



CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

Head of Secondary – Job Description

The Head of Secondary is to take full responsibility for the running of the Secondary School. This means ensuring the provision of world class education for pupils, with a strong commitment to spiritual, character, and leadership development.

Accountable to: The Principal

Working relationships:

- Work effectively with Principal and other Heads.
- The Head will be responsible to the parents, the students, the staff and the Board of Governors and will need to regularly report and communicate effectively with each group.
- The Head of Secondary will make a termly report to the Board of Governors and attend Board meetings as an ex officio member. As required the Head of Secondary will also attend Board sub-committees.
- The Head of Secondary will be required to work closely with members of staff at all levels of the organisation.

Vision and Leadership

- Provide strategic and dynamic leadership for the running of Chengelo Secondary School.
- Co-ordinate and take responsibility for all school programmes including spiritual and other enrichment activities.
- Direct the planning within the Secondary School: Ensuring staff plan suitably for their lessons, departments plan adequately for their courses and pastoral care programmes, and the Secondary School management plans for the site, staffing needs and curriculum developments.

Staff

- Lead the Secondary team, including the middle and senior managers, to ensure the effective management of the Secondary School.
- Ensure that current and future staffing needs are met by advertising, arranging interviews and selecting suitable persons.
- Work with the Principal to ensure that all staff have relevant job descriptions, allocate appropriate salary scales to staff that ensure staffing costs remain within the budget.
- Oversee the onboarding and training of new staff.

- Create an ethos and CPD programme within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Apply disciplinary measures, when necessary, in consultation with the Principal and Human Resources Manager.
- Provide support, advice and encouragement for colleagues at all levels in the performance of their duties including, on occasion, the need to counsel staff, or to resolve problems between them.
- Ensure the maintenance of good communication through one-to-one contact at different times of the day, staff meetings, written correspondence and the use of school's digital platforms.
- Instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes and hold all staff to account for their professional conduct and practice.
- Chair Secondary Senior Management meetings.
- Contribute to the Graduate Teacher Programme.
- Contribute to the establishing and delivery of a Middle Leaders' programme.

Student outcomes and experience (Teaching and Learning; Pastoral Care, Spiritual Growth and Enrichment)

- Demand ambitious standards (both in terms of behaviour and academic achievement) for all pupils, so that each pupil is challenged to achieve their personal best.
- Track progress of pupils across their subjects as well as their involvement in extracurricular activities; developing effective intervention strategies where necessary to maximise progress for all pupils.
- Oversee the Leadership training of students including the Prefect system so that students are given opportunities to develop and training for leadership.
- Take responsibility for the discipline issues within the Secondary School, maintaining high standards, dealing with misdemeanours promptly and in accordance with school policies, and communicating with staff, pupils and parents about disciplinary measures.
- Ensure that suitable child protection policies are in place and effective.
- Ensure staff keep abreast of curriculum developments in the UK and in Zambia.
- Ensure that the secondary school runs efficiently as an examination centre with high standards of integrity.
- Teach up to 6 lessons per week.

Resources and infrastructure

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

- Work with the School Management team to prepare an annual budget for the Secondary School and manage expenditure within this budget. Ensure departmental financial accountability within the school.
- Evaluate all resources and systems to ensure they enable effective running of the Secondary School.
- Take responsibility for ensuring development work in Secondary School is completed to a high standard.

External relations

- Liaise regularly with current parents on issues to do with their children and schooling.
- Lay out expectations with parents.
- Market the Secondary School effectively to ensure good recruitment.
- Organise an effective selection and enrolment process for all pupils and conduct new parent and student interviews.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively –in particular its functions to set school strategy and hold the Head of Secondary to account for pupil, staff and financial performance.
- Work alongside the Marketing Manager for Press releases and marketing, and public relations with all stakeholders and government officials.

General

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. The Head of Secondary holds ultimate responsibility for securing the safety of all pupils under school care at all times.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.