

Deputy Head of Academics

Job Description: UWC ISAK Japan is looking to recruit transformational educators committed to the UWC mission and leadership as a practice. We strongly believe all faculty and staff are mentors to our students in the classroom and beyond. We are searching for individuals committed to collaborative engagement across our learning program, including Academics, Leadership, Activities and Service, Outdoor Education and Residential Life. We strongly believe that all faculty and staff should adopt a growth mindset. We are also searching for capacity building educators focused on their craft, keen to develop their own professional learning and ready to support the professional growth of their colleagues.

UWC ISAK Japan seeks to appoint a Deputy Head of Academics (DHA). This is an outstanding opportunity for a forward thinking, dynamic and aspirational educational leader looking to make a significant impact. The Deputy Head of Academics is responsible for enhancing and sustaining an effective learning culture across the school. They will be responsible for ensuring that the school environment, ethos and professional development programme at the school underpins the highest standards of teaching and learning within each classroom and for each student. They will work very closely with the International Baccalaureate Diploma Programme Coordinator, Heads of Department and other senior staff to ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments.

We are dedicated to safeguarding and promoting the welfare of our students. Our aim is to develop the full potential of every student by providing a safe and caring environment. Key to your role will be ensuring the safeguarding of students. As part of the safeguarding team, the DHA is the Deputy Designated Safeguard Lead.

As a boarding school, we have over 200 students who board. The DHA will be responsible for the academic progress and safeguarding of our students and will deal with some complex situations. The ability to be firm, while balancing this with a level of compassion and understanding will be key to success. The DHA will need to be of a resilient nature and of a personality that earns respect from staff and students alike.

The Deputy Head of Academics reports directly to the Head of School and will be a member of the Senior Leadership Team (SLT). The SLT meets regularly to discuss matters of routine and general school policy, in an atmosphere of confidentiality and collective responsibility. Members of the SLT are expected to have a knowledge of relevant issues affecting schools globally, and to contribute to discussions relating to planning and the development of policy.

As a Deputy Head, the post-holder may be called on to deputise for the Head during term time, or during school holidays (as arranged with the Head). Furthermore, the DHA may be asked to advise on any matter of school policy, procedure or routine beyond the remit of this Job Description, and to inform the Head of significant developments, problems or opinions on any matter from any relevant source. In this role, the post-holder has broad operational and strategic responsibility for the management of the School, and for its development. The DHA has overall responsibility for the development and implementation of all academic policies and practice.

This Job Description should be seen as enabling rather than restrictive, and will be subject to regular review. Below are detailed the key areas of responsibility. The list is not intended to be exhaustive and the post holder may be expected to assume additional responsibilities as reasonably requested by the Head.

Key Areas of Responsibility

Strategic Development

- To develop and implement the School's vision, aims, and objectives.
- To oversee the School's academic strategy, in line with agreed educational priorities, and where appropriate, in liaison with senior staff in all sections of the School.
- To keep abreast of curriculum developments and update the Head and the other members of the Leadership Team on enhancements and adjustments that need to be made to the School curriculum.
- To recommend to the Head future academic priorities in order to ensure that the curriculum fully caters to the diverse needs of our students.
- To lead on the strategic direction of the School's digital strategy

Leadership

- To be a core member of the Senior Leadership Team, representing the interests of the academic life of the School
- To work with members of the Senior Leadership Team and, where appropriate, senior colleagues, to develop, refine and implement the School's policies and procedures (particularly those with an academic focus).
- To lead all academic areas of the School Development Plan.
- The Deputy Head of Academics has line management responsibilities for the following staff: Department Coordinators, Leadership Program Director, Student Academic Support Coordinator, University Advisors.
- To lead the Heads of Department in setting and meeting agreed academic targets.
- To be an excellent role model, in the classroom and beyond and in their role as a senior leader within the School.
- To take a lead responsibility in promoting the ethos of academic rigor, engagement and perseverance in the pursuit of academic excellence within a warm and supportive environment.

Teaching and Learning

- To ensure that the quality of teaching and learning is consistently excellent.
- To have oversight of academic line management and the continual improvement of academic departments.
- To chair working groups on aspects of teaching and learning.
- To oversee the quality assurance process of teaching and learning within the School.
- To lead on the School's Academic Support strategy and oversee and enhance the initiatives already in place.
- To work in conjunction with Department Coordinators and University Advisors to ensure that all students are supported and prepared well for university admissions.
- To inform the Leadership Team and faculty of current research, trends and issues relevant to the academic life of the School to facilitate future planning.

Recruitment of Staff

- To assess academic staffing requirements and manage the recruitment process in conjunction with Human Resources.
- To oversee faculty absences and coverage.
- To conduct new faculty appraisals as agreed with the Head.

Professional Development

- To foster a positive culture of professional reflection and the sharing of good practice.
- To have oversight of professional development and appraisal at the School for academic faculty.
- To be responsible for new faculty induction and assign coaches and mentors.
- To administrate the PD committee for all faculty.

Student Performance

- To further develop effective systems for monitoring and evaluating the progress of students together with appropriate strategies to support progress.
- To oversee the reporting of student progress and monitor absences.
- To work with the IT team to ensure proper use of the Managebac system for all attendance, reporting and curriculum.

Joint Areas of Responsibility

With the Deputy Head of Pastoral:

- Contingency planning, planning for inspection and regulatory compliance.
- Attend major school events including UWC Day, celebrations and school assemblies.
- Take emergency on call duty on a period rotation with the Head of School and Deputy Head of Pastoral.

As a member of the Senior Leadership Team:

- With the Manager of Academic Affairs, to lead and ensure that the MEXT requirements and needs are met within the curriculum planning and execution.
- School development planning.
- Leadership/membership of working groups as directed by the Head.
- Support for School routines and events, including speaking at assemblies and parents' evenings.
- Ensuring financial efficiency and value-for-money in all school activities related to this job description, and consistent with the fulfilment of the School's broader strategic objectives.

Meetings

The Deputy Head of Academics will attend meetings, including:

- Senior Leadership Team meetings
- Grade level meetings
- Student support meetings
- Academic meetings
- Crisis Management meetings

Budgets

The Deputy Head of Academics will be responsible for setting, in conjunction with the Head of School and Head of Operations, the budgets assigned to academic department, leadership and other areas listed above.

General Responsibilities

- Be part of the interview team for new members of the teaching faculty, and, as required, new members of other faculty members.
- Contribute to the Admissions process, including Open House days, student applicant interviews, prospective parent meetings, onboarding events and Orientation.
- Manage and/or investigate processes under relevant school policies, at the direction of the Head.
- Attend school events where suitable (including concerts, plays, recitals, assemblies).
- Support the work of the Admissions and Development & Alumni Relations offices, as required, including through attendance at relevant events.
- Oversee the maintenance of school policies as directed by the Head and as specified in the Schedule of Policies.
- Provide relevant contributions for the School's Strategic Plan, annual Development Plan and inspection documentation.

Safeguarding

The DHA must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in

the School, they must report those concerns to the Designated Safeguard Lead or to the Head immediately.

Reporting Lines:

The Deputy Head of Academics reports to the Head of School.

PERSON SPECIFICATION

The successful candidate will be expected to have:

- A strong academic background including a bachelor's degree; Master's degree in education preferred
- 5 years min. experience in education, preferably working within international schools
- Experience with the IB curriculum an asset
- Work in a residential school setting an asset
- An awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children
- Evidence of successfully leading and managing change, ideally at strategic level.
- The ability to take the initiative, to seek advice where necessary and to work effectively as part of a team
- Well-developed knowledge of issues relating to the academic curriculum, timetable management, teaching and learning and educational management
- A good awareness of recent trends in curriculum content, aims, objectives and assessment
- Well developed managerial skills and the ability to lead and inspire staff
- Outstanding time management, problem solving and organizational skills
- The ability to use and to encourage, a variety of teaching and learning styles
- Highly developed interpersonal skills, and the ability to work effectively and productively with students, staff, parents and Board members
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of students, parents and staff
- The ability to chair meetings in an effective and inclusive manner
- A high degree of motivation to work with young people
- The ability to form and maintain appropriate relationships and personal boundaries with young people
- A good eye for detail
- Flexibility and resilience
- High standards and outstanding levels of personal and professional integrity.
- Enthusiastic for change and a well-informed educationalist with the capacity to inspire great learning and outcomes; a person who recognises the international perspective of contemporary education and the importance to young people of gaining access to world class universities.



Compensation Package

The salary for the position will be in the 8 - 8.5 million Japanese yen range. Benefits include a PD allowance and Japanese health insurance. A school laptop and phone are also provided during employment. Housing is included and will be on campus.

Application Process

Your application letter and CV should be addressed to the Head of School. It should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at UWC ISAK Japan.

Submit your CV and cover letter to recruit@uwcisak.jp

Key Dates

Deadline for submission of applications: December 10, 2021

Updated Nov. 25, 2021