



# THE CODRINGTON SCHOOL

## THE INTERNATIONAL SCHOOL OF BARBADOS

### Position Description - Head of the Secondary School

The head of secondary school (“the head”) is directly responsible to the principal for the day-to-day organization and management of the secondary division (MYP one through MYP five, DP one and DP two) of the school. The head is responsible for ensuring that all aspects of educational and organizational practice are carried out according to school policy and for providing overall leadership, direction and support for the secondary school. The secondary school head is also responsible for actively promoting the good image and reputation of the school.

The head must be a person who reflects in action the traits of the IB learner profile. In addition, he/she must have an excellent working knowledge of the Middle Years Programme (MYP) and the Diploma Programme (DP) of the International Baccalaureate (IB). The head is also expected to take on a reasonable teaching load in addition to his/her administrative duties.

As well as the requirements outlined in his/her individual appointment terms and conditions of service, the head has the following specific responsibilities. In addition, he/she is expected to undertake any other reasonable task assigned by the principal.

#### Guiding principles

- Supports and advances the Mission and Values of the School.
- Supports student learning and achievement through cooperative effort and best practices.
- Supports and promotes the curriculum based upon the IB goals and mission.
- Supports and advances international education

#### Required qualifications/skills

- The position of head of secondary school requires that the successful candidate has:
  - a teaching qualification
  - a relevant initial degree
  - Have at least two years experience as a secondary school administrator, preferably in an international school.
  - Given MYP and DP evaluations, the head must be cognizant of both MYP and DP; the standards and practices with regards to evaluation; and ideally would have experience within an IB school
  - Excellent interpersonal skills with the ability and desire to work collaboratively within and without the school community.

#### Contract overview

- The contract for head of secondary school stipulates:
  - the normal teaching day is from 8:00 a.m. to 4:00 p.m. Given the positions “heads’ are often required or need to work outside of these times.
  - The head of secondary will have at least a 60% teaching load.

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Society, St John, Barbados BB20008 T. (+1246) 423 2570 F. (+1246) 423 0095 Web [www.codrington.edu.bb](http://www.codrington.edu.bb)

An IB World School and member of The Council of International Schools and The European Council of International Schools



- Administrators are entitled to up to six working days of medical leave during the course of any school year
- The head shall be expected to be at school every day that the school is in session, except in the case of illness, in the case of his representing the school elsewhere or otherwise with the approval of the Principal. In addition, he/she is expected to be at School when necessary, during school vacations in order to ensure the smooth running of the School. Dates of the head's absences from School during school vacations must be approved by the Principal in advance.

### **Administrative Team**

In conjunction with the principal the head of secondary is responsible for:

- Allocating teachers to classes and to positions of responsibility
- Interviewing candidates for teaching positions
- Reviewing the faculty/staff handbook and other administrative documentation
- Reviewing and updating the student/teacher handbook
- Attending all Leadership Team meetings and pursuing the goals set by the Leadership Team
- Assumes other responsibilities assigned by the Principal.

### **Secondary School Management**

The head is responsible for:

- Organizing a school calendar of faculty meetings, curriculum development meetings, MYP and DP planning meetings and school events (in consultation with the Leadership Team)
- Organizing a weekly duty schedule
- Contacting, engaging and assigning substitute teachers
- Leading secondary school administrative faculty meetings and school assemblies.
- Production of annual faculty calendar & other associated dates for key stakeholder groups and ensuring key deadlines are met by SS colleagues
- Organization of cover for absent colleagues
- Organization of content of all Teacher Work Days
- Providing support to faculty and assisting in conflict resolution
- Assisting the principal in updating the policy and procedure manual.
- Organizing ceremonies
- Writing recommendations for students and teachers
- Support & counselling for careers and college & university advice and advancement of DP2 to university (inc, Bridge-U oversight & roll-out)

### **Curriculum Development**

The head is responsible for establishing, maintaining, and developing an effective programme for students in the secondary school by:

- Supporting ongoing curriculum review and MYP and DP planning processes
- Developing, in conjunction with the secondary school curriculum coordinators and the secondary school teachers, a balanced timetable of classes, including subject/class organization and room allocation
- Coordinating the scheduling of courses for students
- Attending curriculum development and MYP and DP planning meetings on a rotating basis and when invited
- Reviewing agendas and minutes of curriculum development and MYP and DP planning meetings to assist the systematic review and development of curriculum

- Coordinating the production and updating of a course guide every year
- Ensuring, in conjunction with the Leadership Team, that all IB requirements are met in relation to facilities and resources

## **Assessment and Reporting**

The head is responsible for:

- Ensuring that authentic assessment procedures are followed in the secondary school
- Supporting the secondary school curriculum coordinators in initiatives to review and improve assessment procedures and documentation in the secondary school
- Organizing parent/teacher/student conferences on a regular basis
- LINK oversight & involvement with parent meetings & associated follow-up work
- Ensuring that the reporting procedures at the school are aligned with the school's values and expectations
- Develop and monitor the processes of assessment, recording and reporting.
- Be cognizant of and comfortable with the MYP and DP assessment structures
- Lead and or assist with essential logistical tasks such as timetabling, management of the school's ManageBac platform, reporting etc.
- Planning for and supporting teachers in maintaining and enhancing the reporting structure
- Ensuring the quality of every written report for secondary school students.
- Publishing Academic Honesty documents for parents and students

## **Professional Development**

The head is responsible for:

- Coordinating, in conjunction with the IB DP curriculum coordinator and the IB MYP curriculum coordinator, the organization of a programme of in-service training and support for teachers, which reflects the school's mission, philosophy and aims
- Encouraging teachers to undertake professional development, for both personal and institutional goals
- Reviewing teachers' lesson planning and classroom performance through classroom observations and personal interviews
- Evaluating each teacher's performance through a regular written evaluation which is submitted to the teacher and the principal
- Helping teachers recognize their strengths and exercising these through IB and school pathways.

## **Public Relations**

The head is responsible for:

- Providing information and written material for the school's website and school documentation
- Replying promptly and professionally to parent and teacher inquiries regarding the secondary school and its programmes
- Organizing 'open day' opportunities for the community
- Promoting the school in the wider community
- Liaising with institutions of further and higher education as necessary
- Ensuring, through various means of communication, that the community is aware of issues pertaining to the secondary school
- Creation & administration of quality content for social media platforms inc, the website
- Acting as a college counsellor with regards to DP students and University choices and application processes.

## **Financial Management**

The head is responsible for:

- Providing an accurate list of financial requirements relating to capital development, books, materials and supplies, maintenance needs, professional development and any other costs in preparation for the development of the annual school budget
- Acting as a liaison person between the business manager and the secondary school faculty, as needed
- Coordinating, within budget, the ordering of books, supplies and materials and ensuring their effective distribution when received
- Researching & procurement of resources inc. ICT

## **Admissions**

The head is responsible for assisting in the proper admission and placement of all students in the secondary school by:

- Adhering to the admissions procedure, dealing with the Director of Admissions and prospective families.
- Reviewing applications and, in conjunction with the director of admissions, making admissions recommendations to the principal in a timely manner
- Will need to engage with the Admissions process through OpenApply.

## **Pastoral Care and Discipline**

The head is responsible for upholding the discipline, behaviour and uniform standards of the school by:

- Modelling, and seeking to ensure that school community adheres to, the traits of the learner profile
- Organizing and leading meetings to evaluate the effectiveness and consistent implementation of school policies
- Establishing and maintaining a clear process of pastoral care for the purpose of preventing serious student problems from developing and dealing with those problems which may arise
- Establishing, maintaining and following a clear process of dealing with offenders and sharing information with all relevant parties
- Organizing an effective network of form teachers/mentors.
- Liaising with form teachers regarding individual students' needs and producing procedures to meet those needs
- Liaising with outside special needs agencies when appropriate

## **Behaviour and Safety**

- Establishing a safe, purposeful and stimulating secondary school environment, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Maintaining good relationships with students, faculty and parents and exercising appropriate authority
- Being a positive role model and demonstrating consistently the IB learner profile traits and attitudes
- Having high expectations of behaviour, promoting self-control and independence of all learners
- Carrying out playground and other duties as directed
- Oversight of trips & associated health & safety
- Being responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Applications for this position should include a cover letter, curricula vitae, a letter outlining your teaching/leadership philosophy and a complete Codrington School teacher application form (available on the website)

*Position description last reviewed October 2021*