

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

HEAD OF SECONDARY SECTION

Brummana High School is a Quaker co-educational day and boarding school which seeks excellence academically and in the arts and sports and aims to promote integrity in its students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Head of Secondary Section's contract so that both s/he and the line manager know what is expected. This job description is in addition to the job description for Subject Teacher.

Line management

The Head of Secondary Section reports to the Principal.

Hours

It is recognised that the role of Head of Secondary Section is demanding and time consuming but s/he should be on the campus between 7:30am-4:00pm as a minimum, and should be available to fulfil the demands of the post.

General responsibilities

In addition to teaching duties, the Head of Secondary manages the Secondary Section and has the following general responsibilities:

1. To assume line management responsibility for staff, as set out in the school's structure chart
2. To review and improve the processes of team-building, consultation, and decision-making in the Secondary Section
3. To promote a holistic and child-centred approach to education and oversee the social and academic progress of all students in his/her care. This is achieved by working with the Principal and the Vice Principal Academic in co-operation with the Heads of Department, counsellor, advisers, and parents; maintaining progress grade report comments; and overseeing the links between the academic and social aspects of students' lives.
4. To oversee the implementation of the agreed academic programme, a guidance policy as approved by the Principal, community service, and student activities
5. To ensure adequate student supervision, develop policies which promote positive student behaviour, and oversee student assessment and promotions
6. To be engaged in ongoing professional development
7. To manage the Secondary Section budget

Specific responsibilities

These fall into four categories:

- A. ACADEMIC
- B. STUDENTS
- C. STAFF
- D. ADMINISTRATION

A. ACADEMIC

To be a member of the Curriculum Committee chaired by the Vice Principal Academic

To chair meetings as appropriate on Upper School student promotions at the end of the academic year and make recommendations on student promotions to the Principal

To liaise with the Vice Principal Academic in the implementation of the agreed academic programme including homework policy

To oversee the distribution of academic awards and diplomas

To oversee the organisation of exams

To liaise with the Upper School Librarian regarding the provision of Secondary Section library facilities

B. STUDENTS

1 Pastoral

To implement the guidance programme for the Secondary Section as approved by the Principal

To organise weekly assemblies

To meet with individual students/parents to solve student problems and to refer students to a Counsellor if appropriate

To supervise the work of the Counsellor where it relates to the Secondary Section and ensure that, through a network of Class Advisers, student problems are identified and dealt with appropriately

To ensure that members of staff are kept informed about individual student problems on a need-to-know basis, including information about medical problems such as allergies

To advise students on choosing their programme, with the help of Class Advisers, parents, the Head of Careers, and the Vice Principal Academic as appropriate

To write university recommendations where required

To oversee the community service programme to ensure that students meet the graduation requirements for community service

To oversee the provision of student clubs during the school day and after school activities

2 Supervision

To ensure adequate supervision arrangements

To set up, and monitor on a daily basis, records of concerns about students, and significant transgression of rules and the consequences

3 Discipline

To develop policies which promote positive behaviour

To oversee the implementation of a discipline policy and the follow up of consequences

4 Assessment

To oversee an ongoing programme of evaluation of the personal, social, psychological and academic progress of each student and ensure that appropriate records are kept

To oversee the organisation of students' term and progress reports, to review and sign each report

5 New Students

To oversee the organisation of entrance exams and interviews and make recommendations on acceptance to the Principal/Vice Principal Academic

To liaise with the Registrar in connection with new students and to liaise with the Vice Principal Academic on placement

C. STAFF

1 General Management

To manage staff who report to him/her to ensure high professional standards

To ensure that staff are fully briefed on what is expected of them and supported

To develop goals and standards for those who report to him/her and supervise their work

To maintain good communications and relations with colleagues within the school

To encourage team work

To meet with individual staff to solve problems

To liaise with staff to ensure that the amount of homework for each class is appropriate

To plan an advisory programme and ensure that it is followed by Class Advisers

To oversee the work of the Secondary Supervisor and Secretary for the Secondary Section

2 Timetabling/Attendance

To oversee the allocation of supervision duties and substitution

To ensure that staff substitution is arranged in the event of an unexpected absence

To oversee the monitoring of staff absences and lateness

3 Training & Evaluation

To support the professional development of teaching staff and to make recommendations to meet staff training needs to the Head of Professional Development and Appraisal

To support the Head of Professional Development and Appraisal in the implementation of a staff in-service programme

To oversee an ongoing programme of evaluation and monitoring of administrative staff who report to him/her in conjunction with the Head of Professional Development and Appraisal

To oversee an ongoing programme of evaluation and monitoring of student supervision arrangements

4 New Staff

To participate in the staff application recruitment process

To ensure that all new staff within the Secondary Section are fully briefed on what is required of them, what they may expect of the school, and that they have all the information they need to work effectively

D. ADMINISTRATION

1 Procedures

To ensure that procedures, including supervision procedures, in the section are adequate and documented

To review and update the Parents' and Students' Handbooks (in liaison with the Head of Intermediate Section) and to contribute to the Staff Handbook

To ensure continuity and sustainability of systems, procedures, and rules between sections

To ensure that systems, procedures, and rules are regularly updated

To ensure the advance booking of premises or equipment needed for an activity in accordance with the school procedures

2 Records

To ensure the maintenance of full records for each student in the section, including updated contact information

3 Communication

To organise the distribution of information to students, parents, and staff

To organise the parent/teacher meetings and distribution of reports

To assist with the drafting of the Upper School Calendar

To contribute Secondary Section items for the BHS Newsletter, Web site, Yearbook, school brochure and other publications

To approve Secondary Section publications and circulars to parents

4 Special Events/Shows

To oversee the organisation of parents' evenings and other special events for the section

5 Trips

To oversee the organisation of educational trips for each class

6 Financial/Asset Management

To propose an annual budget for the Secondary Section

To manage the approved budget within the set limits, in co-operation with the Bursar

To be responsible for completing requisitions to obtain any necessary maintenance, repairs, equipment, and supplies

To oversee an annual inventory of books, furniture, and equipment for the section offices

7 Health & Safety

To report any health and safety concerns to the Health and Safety Officer

To report any concerns regarding the cleanliness and maintenance of the buildings and surrounding grounds to the Property Manager or Services Manager

To be responsible for ensuring Incident Reports are completed in the event of an incident, signing the Incident Reports, and ensuring that copies are passed to the Health and Safety Officer (and Sick Bay or Property Manager as appropriate)

To ensure that agreed procedures for emergency evacuation of students are practised at least once per term

8 Other

To submit regular progress reports on programmes, resources, and staff to the Principal

To draw up and implement an annual Development Plan for the Secondary Section

To undertake any other duties as may reasonably be required by the Principal

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