

Obero International School

Job Description

Job Title: Deputy Head of Middle School (Grades 6-8) JVLR Campus
Responsible to: Head of Middle School
Responsible for: Teachers in Grades 6-8

Key Responsibility Areas:

- Develop trusting relationships that encourage learning and risk-taking for students to reach their full academic, emotional, and social potential
- Manage daily operational logistics and student behavior
- Enhance and develop systems, procedures, and protocols
- Encourage collective efficacy and mutual responsibility for learning all staff
- Build strong relationships with academic and operational leaders across the campus to ensure alignment and consistency in student learning experiences.
- Orient new staff and provide transition support for new students and families
- Lead data-driven discussions aimed at enhancing student learning.
- Support the implementation of the objectives of the strategic plan.
- Act as Head of Middle School in their absence

Areas of Focus:

Assist Divisional Head in Leadership Areas:

- Help to develop divisional and school-wide master schedule
- Monitor student progress and report to all stakeholders
- Organize Back-To-School Night, parent-student-teacher conferences
- Maintain and update Handbooks
- Administer assessments and report results to parents.
- Undertake other duties as assigned by the Head of Middle School or Head of School.
- Collaborate with Property Management and Administration teams for resource management.

Skills, Experience, & Attributes Sought:

- Facilitate a professional learning environment centered on student learning.
- Demonstrate excellence in instructional coaching and supporting reflective practice.
- Promote ethical and inclusive practices throughout the division/ institution.

Communication:

- Use effective strategies to facilitate tasks
- Provide honest, open, and constructive feedback to all stakeholders.

Knowledge of Content and Pedagogy:

- Ensure curriculum alignment.
- Support teachers in assessments and differentiating to meet all students' needs.
- Demonstrate excellence in instructional strategies, including interdisciplinary and inquiry-based learning, unit design, and instructional technologies.

Programming Responsibilities:

- Support counselors and administrators with academic, social, emotional concerns and attendance monitoring.
- Manage student exploratory programs, experiential learning, residential trips, school events.

Staff Leadership and Development:

- Attend meetings as directed and support the pastoral programs, participating in regular program reviews and behavior management.
- Support the Head of Middle School in developing action plans and staff appraisal.
- Participate as a member of the Leadership Team

Student Related:

- Encourage student voice and agency through collaborating with Student Council
- Provide logistical and organizational support of Middle School student leadership and development including middle school clubs, activities, and organizations.

Review: This Job Description will be reviewed as part of the School's Appraisal Process and by mutual agreement outside this cycle at the request of either the Head of School or the post holder.

Framework: Oberoi International School undertakes to provide:

- Full and appropriate induction program
- Ongoing Professional Development opportunities
- Personal and professional support
- Equality of opportunity in career progression

OIS is committed to safeguarding and promoting the well-being of students, faculty, staff members and visitors to its campuses, and expects all members of the OIS community to share this commitment. Additionally, OIS will conduct a thorough background check including a police report from previous posting(s).