



Jeddah Prep and Grammar School

Job Description: Head of Grammar School

Name:
Position: Head of Grammar School
Responsible to: Headmaster
Area of responsibility: Grammar School

The Head of Grammar School is a key position within the school. JPGS is a high achieving school and the academic standard within the Grammar School is the responsibility of the Head of Grammar School. Working in collaboration with other members of the SLT, the Head of Grammar School will take the lead in ensuring the Senior School meets all of the British Schools Overseas Standards. The Head of Grammar School is responsible for the day to day leadership and management of the Grammar School staff members. The Head of Grammar School is expected to lead by example in terms of providing strong role modelling for teaching and learning of the highest quality as a classroom practitioner, in addition to contributing to the Senior Leadership and Service Programme and/or Games. The Head of Grammar School will lead on ensuring the School terms are well-planned and run smoothly.

JOB CONTENT

1. ROLE OBJECTIVE AND PURPOSE

Strategy

- To be a member of the School's Senior Leadership Team and be the overall school lead in the Headmaster's absence.
- To contribute greatly to the strategic planning of the educational experience offered by the School.
- To ensure improvements are constantly brought about for all stakeholders.
- To directly line manage members of the SLT.
- The Head of Grammar School contributes regularly to the Board of Governors meetings through the creation of papers and reviews.
- The Head of Grammar School will be overall responsible for the School's Development Plan, action plans, performance reviews.
- To ensure that the Grammar School is compliant with all legislation on child protection matters.
- To act as a Deputy Designated Safeguarding Lead and liaise as appropriate with the nominated DSL, Headmaster, nominated governor for child protection, pastoral teams and local agencies over safeguarding and child protection matters
- To ensure the highest standards of care are delivered to all pupils at all times and that School policies are followed correctly
- To ensure all rewards and sanctions are recorded appropriately and that patterns and trends are identified and tackled early



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- To ensure pupils demonstrate the highest standards of behaviour, discipline and dress at all times expected at JPGS
- To monitor and support the performance of class teachers and teaching assistants through regular and thorough quality assurance measures and high-quality CPD
- To contribute to the creation, reviewing and updating of policies
- To lead on the creation of the School's annual self-evaluation document as well as ensure the school has all documentation ready for any external reviews (BSO).
- To maintain an ongoing compliance audit.
- To ensure all required documents and data are correctly available to staff, parents and governors.

Staff

To ensure all staff adhere to the Staff Handbook at all times

- To ensure staff set high expectations for pupils and deal appropriately with behavioural matters
- To be available regularly to advise and assist staff with matters involving parents, pupils or colleagues
- Alongside other SLT members, to contribute to the School's performance management processes
- To mentor staff, arrange, coordinate and contribute to appraisals and the School's Continuous Professional Development Programme
- To help manage capability and disciplinary proceedings in consultation with the SLT and Headmaster
- To oversee the co-curricular commitment levels of all grammar staff members
- To oversee the arrangement of induction processes for new Grammar School staff

To line manage the Heads of Department in the Grammar School

Teaching and Learning

Oversee curriculum development, timetable planning, resource allocation and CPD needs. •

- Contribute regularly to the School's teaching and learning quality assurance measures
- Be committed to on-going professional development and be prepared to lead in-house development sessions for staff
- Contribute regularly to the School's co-curricular programme during the week, at weekends and occasionally during the holidays

Administration

Liaise closely with the Head of Operations and support staff team

- Contribute to the School Calendar and ensure school events are coordinated, managed and timetabled appropriately
- Assist the SLT and HoD with the creation of, and delivery of, all INSET and CPD programmes
- Assist with marketing duties in connection with pupil recruitment
- Assist with the admissions processes by interviewing potential new pupils and arranging entrance assessments
- Assist with the recruitment of Senior School staff



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- Contribute regularly to School publications
- Assist in the delivery of parents' workshops and information evenings
- Lead on the organisation of the School's Prize Giving events and other major occasions

2. KEY INTERACTIONS

<p>Internal</p> <ul style="list-style-type: none"> - SLT - Department Staff - Head of Sixth Form - Students - Other HoDs 	<p>External</p> <ul style="list-style-type: none"> - Parents - Training providers
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3. MINIMUM QUALIFICATIONS & REQUIREMENTS

Level of Education	Bachelor degree, PGCE, QTS, NPQH
Experience	10+ years in Teaching positions within British curriculum schools. 5+ years in a Senior Leadership position. Previous Deputy or Head of School experience is essential.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any request from the Headmaster to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and parents.

This job description is current at the date shown and will be reviewed annually and based on it performance appraisal will be considered.

Signature of Post Holder: _____ Date: _____

Signature of Headmaster: _____ Date: _____