



British
International School
Riyadh

JOB DESCRIPTION: Director of Student Services

LINE MANAGER: Principal

SALARY: Grade M1-M6 + PoR 4

JOB PURPOSE

Leading, learning and teaching

- Ensure a consistent and continuous focus on students' achievement within the Student Services Department, using data and benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management, and that consideration is given to current educational initiatives
- Develop and establish creative, responsive and effective approaches to learning and teaching
- Ensure a culture and ethos of challenge and support where students can achieve success and be engaged in their learning
- Determine, organise and implement a diverse, flexible and differentiated curriculum and to ensure an effective assessment framework is implemented
- Monitor, evaluate, and review classroom practice and promote improvement strategies
- Challenge student underperformance at all levels and to ensure effective intervention, monitoring and evaluation of progress, liaising with parents, tutors and senior managers as appropriate
- Oversee the maintenance of good order and discipline among the pupils, and safeguard their health and safety when on the school premises, and when they are engaged in authorised activities elsewhere
- Ensure that internal and external examination processes and internal assessment processes are completed accurately and on time
- Have oversight of all reporting instruments within the Student Services Department and to ensure their accuracy and adherence to published standards

Developing self and working with others

- To treat people fairly, equitably and with dignity and respect, in order to create and maintain a positive culture across the Student Services Department
- To work with others to develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- To reflect on personal contribution to school achievements and take account of feedback from others
- To meet with the SMT regularly in line management meetings, to agree and review strategies and targets, and ensure accountability
- To encourage the sharing of good practice through peer observation and other means

- To regularly review own practice, set personal targets and take responsibility for own personal development
- To manage own workload and that of others to allow an appropriate work/life balance

Ensuring sound administration and organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the Student Services Department
- Manage the Student Services Department's financial and human resources effectively and efficiently to achieve its educational goals and priorities
- Implement effective performance management processes with the Student Services Department staff
- Manage and organise the environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations, as well as providing an attractive and educationally stimulating area in which to work
- Ensure that the range, quality and use of all available resources are audited, evaluated and reviewed on at least an annual basis to improve the quality of education for all students and provide value for money
- Ensure that all Student Services Department documentation, including but not limited to Handbooks, Schemes of Learning and Policies are reviewed and updated on an annual basis
- Contribute to effective meetings, and encourage other staff to contribute to wide-ranging discussions
- Act as a role model for other staff in terms of meeting deadlines, following school procedures and policies and enthusiastically embracing developments

Strengthening community

- Build a culture and curriculum which takes account of the richness and diversity of the school's community
- Ensure learning experiences for students allow opportunities for leadership
- Establish and maintain open lines of communication with all stakeholders
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development
- Co-operate with any other reasonable request from the SMT

Professional Development

To seek out CPD opportunities that match the needs of this position and are in line with the development plan. This may be external courses, but may equally be internal CPD opportunities such as peer observation or simply reading relevant material.

KS2 to KS3 Transition

- To oversee the transition from KS2 to KS3 for students receiving provision from the Student Services Department
- To participate in planned Transition meetings and other events related to transition
- To lead discussions at Student Services Department meetings relevant to transition

Special Educational Needs (SEN)

- Direct and monitor procedures in the LS department
- Deploy LS staff as required across the school
- Employ ISAs as required in conjunction with the Head of Primary and Head of Senior School
- Oversee the I.E.P.s for SEN, A, G&T and supported students as required

- Use data and LS staff knowledge to identify students who may need to be supported including students who are A, G&T
- Maintain links to outside support agencies such as Educational Psychologists or Speech and Language Therapists
- Refer students to an Educational Psychologist or other outside agency after consultation with parents
- Work closely with the School Clinic and Counsellor with respect to the students on the Learning Support list where necessary
- Monitor the maintenance of up to date information on SIMS regarding students on the Learning Support list
- Provide advice and inset to colleagues concerning students on the Learning Support List
- Monitor the Exam Access Arrangement system for senior students. Work closely with the Examinations Officer
- Monitor and review all LS staff timetables
- Provide training for PGCE students and NQTs regarding SEN issues
- Maintain files (SIMs and confidential notes if required) on all students on the Learning Support List so that information is historical for all LS students
- Promote a whole school approach to supporting students with SEN, SpLD or learning needs
- Maintain an up to date Learning Support Handbook
- Maintain and promote confidentiality of all student information
- Promote progress of the 'whole' student including, social, emotional, behavioural and academic skills

Internationalism

- To share good practice and ideas on internationalism
- To raise the profile of internationalism in the Student Services Department
- To participate in calendared Internationalism meetings and activities generated as a result of these meetings
- To lead discussions at Student Services Department meetings relevant to Internationalism

English as an Additional Language (EAL)

- Direct and monitor teaching and learning, referrals, assessments and the EAL staff
- Deploy EAL staff as required across the school
- Promote EAL teaching and learning through PD
- Monitor and review all EAL staff timetables
- Use data, teacher referrals, admission referrals and EAL staff knowledge to identify students who may need to be supported in EAL
- Monitor the maintenance of up to date information on SIMS regarding students who receive support for EAL
- Provide training for PGCE students and NQTs regarding EAL at BISR

School Counselling

- As line manager meet regularly with the School Counsellor (SC)
- Promote programs that support student's emotional needs e.g. Social skills groups, circle time
- Promote an environment that is proactive to all students' emotional wellbeing and not reactionary
- Refer student to SC as required
- Meet with SC and parents as required

Technology/VLE

- To lead the development of ICT based resources, e-learning and a virtual curriculum for the Student Services Department
- To share ideas with colleagues elsewhere in the school and ensure a consistent and coherent approach to ICT development for students
- To participate in calendared ICT development meetings and activities generated as a result of these meetings
- To lead discussions at Student Services Department meetings relevant to the development of technology

Budgets and resources

- To organise bids for the Student Services Department's annual CAPEX and OPEX needs
- To help the SMT manage the effective deployment of the annual budget
- Manage the human resources in the Student Services Department
- To ensure prudent financial management and value for money
- To ensure that resources are catalogued, audited and can be accounted for
- To ensure that ordering procedures are followed and deadlines are met
- To lead discussions at Student Services Department meetings relevant to Budget and Resources

KEY EXPECTATIONS

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed