



CHENGelo SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: Deputy Head of Secondary School

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond."

The Deputy Head of Secondary School plays a critical role in the leadership and management of Chengelo Secondary School. Working closely with the Head of Secondary, this position provides strategic oversight and day-to-day operational leadership across all areas of school life, with a particular focus on driving excellence in both academic and pastoral domains.

The Deputy Head line manages the Head of Academics and Head of Pastoral Care, ensuring high standards of teaching and learning, student welfare, discipline, and personal development. This role requires decisive leadership, high visibility within the school community, and a commitment to fostering a culture of aspiration, respect, and Christian character.

ACCOUNTABLE TO: The Head of Secondary School, and ultimately to the Principal.

LINE MANAGEMENT OF:

- Head of Academics
- Head of Pastoral Care
- Additional delegated leadership roles as required (e.g., Examination Officer, Head of Sixth Form if applicable)

WORKING RELATIONSHIPS: Work closely with the Head of Secondary, Heads of Department, Heads of House, houseparents, tutors, pastoral leaders, academic staff, and the wider school community.

KEY RESPONSIBILITIES

Strategic Leadership and School Development:

- Support the Head of Secondary in setting the direction and priorities for the Secondary School.
- Lead the operational delivery of the School Development Plan, ensuring alignment between academic and pastoral initiatives.
- Drive continuous improvement in student outcomes and school culture.

Leadership of Senior Pastoral and Academic Teams:

- Line manage the Head of Academics and Head of Pastoral Care, holding them accountable for their respective areas.
- Ensure effective collaboration between academic and pastoral leaders to deliver holistic student development.
- Chair key leadership meetings and monitor progress against school priorities.

Operational Management:

- Support the Head of Secondary in the oversight of day-to-day operations.
- Lead the Head of Academics and Head of Pastoral to ensure effective deployment of cover staff, duty rotas, assemblies, and staff briefings.
- Respond effectively to emerging issues and ensure a calm, orderly school environment.

Staff Leadership and Development:

- Model exemplary leadership to staff, fostering a culture of high expectations and professional growth.
- Support the recruitment, induction, and appraisal of staff.
- Provide coaching and mentoring to middle leaders and early career teachers.

Student Progress and Wellbeing:

- Ensure robust systems are in place to track and support student academic progress and personal development.
- Promote high standards of behaviour, attendance, and engagement.
- Lead initiatives to enhance student leadership, voice, and participation.

Safeguarding and Compliance:

- Ensure safeguarding is embedded across all areas of school life.
- Support the Designated Safeguarding Lead and ensure adherence to policies and legal requirements.
- Maintain oversight of risk assessments and health and safety compliance.

Parental and Community Engagement:

- Act as a key point of contact for parents and carers, particularly in complex or serious matters.
- Represent the school at events, parent-teacher consultations, open days, and community functions.
- Strengthen partnerships with external organisations to enrich school life.

School Leadership and Representation:

- Contribute fully to the Senior Management Team and wider leadership forums.
- Deputise for the Head of Secondary as required, representing the school internally and externally.
- Promote Chengelo's Christian ethos and commitment to excellence in all areas.

PERSON SPECIFICATION

Experience:

- Significant leadership experience within a secondary school setting.
- Proven track record of raising academic standards and/or improving pastoral outcomes.
- Experience of leading and managing teams.
- Experience of effective behaviour management strategies.

Knowledge & Skills:

- Excellent understanding of secondary education and current educational developments.
- Strong leadership and interpersonal skills.
- Ability to inspire, motivate and challenge staff and students.
- Excellent organisational and time-management abilities.
- Proficiency in analysing data to drive improvement.
- Commitment to safeguarding and promoting the welfare of children.

Personal Qualities:

- Mature faith and personal alignment with Chengelo's Christian ethos.
- High levels of integrity and professionalism.
- Passion for education and student development.
- Resilience and the ability to work under pressure.
- Reflective practitioner, committed to continuous improvement.

6. General

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. The Head of Secondary holds ultimate responsibility for securing the safety of all pupils under school care at all times.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.