

Scandinavian School of Brussels
Job Description

Title: Deputy Head, Responsible for the Compulsory Program (Classes 1 – 10)

Reports to: Head of School

Job Goal: To coordinate and ensure effective instruction on every level of our Compulsory Program; To actively work towards achieving school wide development goals; To implement and ensure school wide cooperation

Performance Responsibilities:

Within the Compulsory Program:

- Know and support all Compulsory students as a group and as individuals
- Develop and coordinate the overall Compulsory program – in accordance with the national demands
- Responsible for scheduling in the Compulsory program
- Responsible for coordinating a Compulsory Activity Calendar
- Supervise and evaluate the Learning Leaders work
- Supervise and coordinate the Sports Club program, including evaluating staff
- Supervise and coordinate the Culture School program, including evaluating staff
- Work with Learning Leaders to restructure Compulsory curricula to offer a more cost-efficient and relevant academic program
- Responsible for coordination and supervision of the Compulsory, Sports Club, and Culture School budgets
- Responsible for Compulsory student recruitment and admissions
- Responsible for Compulsory staff recruitment
- Responsible for staff supervision and staff evaluations; and salary negotiations together with the Head of School
- Maintain positive working relationships with parents
- Coordinate all Compulsory written materials, as well as online information
- Teach limited courses as necessary to ensure Compulsory program effectiveness
- Review and evaluate weekly schedules and class structures
- Promote and ensure staff collaboration
- Plan and implement effective staff education
- Plan, together, with other Deputy Heads an effective conference schedule for staff

Within the SSB Community:

- Participate as a member of the Leadership Group of the school
- Participate as a member of the Student Care Team
- Provide support and advice to the Head of School in the areas of curriculum and overall school development
- Other duties as assigned by the Head of School
- Work with Technology Coordinator ensure appropriate technology usage as it relates to the Compulsory program
- Work with Deputy Head, Student Care in the pastoral care of all Compulsory students

Within the broader community:

- Network in Scandinavian and local international school education communities
- Serve as liaison with professional and higher education groups and organizations as they relate to Compulsory programs in our home countries
- Responsible for developing and maintaining community contacts

Qualifications:

Required:

- A qualified teaching degree
- A record of successful teaching in Compulsory education
- Experience (at least 3 years) in a leadership position
- Demonstrated vision for curriculum development and implementation, reflecting knowledge of current national standards
- Experience in curriculum development and implementation
- Experience in student care issues
- Demonstrated experience with modern information technology
- Ability to act as a public spokesperson for the Compulsory program
- Must speak, at least, one Scandinavian language
- Must speak and write English fluently

Desired:

- Master's Degree or evidence of equivalent competence in school administration
- Demonstrated training and/or extensive experience in the use of technology as a classroom learning tool
- Experience in designing and presenting teacher education activities