Tenby Schools, Ipoh

Job start : August 2016
Location : Ipoh, Perak, Malaysia
Contract type: Full Time
Contract term: Fixed Term

Deputy Head Academic – Secondary School

The Role & Expectations
• To uphold the School’s Vision, Mission and Core Values.
• To lead the curriculum development within the Secondary section.
• To plan and organise the timetable and arrange staff cover.
• To possess excellent knowledge and experience of assessment and tracking to inform student progress, including the use of standardised tests.
• To collate and analyse academic data from Key Stages 3 – 5.
• To plan and organise the academic calendar e.g. reporting cycles, intervention sessions, parents’ meetings etc.
• To enhance transition between the primary and secondary section.
• To support the School’s appraisal and monitoring system.
• To deliver INSET/training to staff as part of the CPD programme.
• To assist the School with developing greater ‘impact on learning’ practices.
• To have sound knowledge and practice of the National Curriculum for England, curriculum development and current educational thinking.
• To be able to manage a budget effectively.
• To be able to liaise with parents.
• To be an excellent practitioner.
• To be able to lead.
• To be a self-starter.
• To be a team player.
• To be an excellent communicator.
• To possess excellent time management and people skills.
• To contribute to the wider School Community.