



Oberoi International School

Job Description

Job Title: Head of Middle School (Grades 6-8) - OGC Campus

Responsible to: Head of School

Responsible for: Middle School Leadership and Teaching Staff
Middle School Educational Support Staff
Middle School Secretarial Staff

Job Summary:

- To provide educational leadership, curriculum and professional development in the Middle School to enable the organisation to deliver the highest standards of education within the frameworks of the International Baccalaureate (IB) Programmes.
- To establish a professional working environment which enables continuous improvement and is characterised by professional practice that is consistent with the Board of Governor's mission and policy.
- To manage the human and physical resources of the Middle School.

Key Responsibility Areas

School Leadership and Direction

- Contribute as a member of the Senior Leadership Team to the development of policies and procedures for the effective operation of the school.
- Support the Leadership Team in implementing the objectives of the strategic plan.

Staff Leadership and Development

- Assume responsibility for the selection and hiring of teaching and support staff in conjunction with the Head of School as necessary.
- Provide guidance, feedback and mentoring in support of the professional development of the MS staff.
- Lead the MS teaching and support staff in the implementation of agreed policies to best achieve the goals and objectives of the school.
- Plan and implement the schedule of classes and assign MS staff to their duties and responsibilities.
- Arrange for the substitution of absent MS teachers and support staff as required.
- Set objectives for all MS school staff within the frameworks agreed for appraisal



- Ensure that Middle standards of expectation are maintained through regular observation, evaluation and development of all MS staff.
- Ensure the development of information handbooks for parents, students and staff about procedures and programmes of the MS.
- Encourage and support the Programme and Department Leaders in the implementation of their responsibilities.
- Work closely with leadership and administrative colleagues to ensure that buildings and grounds are properly maintained and that the safety and security of students and staff are given proper attention.
- Be responsive to the concerns of parents, staff and students, and include the people most knowledgeable about particular concerns in seeking solutions to problems.

Student Related

- Implement the acceptance and withdrawal policy for MS students.
- Assign accepted students to a grade level and courses of study consistent with their aptitude, ability and aspirations for further study.
- Ensure that teachers maintain accurate records of attendance and performance.
- Ensure regular student/parent/teacher conferences for reporting student progress.
- Ensure that all current academic records are kept up to date and that archive materials are appropriately stored.
- Support the work of the MS teachers in monitoring the pastoral and academic needs of students.
- Ensure that academic and behavioural expectations are met. Where necessary, refer disciplinary issues to the Dean of Students.
- Encourage and coordinate co-curricular and extra curricular trips, activities and assemblies to enrich student learning and generally promote the development of a sense of responsibility and community spirit.

Curriculum Related

- Lead the work of the MS teaching staff in the development of new curriculum materials, the implementation of the curriculum and the distribution of information to MS parents/guardians.
- Ensure that all programmes continue to develop in line with IB expectations and guidelines.
- Promote the understanding of the IB curriculum framework through regular meetings with parents.
- Promote the use and application of information technology within and across the curriculum.
- Recommend changes in curricular provision to the Head of School.



Financial Management

- Develop, control and review the budgets for educational resources, staff development and student activities within the MS.
- Propose staffing and resource changes to the Head of School that are consistent with qualitative improvement in the teaching and learning programmes.
- Ensure that when taking educational decisions, that all fiscal considerations are taken into account and presented to the Head of School.

General

- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Head of School within the scope of responsibilities as Head of Middle School.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Head of School or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Oberoi International School undertakes to provide, within the limitations of available resources:

- A full and appropriate induction programme
- Ongoing Professional Development opportunities linked to the strategic plan and agreed goals
- Personal and professional support as appropriate.
- Equality of opportunity in career progression.

OIS is committed to safeguarding and promoting the well-being of students, faculty, staff members and visitors to its campuses, and expects all members of the OIS community to share this commitment.