

Job Description: Marina International: Head of High School

Responsible to: the Board of Governors of the PTA

Responsible for: the student body, teaching and support staff of the High School and leading the Senior Management Team comprising the Deputy Head Academic and Deputy Head Pastoral.

Role:

The post holder will be a dynamic and determined person capable of strategically leading the High School with integrity and care to provide high quality education in international standards of excellence. The Head will have the organisational, financial and people management skills to establish and implement a budgetary and performance management framework which will underpin student's improved academic and behavioural standards, as well as increased health and safety within the school. The Head of High School will also be an effective communicator with parents, staff, students and other stakeholders; able to review and develop policies and programmes which add value, and enhance the school's reputation nationally and internationally.

Duties:

1. Leadership

- Provide overall leadership and direction so that students are educated and developed academically, personally and socially to achieve higher international standards
- Highlight issues and recommendations to the Board regarding quality education improvements
- Make quality decisions to meet stakeholder expectations
- Formulate and implement a High School strategic Development Plan in line with the whole school corporate plan, towards and beyond international accreditation.

2. Academic Programme & Development

- Review and develop the admissions and selections policy
- Oversee the review and development of the academic programme in line with international standards and trends.
- Ensure that the school offers a board based international curriculum and a variety of extra-curricular activities for the academic, personal and social development of students.
- Promote pedagogical and curriculum development strategies to maximize student achievements and outcomes.
- Establish academic performance targets with the Deputy Head (Academic) to ensure higher academic standards across all subjects.
- Promote the integration of ICT, English and Maths across the curriculum
- Promote a study skills and learning support approach to those students with special needs.
- Assess the capability to adopt the international Baccalaureate for the sixth form

- Provide quarterly reports to the Board which review academic progress.

3. Pastoral care and Discipline

- Review and develop the code of conduct and disciplinary procedures policies.
- Establish behaviour management procedures with the deputy Head (Pastoral) to ensure higher standards of conduct and behaviour.
- Encourage greater parental involvement and participation in reinforcing life skills that students need to become responsible adults.
- Encourage greater teacher and student involvement and participation in the development of the school.
- Ensure that students receive relevant information and individualised counselling to make informed academic and vocational choices.
- Provide quarterly reports to the Board which review student participation and management of behaviour.

4. Organisational and Financial Management

Clarify organizational and staff roles and institute a performance management system.

Secure and allocate human and material resources to achieve the school programme.

Review and develop procedures to regulate in and out of school activities.

Develop and efficiently manage the High School budget.

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Secure additional sources of income through fundraising.

Maintain accurate financial records of income and expenditure.

5. Human Resources Management

- Delegate and empower staff appropriately, ensuring annual staff appraisal.
- Promote coaching, monitoring and supervision of staff.
- Organise and coordinate staff training and development.
- Apply best practice for staff recruitment, selection, promotion, retention and dismissal, ensuring at all times and appropriate balance of local and expatriate contract appointments.
- Adopt a team management approach which can harness diversity in the achievement of the school performance goals.

Communication and External Relations

- Development Internal and external communications to align stakeholder support for the school's values and priorities.

- Build consensus and demonstrate the ability to resolve conflicts.
- Encourage greater parental involvement in academic, social and personal development of their children and school activities.
- Promote sharing of best practice and cultural exchange with other international schools and universities.
- Provide regular information to students and their parents/carers

7. Health & Safety

- Formulate and implement a health and safety policy and management system

8. Any other duties assigned by the Board or its sub committees.