness to learn is imperative.

Technology

Google Educator Level 1.

Good working knowledge of all Google Suite apps.

Digital Citizenship.

A willingness to keep up to date with current changes in technology.

Personal and managerial

Ability to effectively manage one's own time.

Capacity to work unsupervised and use initiative.

Effective interpersonal and communication skills.

Teaching and Learning

Understanding of innovative educational practices which facilitate effective teaching and learning.

Detailed knowledge of curriculum development.

An understanding of all forms of assessment and how they inform learning

Essential Experience

More than 5 years of teaching experience in a relevant phase.

Previous Middle/Senior management experience.

Desirable Experience

Public speaking experience - to groups of staff, parents and students.

Experience in the effective management of change.

Experience in the appraisal of staff (e.g. learning walks, classroom observation, individual self-reflection meetings and providing kind and constructive written/oral feedback).

Experience in facilitating Continuing Professional Development.

Experience in the use and management of a curriculum mapping tool.

Experience in the use of tools to monitor learning and progress.

Other relevant experience

Experience of working with EAL pupils (English as an Additional Language).

Other Relevant Information

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.

All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

Please send your CV and letter of application to applications@sansilvestre.edu.pe indicating *Assistant Headteacher (Secondary) Academic* in the subject line OR via the TES platform.

The deadline for application is 25.10.2020.

Dated: 4.10.2020