

Created: Esther Matt  
Checked / approved: Liz Free

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<b>Job Title</b>	<b>Head of School and Teacher 100% FTE (please see the teacher job description for the teaching component of this role)</b>
<b>Name</b>	<b>Name (first, family):</b>
<p>Purpose: The Head of School is the leader of the School (Primary or Senior School), responsible for ensuring high quality education experiences for every ISR student in line with global IB and international school best practice. They are part of the ISR whole-school Senior Leadership Team and report to the Director.</p> <p>The Head of School is responsible for the day-to-day running of the School (Primary or Senior School), shaping its academic, pastoral and extra-curricular programmes, building a high-quality team of teaching and support staff, establishing and developing an inclusive and internationally minded culture of high expectations, leading the School and developing strong and positive relationships within and outside the School community. In fulfilling these responsibilities, the Head of School will be supported by the CEO and Director, Head of School from the other section of school (Primary or Senior School), Head of School Services, IB Curriculum Coordinators and the Learning Support Coordinator.</p>	
Place of work:	Buchs SG
Line Manager:	Head of School
Direct Reports:	IB Programme Coordinators, Teachers and Classroom-Based Teaching Assistants
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Providing dynamic, consistent and inspirational leadership for the School (Primary or Senior School section), in line with ISR's mission, vision and guiding statements</li> <li>• Ensuring that students enjoy a caring, happy and structured environment for learning in which they, their parents and staff can feel secure</li> <li>• Modelling high professional standards and good practice for all staff</li> <li>• Developing and maintaining a strong and supportive school community in which good relationships between staff and students and between students themselves are fostered</li> <li>• Developing, maintain and demonstrate a strong understanding of ISR's ethos, IB programmes of study, policies, procedures and practices</li> <li>• Taking overall responsibility for the day-to-day operation of the School in line with the School's mission, vision and guiding statements, and School Policies</li> <li>• Contributing to and implementing the annual School Development Plan as it pertains to the relevant section of the school, and overseeing its subsequent evaluation</li> <li>• Ensuring a broad and balanced IB curriculum that provides opportunities and appropriate challenge for all students</li> <li>• Ensuring that the physical resources of the School are used effectively and efficiently</li> <li>• Designated Safeguarding Lead for the School</li> </ul>

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	<ul style="list-style-type: none"> <li>• Recruiting, developing and retaining a high calibre team of teaching and support staff</li> <li>• Creating a culture of high staff engagement with professional learning for school improvement</li> <li>• Keeping abreast of pastoral and academic matters in relation to the students and advise the Leadership Team of their relevance and impact on the School</li> <li>• Preparing and managing School arrangements relating to re-evaluation and accreditation by organisations such as CIS and IB</li> <li>• Contributing to the School's marketing and communications activity</li> <li>• Playing an active part in the collaborative working of the School's Leadership Team</li> <li>• Attending School functions as appropriate</li> <li>• Undertaking all such supervisory duties as are required of Leadership Team members</li> </ul>
<p>Education Attainment and Delivery</p>	<ul style="list-style-type: none"> <li>• Creating opportunities for all students to recognise academic excellence and realise that it is attainable</li> <li>• Ensuring that a high-quality educational experience is available for all students</li> <li>• Ensuring that an ambitious curriculum is developed and delivered through effective teaching, learning and assessment practice within the IB curriculum framework</li> <li>• Ensuring that the curriculum matches the aims of the School and reflects the needs of students</li> <li>• Maintaining an understanding of curricular developments around the world so as to ensure that ISR continues to be a model of good practice in terms of learning and teaching</li> <li>• Liaising with the Director and other members of the Leadership Team to ensure that the approach to the curriculum and academic attainment is consistent across the School</li> <li>• Keeping fully up to date with curriculum developments and ensuring that any changes are appropriately addressed</li> <li>• Ensuring that the organisation and delivery of the IB programme is high quality and meets all expectations of the International Baccalaureate (IB)</li> <li>• Collaborating with the Curriculum Coordinators and Director in the development and implementation of the academic programme of the School</li> <li>• Holding responsibility for development of the School's timetable with the fellow Head of School and the school timetable lead</li> <li>• Ensuring that measures of achievement are accurate and readily available so that students and their parents can take an active interest in performance and reflect upon progress</li> <li>• Maintaining an open dialogue between the school, students and their parents</li> <li>• Holding responsibility for monitoring the progress of School students</li> </ul>
<p>Pastoral Leadership</p>	<ul style="list-style-type: none"> <li>• Taking primary responsibility for the pastoral care and wellbeing of the students in the School</li> <li>• Liaising with the Director and other members of the Leadership Team to ensure that practice is consistent across the School</li> </ul>

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Partnerships	<ul style="list-style-type: none"> <li>• Developing and maintaining strong links with CIS, IB and SGIS</li> <li>• Working with public and voluntary-sector agencies, clubs and societies as appropriate in the local community to develop extended programmes of participation and learning</li> <li>• Supporting and developing a spirit of public service, internationalism and social enterprise</li> </ul>
Resources and Performance	<ul style="list-style-type: none"> <li>• Delivering effective operational management for the School within the relevant budget and in accordance with financial probity</li> <li>• Working to, and reporting on, targets for achievement and operation of the School as defined in the School's Development Plan</li> <li>• Developing and maintaining an effective organisational structure</li> <li>• Overseeing the admissions process and collaborating with the support admissions team in all matters relating to enrolment of students</li> <li>• Encouraging a culture of strong teamwork and collegiality</li> <li>• Lead, manage and evaluate all staff, ensuring that they consistently maintain high levels of professionalism</li> <li>• Actively engage with colleagues in leading self-review on a regular basis, to confidently review the quality of teaching and learning and identify development goals that will facilitate the creation of exceptional learning experiences for students</li> <li>• Assisting in the deployment, selection and appointment of staff and managing the induction of new staff to the school</li> <li>• Ensuring that all learning spaces reflect an atmosphere of learning, discovery and interest</li> <li>• Responsibility for the assessment and homework policy across the section to foster and support the School's ethos, values and guidelines</li> <li>• Ensure that all pupils are taught according to the agreed syllabuses and prepared accordingly for the relevant external examinations (where appropriate)</li> <li>• Coordinate links with relevant staff in the School to ensure appropriate vertical articulation of academic provision</li> <li>• Ensure that data is used effectively as a useful measure of progress, and always accompanied with a deep understanding of the pupils as individuals</li> <li>• Ensure all staff adhere to the Staff Handbook and ISR policies</li> <li>• To ensure the Director is fully briefed regarding all matters attaining to the section of the school</li> </ul>

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Requirements profile:	<ul style="list-style-type: none"> <li>Qualified teacher with a country-recognised qualified teacher status/licensure</li> <li>Proven and significant experience as an impactful teacher and school leader in international schools</li> <li>Knowledgeable about international curricula (specifically IB) and global best practice in curriculum design and development</li> <li>Experienced in school improvement and developing high performing teams</li> <li>Student-centred and understanding of effective pastoral care</li> <li>Actively involved in the international education community</li> <li>Research and evidence-informed practitioner</li> <li>Fluent in English (we welcome multilingual applicants)</li> <li>High emotional resilience and intelligence</li> <li>Excellent interpersonal and communication skills</li> <li>Well-organised and committed to the school</li> <li>Creative and energetic</li> <li>Practice underpinned by strong moral and ethical values</li> <li>Interculturally aware and inclusive leadership approach</li> </ul>
General instructions, directives and regulations:	<ul style="list-style-type: none"> <li>To be aware of, and compliant with, all ISR policies</li> <li>To be aware of, and embed, the ISR Guiding Statements within the role and all activity</li> <li>To read and adhere to the ISR Staff Handbook &amp; Declaration</li> </ul>
Special conditions:	<p>ISR is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The Head of School has a teaching component. The percentage of teaching will ordinarily not exceed 45% FTE teaching load; this means a maximum of 13/40 periods per week. The specific amount of teaching time is reviewed each year by the director and will be confirmed for each academic year before the end of the year prior. As student numbers increase, the teaching commitment will decrease.</p>
<p>The present job and task description is subject to the changing needs of the school and is influenced by organisational developments. It may change accordingly. In addition, the school may also issue additional or different responsibilities and/or activities that are in essence part of the role. The job description is periodically reviewed and adjusted.</p>	