



HOCHALPINES INSTITUT FTAN

SWISS INTERNATIONAL SCHOOL AND SPORTS ACADEMY

Job Description

Head of International Programmes

Job Purpose

To lead, inspire and guide the International School including staff, students and parents to ensure the highest of standards of learning and achievement. Ensure the smooth day-to-day operations of the International School and make a strong contribution to the Senior Leadership Team, ensuring that our strategic development and core values remain at the heart of all we do.

Role Description

The Head of International is a key member of the Senior Leadership Team of the school. It is expected that they will provide professional highly effective leadership and management that will contribute significantly to the overall effectiveness of the school.



Strategic leadership and vision

- Work closely with the Head of Campus, Governors and members of the Senior Team to inform and support whole school strategic development and vision
- In partnership with the Head of Campus, Head of Gymnasium, and Director of Business Administration, provide clear leadership for staff, building on existing strengths and working towards whole school targets
- Lead the interview process of staff working in this area of the school in order to recruit high quality teachers
- Share the vision and passion for learning with all students, parents and colleagues
- Professionally represent HIF as a brand ambassador
- Monitor spending of academic resource budgets to ensure value for money and effective deployment of resources
- Actively promote and market the school and programmes both locally and internationally, travelling when necessary

Leadership of International Programmes

- Ensure the strategic development of international programmes as part of a whole school approach, identifying the elements that will promote student success and achievement
- Be responsible for ensuring that the international curricula, teaching and assessment practices inspire high levels of engagement, achievement and progress for all students, which will enable them to flourish and achieve their potential
- Ensure the curriculum is regularly reviewed and updated meeting the breadth of needs of the student cohort
- Lead the exams process/liaise with exams officer to ensure all students exam entries meet their requirements
- Be available to all the staff, to encourage, assist and promote teaching and excellent practices
- Deliver a high standard of lessons when teaching
- Contribute to the whole school timetable
- Assess and monitor student progress and work with staff so that all learners have a personalised education
- Contribute to the whole school QA process



- Nurture meaningful relationships with students and use different communication tools to keep parents abreast of all activities in school
- Collaborate with the teachers to share new ideas, approaches and professional knowledge
- Lead/contribute to the whole school culture of wellbeing and kindness
- With the Head of Campus, lead, develop and implement new processes as international programmes grow
- Develop the unique selling points of the international programmes in order to recognise the skills of talents in existence and suitably market the school to encourage growth
- Be present, visible and encouraging of student opportunity

Students

- Guide and support international positions of responsibility
- Oversee the induction process for new students and families
- Ensure that the student Code of Conduct and an ethos of high expectations is adhered to at all times
- Communicate with students on their personal and academic journey

Parents

- Be available to meet with parents, prepared with students' data and teacher feedback
- Ensure that all communications to parents are informative and highly professional
- Be responsible for the organisation of key calendar events such as information evenings, celebration assemblies, curriculum events and open days

Staff

- Work closely with partners to develop Careers Education and guidance throughout the school
- Oversee the delivery of the wellbeing programme and form tutor sessions
- Ensure the quality of the international curriculum meets the needs of the students through observations and line management meetings
- Engage staff in dialogue that challenges the quality of Teaching and Learning and their ability to stretch and challenge



- Develop and oversee the delivery of the CCA enrichment programme that complements and supports our academic curriculum in line with our core values

Experience

- Experience of a successful senior leadership position
- Experience of raising standards and clear evidence in the pursuit of excellence
- A strong knowledge of the A-Level international curriculum
- Knowledge of accreditation, inspection and evaluation frameworks (e.g. COBIS, BSME, BSO etc.)

Skills and knowledge

- Be a creative thinker with excellent leadership skills
- Strong management skills to effectively empower colleagues and provide support, advice and challenge them to be the best
- Excellent communication skills in spoken and written form and high-quality presentation skills are an essential
- Have and awareness of the change and demands of international education sector
- High levels of cultural sensitivity and the flexibility, resilience and energy to thrive in a dynamic international environment
- Display a high level of professional competence in all areas of responsibility
- The ability to speak German is not essential but would be an advantage

