



ROLE DETAILS

Job Title	Head of Senior School
Reports to	Principal
School Responsibility	Senior School
Level	Tier 2 Senior Leadership Role

ROLE SUMMARY

The Head of Senior School is responsible to provide professional, inspirational, effective strategic and operational leadership that delivers the highest quality of education in all aspects of the Senior School. The Head of Senior School will define a clear direction and communicate this to all Senior School stakeholders, adhering to the mission, vision and values of Kent College Dubai and is ultimately responsible for all aspects of provision including the curriculum, teaching and assessment as well as the care, guidance, support and personal development of all senior pupils. It is essential that these aspects of the school work to inspire, engage and are matched to the needs of senior school pupils of all abilities, ensuring each and every child achieves exceptionally well.

DUTIES & RESPONSIBILITIES

Leadership Responsibilities

- Promote the mission, vision and values of Kent College Dubai.
- Provide exemplary leadership for Tier 3 senior school leaders.
- Provide a clear direction to all senior school teachers and middle leaders rooted in academic excellence and the highest standards.
- Demonstrate a high level of professional skill and competence matched to the complex requirements of a prestigious premium international school operating in the UAE.
- Inspire and empower middle leaders and teachers by clearly defining roles aligned to the senior school priorities so as to impact positively on pupils' learning and achievements.
- Report on the performance of the senior school to stakeholders including the governing board, taking into account their view on future improvement planning.
- Ensure that students' academic achievement and personal development meets and frequently exceeds parents' expectations.
- Building capacity and empowering others; motivate and helps others to develop, improve and successfully achieve their personal targets.
- Ensure clear processes of accountability exist and are directly linked to pupils' outcomes.
- Encourage others to contribute, creating a spirit of teamwork, cooperation and collaboration.
- Contribute time and expertise to the professional development of Kent College Dubai teachers and leaders.
- Fulfill professional development expectations including events run by the schools' partners in the UAE such as the Knowledge and Human Development Authority (KHDA), Aldar Education (AE) and also in the UK with Kent College Canterbury (KCC)



Curriculum Provision Responsibilities

- Monitor and evaluate the performance of the senior school assuming full accountability for its effectiveness.
- Ensure that the senior school curriculum is fit for purpose and meets the needs of pupils all abilities.
- Develop robust assessment methodologies that regularly and accurately track pupils' achievements across the curriculum.
- Ensure rigorous accountability procedures are in place and are directly linked to pupils' achievements.
- Deliver systematic, accurate self-evaluation rooted in reliable and valid information about pupils' attainment and progress over time.
- Use self-evaluation to inform, develop, implement and monitor improvement plans linked to the schools' priorities.
- Monitor the impact of teachers' work on pupils' progress over time, holding teachers and leaders to account for overall achievement of their pupils through robust performance management.
- Monitor and evaluate pupils' classroom experiences and the overall quality of day-to-day provision.
- Ensure that middle leaders and teachers are effective in the use of the school's data about pupils achievements so as to routinely adjust planned teaching to take account of this information so that learning tasks meet pupils needs.
- Ensure that all recommendations from formal accountability process including internal quality reviews led by KCC, UAE compliance visits and KHDA inspections are fully implemented.
- Plan professional development activities ensuring that teachers are equipped with the knowledge related to curriculum reform as well as maintaining the highest levels of professional skill in pedagogical practice.
- Ensure the schools is fully inclusive and welcomes all pupils.

Effective and Efficient Management of Resources

- Work closely with the Principal, Head of Operations and Admissions Officer to ensure that all policies and procedures are compliant, effective and efficient impacting positively on pupils academic and personal development.
- Ensure that the senior school is sufficiently staffed with well qualified and experienced staff, trained to do their roles and are deployed effectively to support pupils' education.
- Work collaboratively with the Principal and Head of Operations to achieve enrolment targets and commercial objectives.
- Be accountable for the ongoing monitoring of the quality of teaching and learning across the senior school curriculum.
- Work within budgets set by the Principal and the Head of Operations.

Parent, Student and Community Relationships

- Monitor and promote outstanding attendance and punctuality across the senior school.
- Build and maintain relationships with senior school parents and the community by establishing a wide range of regular and appropriate communications.



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- Engage senior school parents as valued partners in their children’s learning.
- Seek feedback from parents and the community about the schools’ work taking account of this feedback in improvement planning.
- Ensure that parents receive regular reports of their children’s progress and attainment that focus on next steps.
- Develop strong community partnerships that effectively support all pupils’ academic achievement and personal development.

QUALIFICATIONS & KNOWLEDGE & SKILLS

- Educated to at least degree level with appropriate teaching qualification(s).
- Senior leadership educational management qualification.
- Track record of outstanding leadership in a Tier 2 leadership role of at least 5 years.
- Detailed understanding of international accreditation, inspection and evaluation frameworks.
- Emotionally intelligent leader who can contribute to the work of a highly effective leadership team of a prestigious international school.
- Superb ambassador of the school, reflecting the qualities and attributes of the distinguished Kent College brand.

JD created date	17 March 2020
JD review date	April 2024