



JOB DESCRIPTION – 2024

Job Title:	Assistant Head - Director of IBDP
Reports to:	Deputy Head Academic
Manages:	Librarian CAS Coordinator
Department:	Academic

Key Working Relationships

Head
Deputy Head
Deputy Head: Academic
Director of Marketing and Admissions
Assistant Head: Director of Sixth Form
Assistant Head: Teaching and Learning
Assistant Head: Director of Studies
CAS Coordinator
IBDP Teachers

Job Summary

This Assistant Head is responsible for all Leighton Park's pupils studying the International Baccalaureate Diploma Programme. This role is fundamental in promoting and co-ordinating of the programme throughout the School community and beyond (regionally, nationally, and internationally) and plays a critically important role in terms of ensuring that the School actively embraces all aspects of the IB philosophy, and that staff and students work together to develop those skills and attributes articulated in the IB Learner Profile.

The Assistant Head has an active interest in the development of students' cognitive skills and in educational pedagogy. The postholder promotes the stated aims and ethos of the International Baccalaureate Diploma Programme.

The IBDP Co-ordinator is required to be present on IB results day and to be available for the following two weeks after results to answer students' enquiries and advise parents. It should be noted that this period usually encroaches on the beginning of the summer holiday.

Duties and Responsibilities

General Responsibilities

- To lead the IBDP at Leighton Park and be responsible for the operational management of all academic courses and all other aspects of the IB Programme (CAS, Theory of Knowledge, Extended Essays).
- To have strategic oversight of the IB Diploma Programme.

- To play an active role in marketing the IB both internally and externally.
- To work closely with the Assistant Head: Director of Sixth Form to ensure the smooth running of the IB programme as an integral part of the School's Sixth Form provision.
- To oversee of the academic progress of all students studying the International Baccalaureate.
- To have strategic oversight of IB teaching and learning and the CAS, TOK and Extended Essay programmes.
- To liaise effectively between Leighton Park School and the IBO.
- To oversee IBDP teachers, including their training.
- To become fully conversant with the protocols and procedures laid out in the on-line IB Handbook and interpret and apply these within a School context.
- To be fully conversant with the self-evaluation, reauthorization and accreditation procedures for the IB Diploma.
- To be familiar with the IBO Programme Resource Centre
- To set up the procedures needed to advise students about appropriate post-16 courses within the confines of the programmes run by the School, working with Head of Years.
- To prepare and manage the IB budget.
- To work effectively with marketing and recruitment and attend recruitment events regionally, nationally and internationally.
- To oversee the IB scholarship selection processes.
- To mentor and support IB Scholars.
- To effectively line manage the Librarian and the CAS Coordinator.

Specific responsibilities

- To monitor the composition of the academic programme and maintain oversight of IB course choices to ensure that students choose subjects appropriately.
- To be responsible for determining course and subject changes of IB students after arrival, informing parents as appropriate.
- To administer all IB external examinations in liaison with the Exams Manager.
- To oversee internal assessments and be responsible for the timely completion of them.
- To oversee the construction of the annual IB Calendar.
- To manage support for self-taught literature courses.
- To work with the Marketing Department to lead and organise marketing and recruitment events, including Open Days.
- To regularly review the content of the IB Programme on offer to ensure it continues to meet students' needs.
- To recruit students to the School for the IB programme
- To interview students as part of the admissions process for IB courses.
- To ensure the IB results and students' success in general are well publicised.
- To administer and manage meetings with students and parents in liaison with the Deputy Head: Academic and the Assistant Head: Director of Sixth Form.

Teaching and Learning

- To play an active part in the delivery of Leighton Park's CPD Programme.

- To observe colleagues on a regular basis and offer support and guidance - especially to those new to the profession.
- To assist the Deputy Head: Academic with the appraisal of Heads of Departments.
- To assist HR with the recruitment of staff.

Other responsibilities

- To contribute to the broader school objectives through membership of the Extended Leadership Team, attending the SLT routinely.
- To provide relevant contributions to the School's strategic plan, annual development plan and inspection documentation.
- To attend Governors' Meetings when appropriate.
- To attend meetings of the Academic Development Group and Heads of Departments meetings.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of

others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.