

# Head of School – Job Description

## Strategy & Leadership

- Working in collaboration with the Head of Business and relevant Coordinators, identify new products or services with the hope to increase engagement among existing customers and also reach new demographics
- Working directly with individual Board members or Board working groups as required, and attend quarterly Board meetings, ensuring that members are appraised of all pertinent information required to make any decisions within the meeting, or via email as required
- Working alongside the Head of Business, across the whole staff team, foster a spirit of excellence, with all striving for the best possible experience for tenants and other building users.
- Coaching and upskilling of Lead Teaching and Learning Coordinator, taking into consideration job-specific needs and also personal hopes for development
- Act as a brand ambassador for G2K, growing brand recognitions and building relationships and partnerships with the aim to increase engagement in G2K's products and services.
- Work with relevant colleagues/ stakeholders to develop and roll-out new and updated policies as required.
- Participate in regular school leadership meetings

## Curriculum Development

- Coordinate/Oversee curriculum development
- Support development and delivery of teacher training as required
- Expand online resources available to new students
- Manage teaching materials
- Coordinate development of new assessments where needed

## Teacher Development

- Coordinate and oversee teacher training program for new teachers
- Facilitate a culture of continuous professional development
- Ensure the reflective practice program is consistently and effectively implemented

#### Learner Development

- Create and maintain a culture of celebration
- Be the students' point of reference to discuss their learning needs
- Implement / oversee the language helper training program
- Assist staff assess the areas where students struggle, and oversee strategies to support the learners

#### Learning Operations

- Oversee the coordination of program delivery
- Nurture an encouraging, fun, stimulating working environment

#### Mentor Academic staff in all areas