



# Job Description

## *Vice-Principal & Head of Secondary*

Responsible in the first instance to the Principal: Terry Hamilton

As the Vice-Principal & Head of Secondary (VP&HoS) you are responsible for all aspects of the running of the Secondary School, ensuring that the school section is aligned with the IB Standards and Practices, the CIS Standards, and that all activity within the school section is aligned with the School Mission and Philosophic Aims and in accordance with the policies found in the HIS Policy Manual.

The VP&HOS is a key member of the School Leadership Team and can be deputised to lead the school in the absence of the Principal. This job description outlines some of the specific responsibilities of this position, but it should not be considered an exhaustive list.

## Leadership Structure & Philosophy

**As VP&HoS, you are responsible for:**

- Establishing and maintaining high expectations for all students and staff with regards to attitude and performance.
- Ensuring that the Secondary School staff demonstrate understanding of IB philosophy.
- Promoting the values and expectations of the HIS Mission and School Philosophy.
- Developing and promoting the concept of international-mindedness and all attributes of the IB learner profile throughout the Secondary School.
- Promoting responsible action within and beyond the school community.
- Promoting open communication with and between Secondary staff, students, parents & the wider community, based on understanding and respect.
- Supporting access to all students to the fullest extents of the MYP and DP.
- Keeping the Principal and the Board up-to-date about developments within the Secondary programmes.
- Developing and implementing systems, policies and procedures to support the continuity and ongoing development of the programmes and curricula on offer in the Secondary School.
- Ensuring that practices and procedures in the Secondary School are aligned with the requirements of the IB Programmes and the CIS Standards.

## Pedagogical Leadership

**AS VP&HOS, you are responsible for:**

- Demonstrating pedagogical leadership aligned with the demands and philosophies of the programmes on offer in Secondary.
- Supporting the collaborative processes required by the programmes on offer.
- Ensuring that all students are appropriately challenged by their academic programme of study.
- Ensuring a focus on continual improvement of teaching and learning within the Secondary School, so that students develop the knowledge, skills, and understanding to be successful in the wider world.
- Ensuring that there is comprehensive written curriculum documentation.
- Ensuring that teaching and learning takes into account the language needs of all learners.
- Ensuring that students receive the support necessary to help them achieve to the best of their ability.
- Ensuring there are appropriate links between the Secondary and Elementary schools to ensure the vertical alignment of curriculum.

## Collegiality and Professionalism

**AS VP&HOS, you are responsible for:**

- Leading and managing the Secondary School staff.



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- Assisting the principal on issues relating to staff professional behaviour.
- Ensuring that all students are adequately supervised at all times, allocating cover teachers where necessary.
- Conducting staff appraisal within the Secondary School, with a focus on enhancing teaching and learning.
- Establishing clear policies and procedures for behaviour management.
- Ensuring that staff in the Secondary School participate actively in the wider IB and international world.
- Promoting the positive image of HIS in the wider world.
- Ensuring diplomacy and discretion in all professional activity within the Secondary School.

## Communications

### **AS VP&HOS, you are responsible for:**

- Coordinating and overseeing, together with the Vice-Principal & Head of Elementary (VP&HOE) and the Principal, the school calendar of events, and ensuring that the whole community is informed of Secondary events.
- Coordinating and overseeing, together with the VP&HOE, the production of key informational and promotional publications.
- Maintaining strong and supportive links between the Secondary School and the PTA.
- Maintaining strong and supportive links between the Secondary and Elementary Schools.
- Ensuring that Secondary Handbooks are kept up-to-date and clearly document systems, policies and procedures.
- Communication with the Student Success (Extra-Learning Support) Team.

## Assessment and Reporting

### **As VP&HOS, you are responsible for:**

- Monitoring students' academic progress and ensuring that parents, and other teachers, are informed as appropriate.
- Establishing reporting procedures & guidelines which keep parents regularly and appropriately informed about the progress of their children.
- Welcoming parental interest in the progress of students and being willing to listen to and respond to parents' views.
- Using internally and externally administered assessment tools and results to improve teaching and learning.
- Establishing reporting procedures which keep parents regularly and appropriately informed about the progress of their children.

## General Administration

### **As VP&HOS, you are responsible for:**

- Administration of the Secondary School timetable, ensuring that this matches programme and curriculum requirements.
- Overseeing the Admissions and Withdrawal processes for Secondary school students.
- Recruiting new academic and non-academic staff for the Secondary school, in conjunction with the Principal.
- Overseeing the general maintenance of school property as it pertains to the Secondary School.
- Ensuring that the Secondary School has appropriate resources to deliver the programmes on offer, and obtains new materials and equipment as necessary to improve teaching and learning.



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- Administration of budgets pertaining to the Secondary School.
- Ensuring that the school has access to the technological resources necessary to enhance teaching and learning, and to facilitate the ongoing development of the programmes on offer.
- Ensuring that all students are adequately supervised at all times: allocating cover teachers where necessary.