



The British International School of Jeddah

Deputy Head Teacher - Administrative TO START AUGUST 2022

The British International School of Jeddah, Primary Section, seeks to appoint a suitably well-qualified Deputy Head Teacher (Administrative). Whilst proven experience in a leadership role will be a strong advantage, applications are also welcomed from candidates with the right skill set, seeking to develop their careers, in a well-established and highly reputed school.

Joining the Head Teacher, Head of Early Years and two other deputies on the PS Leadership Team, the successful candidate's responsibilities will include leading and/or managing:

- Academic and duty timetables
- Event set-ups and procurement
- The Teacher Assistant and Parent Volunteer programmes
- Cover and staff absence
- Continuous Professional Development applications
- The Teacher Development and Improvement process
- Systems and Data collection for monitoring and tracking student progress
- The systems and timelines for Reporting to Parents (in liaison with DHT Curriculum)
- Parent publication systems
- The documentation and effective implementation of administrative policies
- The overseas and CapEx order process

In addition, as a member of PLT, the Deputy Head Teacher (Administrative) includes shared responsibility for:

- Recruitment searches and interviews
- Staff, student and parent relationships
- Oversight of teaching and student learning
- Staff meetings, InSeT and Parent Information Sessions
- Promoting the image of BISJ Community, locally and beyond.

The ideal candidate for this key position will be an energetic, passionate educator; an effective organizer with IT skills. A positive disposition and strong people skills are essential, as is the ability to learn and adapt quickly to a new educational environment.

To apply, contact the Director (Director@conti.sch.sa) with an up to date CV, an application form (please download from our website) and the names and contact details of at least two referees.



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