

# Sunnyhills Secondary College

## Job Descriptions

## Table of Contents

Academic Coordinator.....	3
Academic Registrar.....	5
Activities Coach or Leader .....	6
Administration Secretary .....	9
Contracts & Purchasing Officer .....	11
Director .....	14
Facilities and Ground Supervisor .....	17
Finance Manager .....	19
Head of Campus .....	21
Housing, Staff Permits and Travel Officer .....	24
Interpreter and Translator .....	26
IT and Dbase Manager .....	28
Laboratory Technician.....	30
Leading Teacher .....	31
Library ICT Technician .....	34
Operations Manager .....	36
Payroll & Contracts Officer .....	38
Physical Education Teacher.....	40
Personnel Supervisor.....	41
Principal of Mini-School.....	44
Secretary of Mini-School .....	46
Special Learning Needs (SLN) Coordinator .....	49
Student Counsellor – Early Years .....	52
Student Counsellor – Middle & Higher Years .....	53
Teacher .....	55
Teacher Librarian.....	58
Teaching Assistant.....	61
Vice Principal of Mini-School.....	63

<b>Role Title</b>	<b>Academic Coordinator</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Vice Principal</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership</b>			
<ul style="list-style-type: none"> <li>• in collaboration with Leading Teachers, coordinate the establishment of team goals within the context of the School Improvement Plan</li> <li>• ensure the establishment of action plans and timelines to achieve the goals</li> <li>• report their progress of improvement teams to the Vice Principal and Principal</li> </ul>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• ensure that all programs maintain a focus on student learning</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• as a member of the senior leadership team, take a leading role in the development and implementation of the School Improvement Plan and Professional Development Program</li> <li>• approve, supervise and evaluate the Performance and Development Plans of designated staff members</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• as a member of the senior leadership team, support the institutionalisation of exemplary approaches to learning and teaching, curriculum inclusion and curriculum standards</li> <li>• manage the planning, development, implementation and evaluation of curriculum programs</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• provide contextual frameworks to decisions by describing and promoting the global school needs</li> <li>• build and share professional networks</li> <li>• actively contribute to staff meetings by sharing ideas and materials</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>• negotiate with the Principal and Vice Principal to adopt significant aspects of management, including the establishment and maintenance of proper, effective and efficient student records, such as student data to do with <ul style="list-style-type: none"> <li>• attendance</li> <li>• subject selection</li> <li>• assessment outcomes</li> <li>• academic reports</li> <li>• special learning needs documentation</li> </ul> </li> <li>• collaboratively lead the management of the Student Behaviour Management Program</li> <li>• lead the management of all teaching timetables and staff absences</li> <li>• lead and manage the campus Staff Wellbeing &amp; Safety Program to ensure proper compliance with policy guidelines</li> <li>• manage at least one appropriate Program Budget</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• student academic performance</li> </ul>			

	<ul style="list-style-type: none"> <li>customer satisfaction</li> <li>achievement of improvement goals</li> </ul>
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>Leading Teacher colleagues</li> <li>Vice Principal</li> </ul>
<b>Direct Stage Reports</b>	<ul style="list-style-type: none"> <li>Teaching team members</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<b>Professional</b>	
<ul style="list-style-type: none"> <li>at least 5 years' experience as an exemplary teacher</li> <li>a demonstrated ability to ensure highly effective learning</li> <li>a demonstrated ability to ensure highly effective teaching</li> <li>a demonstrated ability to ensure high morale in staff members and students</li> <li>a demonstrated ability to articulate educational issues and perspectives in communication with colleagues and others</li> </ul>	
<b>Personal</b>	
<ul style="list-style-type: none"> <li>strong interpersonal, leadership and collaboration skills</li> <li>strong communication and motivational skills</li> <li>high level English literacy and oracy competence</li> </ul>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>educated to at least Bachelors Level in education or the equivalent</li> <li>teacher accreditation or the equivalent</li> </ul>	

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>Academic Registrar</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Business Manager</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>organise and manage the student admission process from enquiry to entry</li> <li>organise and manage all entrance procedures, including examinations, scholarships and assessments</li> <li>liaise with finance staff regarding fee deposits and financial matters</li> <li>assist in the distribution, collection and coordination of testing materials</li> <li>process senior transcripts for college entrance and scholarships</li> </ul>			
<b>Student Records</b>			
<ul style="list-style-type: none"> <li>prepare admissions and student number reports for the senior leadership team</li> <li>maintain up-to-date class lists to ensure accurate information is available on class sizes</li> <li>maintain a variety of student records such as grades, transcripts, immunization records, cumulative folders and all general student data</li> <li>oversee the student management data base and prepare statistical analyses of data with regular updates</li> <li>provide information to student counsellors as requested</li> <li>liaise with Academic Coordinators regarding examination papers and results</li> </ul>			
<b>Marketing and Events</b>			
<ul style="list-style-type: none"> <li>keep statistics in order to define demand and trends which can shape the Marketing/Admissions policy</li> <li>plan and co-ordinate events and external exhibitions, most of which take place at evenings or weekends, alongside the Marketing Manager</li> <li>play a key role in the organisation and presentation of open events</li> <li>coordinate, with the Communication &amp; Events Officer, the production of the school's marketing material, namely the following: <ul style="list-style-type: none"> <li>the Prospectus and associated material</li> <li>the school's website</li> <li>entries in directories and advertisements</li> </ul> </li> <li>maintain up-to-date admissions literature and information for the school website</li> <li>order awards and diplomas</li> <li>assist administration in the coordination of student recognition awards and related duties</li> </ul>			
<b>Other Duties</b>			
<ul style="list-style-type: none"> <li>develop, update and maintain forms for use in the Registrar's office; order and maintain supplies for the office</li> <li>operate a computer and other office equipment as assigned; assist others in the proper use of office machines as needed</li> <li>coordinate high school summer school registration activities and materials</li> <li>perform various general secretarial and clerical duties</li> </ul>			

**Stakeholder Relationships**

- build good relationships and liaise with feeder and potential feeder schools
- organise visits and tours for prospective parents and students, including conducting tours, as necessary

**Example Performance Indicators**

- student admission records
- customer satisfaction
- achievement of improvement goals

**Functional Relationships**

- Senior leadership team
- Heads of Campus
- Communication & Events Officer
- Registrar colleague
- Secretaries
- Academic Coordinators

**Direct Stage Reports**

- None

**Specific Job Knowledge, Skills and Experience****Professional**

- at least 2 years' experience as an exemplary registrar
- demonstrated high-level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to successfully organise and manage aspects of the wider school program
- a demonstrated ability to improve performance through critically evaluating professional practices
- a demonstrated ability to provide effective support to colleagues

**Personal**

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience
- high level English literacy and oracy competence

**Education**

- educated to at least university entrance level in education or the equivalent
- a secretarial certification or the equivalent

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

**Role Title****Activities Coach or Leader****Grade**

TBD

**Reporting To****Activities Coordinator****Location**

TBD

**Organisation****Sunnyhills Secondary College (SSC)**

## Role Responsibilities

### Student Learning

- plan, implement and evaluate a predominantly skills based recreational program that is developmentally appropriate and develops leadership and teamwork skills
- ensure students are involved in active, joyful participation and learning with correctional support

### Quality & Standards Compliance

- ensure the proper care and wellbeing of all students at all times during the program
- ensure a safe and healthy activity environment that is constantly and adequately supervised in compliance with school policies, procedures and guidelines
- promptly record and report issues and incidents of concern to an appropriate person in authority
- provide first aid assistance to students as required and record and report such assistance to the student's family and the appropriate person in authority
- unless otherwise informed, supervise the dismissal of students to ensure a safe and appropriate departure from school with a known authorised adult

### General Administration

- maintain accurate records of student attendance, family contact details and special health considerations
- attend activity staff meetings and participate in staff discussions
- perform other practical duties as reasonably required by the activities coordinator

### Pedagogy

- using a data driven approach, collaboratively evaluate the appropriateness and effectiveness of program delivery
- assist students with conflict resolution by modelling appropriate behaviour and language and helping them resolve issues in assertive ways
- use logical consequences when deciding on a reaction to unacceptable behaviour (reminder – remove from situation)

### Stakeholder Relationships

- develop and maintain a highly functioning professional relationship with each student
- regularly communicate student attendance, participation and wellbeing to families and the activities coordinator

## Example Performance Indicators

- documentation of program planning and evaluation
- attendance and safety records and audits
- customer satisfaction

### Functional Relationships

- Coach and leader colleagues
- Students

### Direct Stage

- N/A

<b>Reports</b>	
<b>Specific Job Knowledge, Skills and Experience</b>	
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• at least 2 years' experience as an exemplary activities coach or leader</li> <li>• demonstrated high quality coaching and organisational skills</li> <li>• a demonstrated high level knowledge of relevant recreation programs</li> <li>• demonstrated high level professional behaviour when interacting with families, students and colleagues</li> <li>• a demonstrated ability to improve coaching performance through critically evaluating professional practices</li> <li>• a proven ability to treat contentious, sensitive or privileged information selectively, confidentially and respectfully</li> <li>• a demonstrated ability to provide high level support to colleagues</li> </ul> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• strong interpersonal and collaboration skills</li> <li>• strong communication and motivational skills</li> <li>• high level personal resilience</li> <li>• adequate English literacy and oracy competence</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• educated to at least high school graduation level in education or the equivalent</li> <li>• relevant coaching and recreation accreditation or the equivalent</li> </ul>	

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02



<b>Role Title</b>	<b>Administration Secretary</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>The Principal</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Communications</b>			
<ul style="list-style-type: none"> <li>act as the main office receptionist to meet and greet visitors, and determine whether they be given access to certain individuals</li> <li>read and analyse incoming memos, submissions, and reports in order to prioritise their significance and plan their distribution</li> <li>open, sort, and distribute incoming correspondence</li> <li>respond to general inquiries from stakeholders and staff members</li> <li>record and report all communication</li> <li>distribute communications to staff members, as required by the Principal</li> </ul>			
<b>Clerical Duties</b>			
<ul style="list-style-type: none"> <li>manage and maintain the Principal's schedules</li> <li>undertake keyboard duties in support of the senior administration function</li> <li>provide document preparation support</li> <li>prepare agendas and make arrangements for committee, board and other meetings</li> <li>prepare responses to correspondence containing routine inquiries</li> </ul>			
<b>Records and Reports</b>			
<ul style="list-style-type: none"> <li>record and maintain all incoming and outgoing communication with internal and external stakeholders using appropriate document control methods and classification systems</li> <li>file and retrieve corporate documents, records and reports</li> <li>compile, transcribe and distribute minutes of meetings</li> </ul>			
<b>Budget Management</b>			
<ul style="list-style-type: none"> <li>coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives</li> <li>record and report all photocopying, printing and publishing data to the appropriate budget leader</li> <li>order everyday stationery supplies from central stores</li> <li>record and file copies of budget orders, invoices and receipts</li> <li>check delivery of stock against invoice documents</li> <li>report monthly budget expenditure and balances to the appropriate budget leader and the senior leadership team</li> </ul>			
<b>Audits</b>			
<ul style="list-style-type: none"> <li>periodically audit the quality of cleaning, maintenance of surroundings and report to the Principal</li> </ul>			

### Example Performance Indicators

- collations of reports and publications
- achievement of improvement goals

### Functional Relationships

- the senior leadership team
- principal
- business manager
- administrative colleagues
- heads of campus
- finance manager

### Direct Reports

- None

### Specific Job Knowledge, Skills and Experience

#### Professional

- at least 2 years' experience as an exemplary school secretary
- demonstrated diverse administration skills
- demonstrated high-level professional behaviour when interacting with external stakeholders and colleagues
- a proven ability to treat delicate, contentious, sensitive or privileged information confidentially
- a demonstrated ability to contribute to the wider school program
- a demonstrated ability to improve performance through critically evaluating professional practice
- a demonstrated ability to support colleagues

#### Personal

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience, flexibility and adaptability
- competence in English literacy and oracy

#### Education

- educated to at least secondary level in education or the equivalent
- secretarial accreditation or the equivalent

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

<b>Role Title</b>	<b>Contracts &amp; Purchasing Officer</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Senior Accountant</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Contract Evaluation</b>			
<ul style="list-style-type: none"> <li>• for vendor procurements &amp; services and SSC property use, advise management of contractual rights, risks, and obligations</li> <li>• establish critical contract terms and provide direction for interpretation and application of conditions, remedies, indemnities, liabilities, and terms</li> <li>• negotiate terms and conditions in SSC' best interests</li> <li>• solve problems on proposals, negotiations, and contracts</li> <li>• select and prepare the appropriate contract type (i.e., fixed price, labour hour/time &amp; materials, cost reimbursement etc.). Draft related documents, secure internal approvals, vendor acceptances, and award contracts</li> </ul>			
<b>Contract Implementation</b>			
<ul style="list-style-type: none"> <li>• perform post-award administration activities</li> <li>• complete and update contract snap-shot summaries</li> <li>• review and manage the contractual obligations of the parties</li> <li>• resolve disputes, negotiate modifications, terminations, and contract closeout</li> <li>• provide continual review to ensure that all terms &amp; conditions are met</li> <li>• suggest remedies for non-performance or warranty violations</li> <li>• liaise with Finance staff to ensure accurate and timely payment of vendor invoices in accordance with contract terms</li> <li>• assist staff in final acceptance and payment process</li> <li>• prepare and disseminate information regarding contract status, compliance, modifications, etc</li> <li>• work closely with the Principals, Facilities and Grounds Manager, and IT Manager in administering contracts, including vendor payments</li> <li>• assure compliance with the laws, policies, codes and regulations governing SSC accounting; maintaining high standards of professional accounting and auditing</li> </ul>			
<b>Statement of Work Development</b>			
<ul style="list-style-type: none"> <li>• proactively work with requestors and vendors in developing or completing specifications to clearly define scopes of work and needs</li> <li>• add value to requestors' statements of work (SOW) development to increase their effectiveness in obtaining the required goods and services, thereby improving cost effectiveness and meeting project schedules</li> </ul>			
<b>Competition</b>			
<ul style="list-style-type: none"> <li>• prioritise, oversee and develop with staff the required informal and formal vendor solicitations for the execution of <ul style="list-style-type: none"> <li>• Requests for Proposals (RFP)</li> <li>• Requests for Contracts (RFC)</li> <li>• Requests for Assistance (RFA)</li> <li>• Requests for Quote (RFQ)</li> <li>• other procurement and contract management related functions for</li> </ul> </li> </ul>			

equipment purchases and professional services agreements and contracts

- develop strategies to arrive at fair and reasonable prices for cost/price analysis and acceptable terms and conditions
- manage the formal contract bid process
- qualify vendor proposers
- ensure the correctness of vendor single and source justifications

**Vendor Administration**

- perform market research and assist SSC in locating and obtaining qualified vendors
- screen selected vendors to determine required qualifications
- oversee the verification of appropriate bonding, certification, licensing, and insurance coverage secured by contractors and the maintenance of those records (for maintenance and cleaning personnel working on Kingdom School premises)
- monitor and report on vendor performance
- maintain a vendor performance database
- maintain positive, functioning vendor relationships

**Example Performance Indicators**

- Annual efficiency savings
- Feedback rating on performance and behaviours from line manager and anonymous feedback from peers
- Customer satisfaction

**Functional Relationships**

- Managers
- Principals
- Finance Manger

**Direct Reports**

- None

**Specific Job Knowledge, Skills and Experience**

**Professional**

- 3 years' experience in contract development and administration, preferably in the education sector
- A full command of purchasing principles and negotiation skills
- A sound knowledge of cost and price analysis as it relates to contract regulations, negotiation and preparation
- A thorough knowledge of all aspects of contract formation, administration, closeout and subcontracts
- High proficiency in MS Word, Outlook, Excel and PowerPoint
- A demonstrated ability to setup and maintain automated, electronic and manual record keeping systems

**Personal**

- Excellent interpersonal, and team working skills
- Excellent oral communication and negotiation skills; with the ability to communicate effectively with a diverse range of people in a helpful, effective, and informative manner in person/by phone/by email while demonstrating

initiative, flexibility, promptness, tact, and diplomacy

- Fluency in English

**Education**

- Educated to at least Bachelor's level in a business discipline
- Certified satisfactory completion of relevant professional development programs

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

<b>Role Title</b>	<b>Director</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Chairperson of Board of Directors</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership and General Management</b>			
<ul style="list-style-type: none"> <li>• act as the chief executive officer of SSC, taking leadership of overall curriculum, staff and administration of the school network</li> <li>• ensure that SSC develops an attractive course offering and physical environment that maximises student participation, academic achievement and revenues</li> <li>• develop the SSC brand to a clear, differentiated position across Saudi Arabia</li> <li>• provide leadership and direction to SSC management to deliver prescribed plans</li> <li>• maintain open lines of communication with students, community, staff, management, shareholders, accreditation bodies and other relevant stakeholders</li> <li>• define and oversee the performance evaluation and professional development of SSC personnel</li> <li>• ensure that the school stages and departments attract, employ and retain highly qualified and competent staff</li> <li>• take necessary steps to assure the safety and welfare of students and employees in SSC facilities</li> <li>• direct and administer, through subordinates, the supporting business and facilities of SSC in an efficient and economical manner, including but not limited to <ul style="list-style-type: none"> <li>• financial management</li> <li>• procurement</li> <li>• facilities management</li> <li>• maintenance</li> <li>• personnel and payroll</li> <li>• transportation and other school services</li> </ul> </li> <li>• ensure that adequate records are kept for SSC, including the appropriate documentation of educational, financial and administrative activities and assets</li> </ul>			
<b>Educational Policy and Curriculum</b>			
<ul style="list-style-type: none"> <li>• oversee the development of a distinctive SSC curriculum offering in line with overall market demand, competitor offerings and government requirements</li> <li>• ensure SSC attracts and maintains the necessary accreditations for its courses from local and international bodies</li> <li>• ensure a consistency of academic and teaching standards across the SSC network</li> <li>• keep informed of relevant curricular and educational thoughts, trends, and practices, as well as proposed legislation impacting SSC</li> <li>• oversee the development and implementation of objectives and long-range</li> </ul>			

plans for curriculum and instructional evaluation and improvement

### **Planning and Financial Management**

- oversee the preparation and submission of an annual operating plan, performance measures and budget recommendations to Kingdom Holding for approval
- oversee the implementation of business plans so as to meet agreed targets (financial and non-financial) within agreed budgets and timescales
- establish and maintain appropriate systems for measuring necessary aspects of operational and financial management
- ensure the timely submission of reports to Kingdom Holding and shareholders

### **Example Performance Indicators**

- Average revenue per student
- Utilisation rate of facilities
- % variance from budget (tolerance to be agreed)
- Feedback and performance rating from staff and students

### **Functional Relationships**

- Business Manager
- Principal colleagues

### **Direct Reports**

- Business Manager
- Finance Manger
- Principals

### **Specific Job Knowledge, Skills and Experience**

#### **Professional**

- At least 15 years' experience in the K-12 education sector, including at least 10 years' experience in senior management positions with prominent providers
- A detailed knowledge of the K-12 education sector and trends in Saudi Arabia, including a proven network of contacts across government, the education sector and private sector
- Knowledge of international accredited providers and their applicability to the Saudi market
- Extensive experience in managing multiple teams
- Proven experience with visioning and achieving the highest academic standards
- Demonstrated experience working with a for-profit provider

#### **Personal**

- Outstanding interpersonal, leadership and team work skills
- Outstanding communication and motivational skills
- Fluent English

#### **Education**

- Educated to at least Masters Level from a well-respected university
- MBA preferred

### **Date Job Created**

December 2015





<b>Role Title</b>	<b>Facilities and Ground Supervisor</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Operations Manager</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership and Supervision</b>			
<ul style="list-style-type: none"> <li>• be responsible for the overall supervision and upkeep of school facilities</li> <li>• participate in school initiatives as invited</li> <li>• provide leadership and direction to subordinate staff to deliver prescribed plans</li> <li>• maintain open lines of communication with school management, service contractors, suppliers and other relevant stakeholders</li> <li>• define and oversee the performance evaluation and professional development of subordinate personnel</li> <li>• develop and submit annual plans for the service and maintenance of facilities and grounds</li> <li>• implement plans so as to meet agreed targets within agreed budgets and timescales</li> <li>• ensure the timely submission of reports to the Operations Manager</li> </ul>			
<b>Maintenance, Safety, Health and Cleanliness Management</b>			
<ul style="list-style-type: none"> <li>• develop facilities and ground service plans to suit the requirements and standards of the SSC strategy and operational delivery plans</li> <li>• define standards for the upkeep and cleanliness of facilities, and document these in policies and procedures</li> <li>• source and maintain the estate and facilities of SSC to the required standards</li> <li>• work with the Principals and service contractors to develop optimal service scheduling to maximise facility utilisation</li> <li>• ensure adequate facilities support is available on site to maximise service delivery</li> <li>• coordinate the overall resources across SSC to maximise the use of equipment and facilities and to reduce failure and maintenance costs</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• maintain open communication with Director, all managers, heads and principals</li> <li>• build good relationships and liaise with all employees</li> <li>• maintain good relationships with service providers, material suppliers, and maintenance contractors</li> <li>• develop and maintain good relationships with state agencies responsible for licensing school facilities, such as municipal and fire permits</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• Customer and Principal satisfaction with the state of the facilities</li> <li>• The utilisation rate of facilities</li> <li>• Achievement of improvement goals</li> </ul>			
<b>Functional</b>	<ul style="list-style-type: none"> <li>• Principals</li> </ul>		

<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Heads of Campus</li> <li>• Other managers</li> <li>• Operations Manager</li> <li>• Contractors' Project Managers</li> </ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Health, Safety, and Cleanliness Officers</li> <li>• Electrical and Mechanical Work Technician</li> <li>• Building Work Repair Technician</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• At least 5 years' experience in service and maintenance work in the education, health or hospitality sector, with the last two years being in a supervisory position</li> <li>• An excellent knowledge of facilities standards and service providers in Saudi Arabia</li> </ul> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and team work skills</li> <li>• Attentive to detail</li> <li>• An ability to deliver no matter what the obstacle</li> <li>• Fluent English language</li> </ul> <p><b>Education</b></p> <p>A Technical Diploma from a reputable technical college or institute</p>	

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>Finance Manager</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Principal</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership and General Management</b>			
<ul style="list-style-type: none"> <li>• Be a member of the SSC Executive Team and support decision making at senior management level</li> <li>• Liaise with campus heads, department heads, and principals to discuss and agree required scope, service levels and capacity of services</li> <li>• Oversee and optimise service functions (Finance, Performance) across the schools to maximise service delivery at the most efficient cost</li> <li>• Identify and implement opportunities for synergies and overall service improvement in line with overall schools strategy, including the management of external service delivery partners and contractors</li> <li>• Define and oversee performance evaluation and professional development of SSC' Finance personnel</li> <li>• Ensure that the Finance Department attracts, employs and retains highly qualified and competent staff</li> <li>• Prepare and submit annual operating plan, performance measures and budget recommendations to senior management for approval</li> <li>• Implement business plans so as to meet agreed targets (financial and non-financial) within agreed budgets and timescales</li> <li>• Establish and maintain appropriate systems for measuring necessary aspects of operational and financial management</li> <li>• Ensure submission of timely reports to the Board</li> </ul>			
<b>Functional Services</b>			
Oversee the effective delivery of the following services to the business			
<ul style="list-style-type: none"> <li>• Advice on business development, such as activities related to business development strategy, sales optimisation, strategic pricing, and service development</li> <li>• Finance, including SSC' activities for financial strategy and policy, accounts receivable and payable, reporting, treasury/ cash management, budgeting and financial analysis</li> <li>• Performance, including management information analysis, development of balanced scorecard and performance reporting</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• Organic and inorganic growth targets</li> <li>• % variance from budget (tolerance to be agreed)</li> <li>• Annual efficiency savings</li> </ul>			

- Anonymous feedback rating on performance and behaviours from subordinates and peers

#### Functional Relationships

- Managers
- Principals
- Colleagues

#### Direct Reports

- Senior Accountant
- Accountants
- Cashier
- Department Assistant

### Specific Job Knowledge, Skills and Experience

#### Professional

- At least 10 years' experience in financial management, preferably in the education sector
- At least 5 years' experience as head role in financial management in a medium-sized organisation
- Demonstrable experience of being able to establish the structures and processes to deliver an effective cost control environment, preferably in Saudi Arabia

#### Personal

- Excellent interpersonal, leadership and team working skills
- Excellent communication and motivational skills
- Quality-focussed with an eye for detail
- Fluent in English

#### Education

- Educated to at least Bachelors Level in finance
- Relevant professional development programs

#### Date Job Created

December 2015

#### Reviewed

GF2015/02

<b>Role Title</b>	<b>Head of Campus</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Principal</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership and Management</b>			
<ul style="list-style-type: none"> <li>• act as the executive officer of the Boys or Girls Campus at SSC assuming leadership of the curriculum, staff and administration of the school</li> <li>• provide leadership and direction to school management to deliver prescribed plans</li> <li>• maintain open lines of communication with students, parents, community, staff, management, shareholders, accreditation bodies and other relevant stakeholders</li> <li>• define and oversee the performance evaluation and professional development of campus personnel</li> <li>• ensure that the campus attracts a mix of academically adept students</li> <li>• ensure that the campus attracts, employs and retains highly qualified and competent personnel</li> <li>• assure the safety and welfare of students and employees in the campus and at school-sponsored activities</li> <li>• direct and administer, through subordinates, the supporting business and facilities of the campus in an efficient and economical manner, including <ul style="list-style-type: none"> <li>• financial management</li> <li>• procurement</li> <li>• facilities management</li> <li>• maintenance</li> <li>• personnel and payroll</li> <li>• transportation and other school services</li> </ul> </li> <li>• ensure that adequate records are kept for the campus, including the appropriate documentation of educational, financial and administrative activities and assets</li> <li>• be a member of the Senior Leadership Team and support decision making at the group level</li> </ul>			
<b>Educational policy and curriculum</b>			
<ul style="list-style-type: none"> <li>• help define, implement and revise the curriculum and standards for the school in line with the American Diploma, relevant Ministry of Education requirements and other government requirements</li> <li>• ensure SSC maintains accreditation with NEASC by ensuring all accreditation criteria are met at the highest possible level</li> <li>• ensure the proper supervision of methods of teaching, supervision and administration at the campus</li> <li>• keep informed of relevant curricular and educational thoughts, trends, and practices, as well as proposed legislation impacting the school</li> <li>• oversee the development and implementation of objectives and long-range plans for the evaluation and improvement of the curriculum and instruction</li> </ul>			

## Planning and Financial Management

- participate in the preparation and submission of an annual operating plan, performance measures and budget recommendations to the Kingdom School senior leadership team for approval
- implement business plans so as to meet agreed targets (financial and non-financial) within agreed budgets and timescales
- establish and maintain appropriate systems for measuring necessary aspects of operational and financial management
- ensure the timely submission of reports to the senior leadership team and Board

## Example Performance Indicators

- Student achievement
- NEASC and Ministry of Education accreditation ratings
- % variance from budget (tolerance to be agreed)
- Feedback and performance ratings from staff and parents

## Functional Relationships

- Business and Finance Manager
- Other administrative managers
- Contractors Project Managers

## Direct Reports

- Principals

## Specific Job Knowledge, Skills and Experience

### Professional

- At least 10 years' experience in senior management positions in the education sector, including as a Principal, Head of Campus, Superintendent, or the equivalent
- At least 15 years' experience in education as a teacher in national and international schools
- A detailed knowledge of the Ministry of Education and NEASC accreditation standards and the USA Common Core curriculum standards
- Proven experience with visioning and implementing the highest achievement of academic standards

### Personal

- Outstanding interpersonal, leadership and team work skills
- Extensive experience in managing multinational teams, preferably within the Arabian Gulf region
- Outstanding communication and motivational skills
- Excellent English language skills

### Education

- Educated to at least a Masters degree Level in an education-related subject or the equivalent
- Further education in business-related subjects is desirable

## Date Job Created

December 2015



<b>Role Title</b>	<b>Housing, Staff Permits and Travel Officer</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Personnel Supervisor</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Accommodation administration</b>			
<ul style="list-style-type: none"> <li>• provide an efficient, responsive and sensitive housing administration service for those SSC personnel whose contracts include housing provision</li> <li>• provide contact, advice and guidance to SSC personnel within the framework of the tenancy agreement and the relevant SSC procedures</li> <li>• ensure the housing estates are kept in good condition (good service, and proper use by the tenants)</li> <li>• observe deadlines for renewal of tenancy agreements and ensure timely rental payments</li> <li>• prepare tenancy agreements and organise the purchase of furniture with the Purchasing and Contracts Officer in compliance with procurement policies and as per pre-approved budgets</li> <li>• liaise with, and give advice to, the Facilities and Grounds Supervisor on the prioritisation of day to day repairs required for the proper maintenance and improvement of all properties rented to house staff</li> <li>• prepare quarterly reports on housing administration</li> </ul>			
<b>Travel, exit-re-entry, and exit only visas</b>			
<ul style="list-style-type: none"> <li>• receive and process leave applications from personnel</li> <li>• provide payroll advice for annual holidays to the payroll officer</li> <li>• book air tickets for personnel going on leave or training at least five months before travel to save on ticket costs. Alternatively, calculate the costs of tickets as per the 'early bird' rate if employees opt for financial compensation instead of tickets</li> <li>• organise travel and accommodation arrangements for educational school trips outside Saudi Arabia</li> <li>• research and plan the best cost saving methods and routes for travel and present options to the Personnel Manager</li> <li>• generate remittances and payments to exiting employees who resign, leave or are terminated</li> </ul>			
<b>Iqama and work permit renewals</b>			
<ul style="list-style-type: none"> <li>• maintain up-to-date records of all staff permits</li> <li>• for all staff related renewals, prepare renewal files with clear instructions for the Government Relations Officer in a timely manner, having first secured approval for such contract renewals or extensions</li> </ul>			
<b>Employee and new staff information</b>			
<ul style="list-style-type: none"> <li>• produce regular newsletters for residents on housing matters, and to all relevant personnel on travel and ticket arrangements</li> <li>• provide information packs for new staff members moving into leased accommodation with regards to their rights, obligations, liabilities, social behaviour, and local laws and regulations</li> </ul>			



**Work cover (planned)**

- assist other personnel department staff and substitute for them when they are absent. Such cover is to be planned with the immediate superior.

**Example Performance Indicators**

- Customer satisfaction
- Feedback ratings on performance and behaviours from the line manager and anonymous peers
- Cost savings

**Functional Relationships**

- Contracts and Payroll Officer
- Officer: Accommodation, Travel, and Renewals
- Staff members

**Direct Reports**

- None

**Specific Job Knowledge, Skills and Experience****Professional**

- At least 3 years' experience in a housing, travel, or personnel function
- A thorough knowledge of all aspects of tenancy formation, administration, and closeout
- An excellent knowledge of the visa requirements and national labour laws pertinent to the education sector

**Personal**

- Excellent interpersonal and team work skills
- A demonstrated cross-cultural awareness and ability to interact respectfully with people from culturally and linguistically diverse backgrounds
- Excellent oral communication and negotiation skills with the ability to communicate effectively with a diverse group of people in a helpful, effective, and informative manner in person, by telephone and by email while demonstrating initiative, flexibility, promptness, tact, and diplomacy
- A competent proficiency in MS Word, Outlook and Excel
- Fluency in English

**Education**

- Educated to at least High School level
- The certified completion of relevant professional development programs

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

<b>Role Title</b>	<b>Interpreter and Translator</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Head of Campus</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Interpreting</b>			
<ul style="list-style-type: none"> <li>• expertly interpret spoken words as Malay or English, using either a simultaneous or consecutive approach as requested</li> <li>• act as a medium between speakers, interpreting the body language, voice timbre, volume and expression of each speaker</li> <li>• maintain eye contact with the audience unless modeled otherwise by the represented speaker</li> </ul>			
<b>Translating</b>			
<ul style="list-style-type: none"> <li>• expertly reproduce written texts in Malay or English as required</li> <li>• carefully analyse text to consider the purpose of the translation and produce a translation appropriate to the intended audience</li> <li>• moderate translations through a chosen colleague</li> </ul>			
<b>Other Duties</b>			
<ul style="list-style-type: none"> <li>• study official files to gain knowledge and context for interpreting and translating</li> <li>• engage in preliminary talks to gain knowledge and context for interpreting and translating</li> <li>• take into account potential hidden meanings and stylistic devices in order to understand and consider the intent of each spoken or written message</li> <li>• attend relevant meetings during school hours, and after school hours where possible, in order to assist bilingual communication</li> <li>• accompany staff members to events where Malay or English protocol or language interpreting, clarifying or advice are needed</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• customer satisfaction</li> <li>• achievement of improvement goals</li> </ul>			
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>• all staff members as appropriate</li> </ul>		
<b>Direct Stage Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>Specific Job Knowledge, Skills and Experience</b>			
<b>Professional</b>			
<ul style="list-style-type: none"> <li>• at least 2 years' experience as an exemplary interpreter and translator</li> <li>• a proven ability to treat delicate, contentious, sensitive or privileged information confidentially</li> <li>• high level competency with information communications technology</li> <li>• a demonstrated sound knowledge of the language patterns of the respective countries</li> </ul>			

- experience with education resource production
- demonstrated high-level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to contribute to the wider school program
- a demonstrated ability to improve performance through critically evaluating professional practice
- a demonstrated ability to support colleagues

**Personal**

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience, flexibility and adaptability
- high level competency in Malay and English literacy and oracy

**Education**

- educated to at least Bachelors level in language arts or the equivalent
- interpreting and translating accreditation or the equivalent

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>IT and Dbase Manager</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Business &amp; Finance Manager</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Prioritise and assign projects based on direction from management and knowledge of SSC needs</li> <li>• Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees</li> <li>• Evaluate and verify employee performance through the review of completed work assignments and work techniques</li> <li>• Provide guidance to the team in the solution of hardware and software related problems</li> <li>• Provide project management services as required for designated work efforts</li> <li>• Present and implement technological alternatives to streamline functions and improve productivity school wide</li> <li>• Develop and maintain a technology policies, standards and procedures manual; develop and maintain related technology checklists</li> <li>• Ensure proper security measures have been evaluated and implemented as indicated by SSC policy and/or best industry practices</li> <li>• Translate user needs into system requirements with a demonstrated skill in presenting information in an effective and understandable manner</li> <li>• Develop and maintain a change control system for all electronic media and systems</li> <li>• Effectively communicate relevant IT-related information to SSC's senior management and peers</li> <li>• Build and maintain vendor relationships required for hardware and software support</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• Utilisation rates of the website and school wide applications</li> <li>• Customer satisfaction</li> <li>• Achievement of improvement goals</li> </ul>			
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Heads of Campus</li> <li>• Other administrative managers</li> <li>• Contractors Project Managers</li> </ul>		
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Web Administrator</li> <li>• Data and Communication Support</li> <li>• General Technical Support Personnel</li> </ul>		
<b>Specific Job Knowledge, Skills and Experience</b>			
<b>Professional</b>			
<ul style="list-style-type: none"> <li>• At least 5 years' experience in IT and Dbase work in the education, health or hospitality sector, the last 2 years being in a management position, or</li> </ul>			

equivalent

**Personal**

- A demonstrated ability to communicate difficult and/or sensitive information tactfully
- Strong interpersonal and team work skills
- Attention to detail, ability to deliver no matter what the obstacle
- Fluent English language

**Education**

- A Bachelor degree in computer science, Management Information Systems, or a related field of work in computer science

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>Laboratory Technician</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>assist individual students with their understanding of tasks and the proper use of equipment and materials</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>be fully aware of and follow all health and safety requirements concerning the proper handling of equipment and materials</li> <li>ensure the clean, orderly and safe condition of the Science classroom, storeroom and laboratory</li> <li>ensure the proper and careful use of all equipment and materials</li> <li>directly supervise the safe and proper use of hazardous equipment and materials</li> <li>inform the Science teacher(s) of any unsafe or inappropriate use of equipment or materials by students or other persons</li> <li>clean up after practical Science lessons, ensuring that all equipment is accounted for, in good working condition and safely secured in designated storage places</li> <li>properly and safely dispose of used chemicals, chemicals that have expired their “use-by” date, chemicals that have become unsafe and any other residue</li> <li>ensure the safe and secure storage of equipment and materials, paying particular attention to hazardous equipment and materials</li> <li>ensure that all materials are properly labelled, including appropriate and clear warnings for hazardous materials</li> <li>maintain all equipment and materials in good working condition</li> <li>recommend the repair or replacement of unsafe or faulty equipment or materials</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>maintain proper records of stock and track the borrowing of all equipment and materials by approved users</li> <li>ensure the proper return of borrowed equipment and materials in good working condition</li> <li>recommend appropriate purchases as stocks diminish</li> <li>safely administer first aid as necessary</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>to prepare and set up equipment and materials ready for use as required by the Science teacher(s)</li> <li>to assist the Science teacher(s) in the practical implementation of the Science program</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>safety audits</li> <li>maintenance audits</li> </ul>			

	<ul style="list-style-type: none"> <li>consumable stock replenishment</li> <li>customer satisfaction</li> </ul>
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>science teachers</li> <li>teaching assistants</li> <li>technician colleagues</li> </ul>
<b>Direct Stage Reports</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<b>Professional</b>	
<ul style="list-style-type: none"> <li>at least 2 years' experience as an exemplary laboratory technician</li> <li>demonstrated experience with handling chemicals requiring high levels of safety provision, such as Magnesium and various acids &amp; alkalines</li> <li>demonstrated experience with using equipment requiring high levels of safety provision, such as gas bottles and electrical goods</li> <li>demonstrated experience with handling other resources requiring high levels of safety provision, such as surgical equipment, sharp tools, glassware and equipment generating extreme heat or extreme cold</li> <li>demonstrated experience with various gasses, including the production of benign, volatile and corrosive gasses</li> <li>demonstrated experience with handling delicate measuring equipment</li> <li>demonstrated experience with handling expensive equipment to demonstrate the laws of Physics and Mechanics, and examine the nature of matter</li> <li>demonstrated experience with using electronic and computerised equipment</li> <li>demonstrated high-level professional behaviour when interacting with students and colleagues</li> </ul>	
<b>Personal</b>	
<ul style="list-style-type: none"> <li>strong organisational and procedural skills</li> <li>the ability to pay strict attention to detail</li> <li>strong interpersonal and collaboration skills</li> <li>strong communication skills</li> <li>high level personal resilience</li> <li>acceptable English literacy and oracy competence</li> </ul>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>educated to at least a diploma level in a practical science or the equivalent</li> <li>relevant technician accreditation or the equivalent</li> <li>current 1<sup>st</sup> aid certification by a government accredited trainer</li> </ul>	

<b>Date Job Created</b>	December 2015		
<b>Reviewed</b>	GF2015/02		
<b>Role Title</b>	<b>Leading Teacher</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		

## Role Responsibilities

### Leadership

- collaboratively set goals with and for the teams within the context of the School Improvement Plan
- institutionalise social norms and social trust in their teams by establishing
  - negotiated processes and procedures
  - democratic practices
  - a systematic sharing of information
  - equitable delegation
  - acknowledgement of task acceptance, effort and achievement of team members
- promote high team morale

### Student Learning

- lead a teaching team to plan curriculum scope and sequence, develop units of work, and procure resources
- have direct classroom responsibility for delivering a learning and teaching program

### Quality & Standards Compliance

- set, model and maintain high teaching standards and expectations within the team and systematically challenge mediocrity
- be mentors to the team members in terms of professional development
- guide teachers through procedures for accessing Professional Development programs
- actively contribute to staff meetings by sharing ideas and materials

### General Administration

- establish action plans and performance measures to achieve goals
- manage at least one appropriate Program Budget
- progressively track and report team progress to the Coordinator

### Pedagogy

- be an ardent student of effective teaching practices

### Stakeholder Relationships

- build and share professional networks
- liaise between teams, acknowledge and promote the significance of the team and acknowledge and report the significance of other teams
- provide contextual frameworks to decisions by describing and promoting global school needs

## Example Performance Indicators

- student academic performance
- customer satisfaction
- achievement of improvement goals

### Functional Relationships

- Leading Teacher colleagues
- Vice Principal

### Direct Stage Reports

- Teaching team members

## Specific Job Knowledge, Skills and Experience



**Professional**

- at least 5 years' experience as an exemplary teacher
- a demonstrated ability to ensure highly effective learning
- a demonstrated ability to ensure highly effective teaching
- a demonstrated ability to ensure high morale in staff members and students

**Personal**

- strong interpersonal, leadership and collaboration skills
- strong communication and motivational skills
- high level English literacy and oracy competence

**Education**

- educated to at least Bachelors Level in education or the equivalent
- teacher accreditation or the equivalent

<b>Date Job Created</b>	December 2012
<b>Reviewed</b>	JM2013/02

<b>Role Title</b>	<b>Library ICT Technician</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• assist individual students with their understanding of library tasks and the proper use of library resources</li> <li>• assist individual students and staff members with their understanding and use of multi-media hardware and software, particularly in regard to information computer technology (ICT)</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• ensure the clean, orderly and safe condition of the library in the school stage</li> <li>• ensure a constant and high quality provision of computer network infrastructure and access, including intranet and internet access</li> <li>• assist with periodic audits of resources</li> <li>• ensure the proper and careful use of all equipment, texts and materials</li> <li>• inform the teacher librarian of any unsafe or inappropriate use of equipment, texts or materials by students or other persons</li> <li>• clean up after library lessons, ensuring that all equipment is accounted for, in good working condition and safely secured in designated storage places</li> <li>• assist with the lending and return processes and procedures</li> <li>• ensure the safe and secure storage of expensive and/or fragile equipment and materials</li> <li>▪ ensure that all equipment and text resources are properly processed labelled and registered with a bar code in accordance with asset management software</li> <li>▪ maintain all equipment, texts and materials in good working condition</li> <li>▪ recommend the repair or replacement of unsafe or faulty equipment or materials</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>▪ maintain proper records of stock and track the borrowing of all equipment, texts and materials by approved users</li> <li>▪ ensure the proper return of borrowed equipment, texts and materials in good condition</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• prepare and set up equipment and materials ready for use as required by the teacher librarian</li> <li>• assist the teacher librarian in the practical implementation of the library program</li> <li>• respond to requests for assistance with ICT needs using a priority and needs rated system (triage)</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• develop and maintain a highly functional professional relationship with each student</li> </ul>			

## Example Performance Indicators

- resource audits
- maintenance audits
- customer satisfaction

### Functional Relationships

- teacher librarian
- teaching assistants
- technician colleagues

### Direct Stage Reports

- N/A

## Specific Job Knowledge, Skills and Experience

### Professional

- at least 2 years' experience as an exemplary library and ICT technician
- demonstrated experience with library management systems
- demonstrated high level knowledge of and proficiency with computer network infrastructure, hardware and software
- demonstrated experience with processing and maintaining library resources
- demonstrated experience with handling expensive and/or delicate equipment
- demonstrated experience with using electronic and computerised equipment
- demonstrated high level professional behaviour when interacting with students and colleagues

### Personal

- strong organisational and procedural skills
- the ability to pay strict attention to detail
- strong interpersonal and collaboration skills
- strong communication skills
- high level personal resilience
- acceptable English literacy and oracy competence

### Education

- educated to at least a diploma level in computer science or the equivalent
- relevant library assistant certification or the equivalent
- relevant ICT technician accreditation or the equivalent

### Date Job Created

December 2015

### Reviewed

GF2015/02

<b>Role Title</b>	<b>Operations Manager</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Programs Manager</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership and Management</b>			
<ul style="list-style-type: none"> <li>• be a member of the SSC Executive Team and support decision making at the leadership level</li> <li>• liaise with business heads at SSC to discuss and agree on the required scope, service and capacity levels of services</li> <li>• oversee and optimise service functions, such as IT, Personnel, Finance, Facilities &amp; Grounds, Support Services across the SSC to maximise service delivery at the most efficient cost</li> <li>• identify and implement opportunities for synergies and service improvement in line with the overall SSC strategy, including the management of external service delivery partners if required</li> <li>• define and oversee the performance evaluation and professional development of Operations Department personnel</li> <li>• ensure that the Operations Department attracts, employs and retains highly qualified and competent personnel</li> <li>• prepare and submit an annual operating plan, performance measures and budget recommendations to the Programs Manager, and Finance Department for approval</li> <li>• implement business plans so as to meet agreed operational and financial targets (cost efficiencies) within agreed budgets and timescales</li> <li>• establish and maintain appropriate systems for measuring necessary aspects of operational management</li> <li>• ensure the timely submission of reports to senior management</li> </ul>			
<b>Functional Services</b>			
Oversee the effective delivery of the following services to the business			
<ul style="list-style-type: none"> <li>• operation maintenance of facilities to required standards, including activities related operations, strategic pricing, new service development and inorganic and partnership opportunities</li> <li>• personnel, including personnel strategy and policy, trends and analysis</li> <li>• security, including management standard operating procedures, and compliance</li> <li>• procurement, including logistics and stock control</li> <li>• health and safety, ensuring full policy compliance in the interests of the entire school community</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• Organic and inorganic growth targets</li> <li>• % variance from budget (tolerance to be agreed)</li> <li>• Annual efficiency savings</li> <li>• Anonymous feedback rating on performance and behaviours from subordinates and peers</li> </ul>			

<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>• Finance Manager</li> <li>• IT Manager</li> <li>• Principal and Campus Heads</li> </ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Facilities and Grounds Supervisor</li> <li>• Personnel Supervisor</li> <li>• Senior Security Officer</li> <li>• Procurement Officer</li> <li>• Logistics Officer</li> <li>• Transportation Officer</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• At least 4 years' experience with a head role in maintenance or operations management in a medium-sized organisation</li> <li>• Demonstrable experience of being able to establish the structures and processes to deliver an effective operations management within a cost control environment</li> </ul> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal, leadership and team work skills</li> <li>• Excellent communication and motivational skills</li> <li>• Quality focussed with an eye for detail</li> <li>• Fluent in English</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Educated to at least Bachelor's Level in business or engineering. An MBA will be a bonus.</li> <li>• Project Management certification is preferred.</li> </ul>	

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>Payroll &amp; Contracts Officer</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Personnel Supervisor</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Contract evaluation</b>			
<ul style="list-style-type: none"> <li>advise management about SSC staff contractual rights, risk, and obligations</li> <li>establish critical contract terms and provide direction for the interpretation and application of conditions, remedies, indemnities, liabilities, and terms</li> <li>negotiate terms and conditions in SSC's best interests</li> <li>solve problems on proposals, negotiations, and contracts</li> <li>select and prepare the appropriate contract type (i.e., fixed term, labour hour/time etc.) for each assignment</li> </ul>			
<b>Payroll processing</b>			
<ul style="list-style-type: none"> <li>directly prepare and authorise the electronic monthly payroll in a timely and accurate manner, including any relevant termination payments; including but not limited to <ul style="list-style-type: none"> <li>processing and entering into the Payroll system any timesheet data, pay adjustments, leave forms and other related material</li> <li>printing and checking transactions for accuracy</li> <li>generating remittances</li> </ul> </li> </ul>			
<b>Processing attendance and leave records</b>			
<ul style="list-style-type: none"> <li>manage and report weekly to Principals and Department Heads on staff attendance</li> <li>prepare and process annual leave and personal leave records in a timely and accurate manner</li> </ul>			
<b>Government Insurance Office (GIO) and Health Insurance Processing</b>			
<ul style="list-style-type: none"> <li>prepare and authorise the accurate monthly payment of employee and SSC contributions to GIO, other related government agencies, and health insurance providers</li> <li>provide quarterly reports on the GIO and Health Insurance status to the Personnel Manager</li> </ul>			
<b>Payroll deductions</b>			
<ul style="list-style-type: none"> <li>prepare the documentation and processing of staff salary deductions, including but not limited to the repayment of advances, child tuition fees, etc.</li> </ul>			
<b>Employee and new staff information</b>			
<ul style="list-style-type: none"> <li>enter pay details on the appropriate systems</li> <li>maintain employee personal details in the payroll system via an audit log</li> <li>ensure all relevant paperwork is properly completed and authorised</li> </ul>			
<b>Salary levels and determinations</b>			
<ul style="list-style-type: none"> <li>maintain relevant up to date information for SSC regarding salary levels and agreements</li> <li>initiate and ensure changes to payroll system</li> </ul>			
<b>Work cover (planned)</b>			
<ul style="list-style-type: none"> <li>assist other personnel department staff and substitute for them when they are absent; such cover to be planned with the immediate superior</li> </ul>			

## Example Performance Indicators

- Customer satisfaction
- Feedback ratings on performance and behaviour from the line manager
- Anonymous feedback from peers

### Functional Relationships

- Finance Manager
- Personnel Supervisor
- Staff members
- Other personnel colleagues

### Direct Reports

- None

## Specific Job Knowledge, Skills and Experience

### Professional

- At least 3 years' experience in contract and payroll administration, preferably in the education sector
- A thorough knowledge of all aspects of contract formation, administration, closeout and subcontracting

### Personal

- Excellent interpersonal and team work skills
- A demonstrated ability to interact respectfully with people from culturally and linguistically diverse backgrounds
- Excellent communication and negotiation skills, with the ability to communicate effectively with a diverse group of people in a helpful, effective and informative manner in person, by phone or by email while demonstrating initiative, flexibility, promptness, tact and diplomacy
- Appropriate proficient in MS Word, Outlook, Excel and PowerPoint
- Fluency in the English language

### Education

- Educated to at least High School level
- Certified completion of relevant professional development programs

### Date Job Created

December 2015

### Reviewed

GF2015/02

<b>Role Title</b>	<b>Physical Education Teacher</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinators</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• have direct responsibility for planning, delivering and evaluating a Physical Education learning and teaching program in the context of the SSC learning community</li> <li>• deliver a predominantly skills based curriculum that utilises content to develop learning skills, and strategies to develop leadership and team building skills</li> <li>• ensure students are involved in active learning with correctional support</li> <li>• imbed informative feedback to students on their performance and approaches to learning in the everyday implementation of programs</li> <li>• Instil school pride and personal ambition for success by providing opportunities for participation in sporting activities within the school and the wider community</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• ensure a predominant teaching approach of direct instruction, demonstration, training, coaching and feedback focused on progressive and developmentally appropriate activities and learning outcomes</li> <li>• collaboratively develop units of work and source appropriate resources</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• comply with expectations and standards integral to all frameworks and/or accreditation requirements of the school</li> <li>• collaboratively plan a framework of curriculum scope and sequence</li> <li>• positively contribute to high team morale</li> <li>• study effective teaching and assessment practices</li> <li>• using a data-driven approach, collaboratively evaluate the appropriateness and effectiveness of approaches to learning and teaching</li> <li>• collaboratively evaluate the appropriateness and effectiveness of curriculum content, and scope and sequence</li> <li>• access and participate in professional networks</li> <li>• actively contribute to staff meetings by sharing ideas and materials</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• develop and maintain a high functioning professional relationship with each student</li> <li>• report learning expectations and student progress to families and the senior leadership team according to school guidelines</li> <li>• ensure a family connection with each student's learning</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>• positively contribute to the school improvement plan</li> <li>• positively contribute to the creation, implementation and evaluation of relevant Program Budgets</li> </ul>			
<b>Example Performance Indicators</b>			



<ul style="list-style-type: none"> <li>• student performance</li> <li>• stakeholder satisfaction</li> <li>• achievement of personal professional improvement goals</li> </ul>	
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>• Leading Teacher</li> <li>• Teacher colleagues</li> </ul>
<b>Direct Stage Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<b>Professional</b>	
<ul style="list-style-type: none"> <li>• at least 2 years' experience as an exemplary physical education teacher</li> <li>• demonstrated high-quality teaching skills</li> <li>• a demonstrated high level knowledge of student-centred approaches to learning and teaching, including planning, implementation, student assessment and program evaluation</li> <li>• a demonstrated high level knowledge of relevant curriculum areas</li> <li>• a demonstrated understanding of high quality and effective education resources</li> <li>• a demonstrated ability to respond effectively to emerging educational initiatives and priorities</li> <li>• demonstrated high-level professional behaviour when interacting with families, students and colleagues</li> <li>• a demonstrated ability to successfully organise and manage aspects of the wider school program</li> <li>• a demonstrated ability to improve teaching performance through critically evaluating professional practices</li> <li>• a demonstrated ability to provide professional support to colleagues</li> </ul>	
<b>Personal</b>	
<ul style="list-style-type: none"> <li>• exemplary fitness, healthy practices and practical skills</li> <li>• strong interpersonal and collaboration skills</li> <li>• strong communication and motivational skills</li> <li>• high level personal resilience</li> <li>• high level English literacy and spoken competence</li> </ul>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• educated to at least Bachelors level in an education field or the equivalent</li> <li>• teacher accreditation or the deemed equivalent in experience</li> </ul>	

<b>Date Job Description Created</b>	December 2015		
<b>Reviewed</b>	GF2015/02		
<b>Role Title</b>	<b>Personnel Supervisor</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Operations Manager</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			

## General Administration

- provide to newly hired staff the rules, regulations, policies and procedures governing the relationship between the employee and SSC
- responsible for arranging and files and documentation of all staff
- has overall responsibility for staff related transactions such as payroll, and benefits
- sees timely procurement / renewal of staff insurance coverage (Govt. Insurance Office)
- implement disciplinary actions as agreed with staff superiors / finance
- oversees communication and liaison with Ministry of Labour, Passports Department, Ministry of Internal Affairs, with the aim of renewing staff permits, licenses, on timely basis

## Staff Records

- prepare staff records for appraisal times
- maintain up to date staff lists to ensure accurate information is available on position, remuneration, and career progression
- oversee the staff management data base and prepare statistical analyses of data with regular updates
- provide information to staff managers as required

## Stakeholder Relationships

- build good relationships and liaise with all employees
- maintain good relationships with real estate, travel agents / airlines, and insurance
- develop and maintain good relationships with state agencies responsible for helping the schools obtain visas, work permits, residence permits, and staff accreditation

## Example Performance Indicators

- staff records
- timely delivery of tasks
- customer satisfaction
- achievement of improvement goals

### Functional Relationships

- Schools faculty staff
- Heads of Campus
- Operations Manager

### Direct Reports

- Contracts and Payroll Officer
- Housing and Ticketing Officer
- Government Relations Officer

## Specific Job Knowledge, Skills and Experience

### Professional

- at least 3 years' experience as an exemplary Personnel Officer
- demonstrated high level professional behaviour when interacting with staff and external stakeholders
- a demonstrated ability to successfully organise and manage a personnel

department

- a demonstrated ability to improve performance through critically evaluating professional practices
- a demonstrated ability to provide effective support to colleagues

**Personal**

- cross cultural awareness and demonstrated ability to interact respectfully with people from culturally and linguistically diverse backgrounds
- excellent oral communication and negotiation skills with the ability to communicate effectively with a diverse group of people in a helpful, effective, and informative manner in person, by phone and/or by email while demonstrating initiative, flexibility, promptness, tact, and diplomacy
- strong communication and motivational skills
- high level personal resilience and multitasking
- Good level English literacy and oracy competence

**Education**

- educated to at least secondary level
- has received training in personnel administration

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>Principal of Mini-School</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Head of Campus</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership</b>			
<ul style="list-style-type: none"> <li>• be directly responsible for the quality of leadership, management and resources in the school stage</li> <li>• establish a culture of high performance and development in staff members and students</li> <li>• appropriately delegate management responsibilities to autonomous representative teams</li> <li>• periodically articulate educational issues, perspectives and exemplary practices to staff members, families and the wider community</li> <li>• be proactive in pursuing personal professional growth in leadership and management competencies and practices</li> </ul>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• promote a prime focus on student learning</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• establish a comprehensive framework of relevant programs with policies, procedures, resources and budgets</li> <li>• ensure institutional excellence in the school stage through a quality assurance framework approach to school improvement</li> <li>• ensure that the school stage attracts, employs and retains highly qualified and competent personnel</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• lead the senior leadership team to ensure the institutionalisation of exemplary approaches to learning and teaching, curriculum inclusion and curriculum standards</li> <li>• require compliance with accreditation standards for the methods of teaching, supervision and administration</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• consult and involve key stakeholders about decisions that affect them</li> <li>• maintain open lines of communication with students, staff members, parents, management, and other relevant stakeholders</li> <li>• develop and monitor external and internal customer satisfaction and develop improvement strategies as required</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>• participate in school leadership and management group initiatives as invited</li> <li>• oversee the safety and welfare of students and staff members in the school stage</li> <li>• develop and submit annual operating plans and budgets for approval</li> <li>• ensure the submission of timely reports to the appropriate Head of Campus</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• student academic performance</li> </ul>			

- achievement of improvement goals
- staff turnover
- customer satisfaction
- student enrolment numbers
- % variance from budget (tolerance to be agreed)

**Functional Relationships**

- Business Manager
- Principal colleagues

**Direct Stage Reports**

- Vice Principal of Mini-School
- Stage administrative personnel

**Specific Job Knowledge, Skills and Experience**

**Professional**

- at least 5 years' experience in senior school leadership
- a demonstrated ability to ensure highly effective learning
- a demonstrated ability to ensure highly effective teaching
- a demonstrated ability to ensure high morale in staff members and students
- demonstrated high-level knowledge and skills in human resource management
- demonstrated high-level knowledge and skills in finance and material resource management
- a demonstrated ability to articulate educational issues and perspectives in communication with members of the school and broader community

**Personal**

- strong interpersonal, leadership and collaboration skills
- experience in managing diverse teams
- strong communication and motivational skills
- high level English literacy and oracy competence

**Education**

- educated to at least Bachelors Level in education or the equivalent
- a Master degree in educational leadership or the equivalent is desirable
- teacher accreditation or the equivalent

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

<b>Role Title</b>	<b>Secretary of Mini-School</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Principal of Mini-School</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Communications</b>			
<ul style="list-style-type: none"> <li>act as the front of office receptionist to meet and greet visitors, arrange interviews as required and offer refreshments</li> <li>make appointments and maintain diary records</li> <li>answer telephone calls, and either take a message or direct them to the appropriate person</li> <li>direct email enquiries to the appropriate person for response</li> <li>respond to general inquiries from parents and staff members</li> <li>record and report all communication transactions</li> <li>distribute communications to staff members, students and families as required by members of the senior leadership team</li> <li>publish to staff a daily bulletin of notices, events and other relevant news items</li> <li>assist with the liaison and communication between parents, teachers, other staff and members of the wider school community</li> </ul>			
<b>Clerical Duties</b>			
<ul style="list-style-type: none"> <li>undertake keyboard duties in support of the school administration function</li> <li>provide document preparation support</li> </ul>			
<b>Records and Reports</b>			
<ul style="list-style-type: none"> <li>prepare files for new students</li> <li>record and maintain all student and staff absence and attendance data and report results to the senior leadership team each month</li> <li>record all incident data, health and safety issues, accident data and professional development provision in the stage building and report results to the senior leadership team each month</li> <li>maintain the student data base at the stage level and update it regularly as required by members of the senior leadership team</li> <li>maintain and regularly update copies of stage individual personnel files</li> <li>file copies of all completed forms from families, students and staff members</li> <li>maintain class lists and staff lists at the stage level</li> </ul>			
<b>Budget Management</b>			
<ul style="list-style-type: none"> <li>accurately enter and retrieve basic financial data from record systems</li> <li>count and receipt moneys, either by cash register or other approved systems</li> <li>record and report all photocopying, printing and publishing data to each budget leader in the stage</li> <li>act as the central contact person for staff procurement of everyday stationery supplies and education materials from central stores</li> <li>record and file copies of orders, invoices and receipts for each program budget</li> <li>check delivery of stock against invoice documents</li> <li>report monthly budget expenditure and balances to each budget leader and</li> </ul>			

the senior leadership team	
<b>Audits</b>	
<ul style="list-style-type: none"> <li>periodically audit the quality of cleaning, maintenance and canteen facilities as determined by the Principal of Mini-School and report results to the senior leadership team and relevant managers</li> </ul>	
<b>Example Performance Indicators</b>	
<ul style="list-style-type: none"> <li>collations of reports and publications</li> <li>achievement of improvement goals</li> </ul>	
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>the senior leadership team</li> <li>teachers</li> <li>assistant teachers</li> <li>administrative colleagues</li> <li>campus registrar</li> <li>facilities and grounds manager</li> <li>finance manager</li> </ul>
<b>Direct Stage Reports</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<b>Professional</b>	
<ul style="list-style-type: none"> <li>at least 2 years' experience as an exemplary school secretary</li> <li>high level competency with information communications technology</li> <li>demonstrated diverse administration skills</li> <li>experience with education resource management</li> <li>demonstrated high level professional behaviour when interacting with families, students and colleagues</li> <li>a proven ability to treat delicate, contentious, sensitive or privileged information confidentially</li> <li>a demonstrated ability to contribute to the wider school program</li> <li>a demonstrated ability to improve performance through critically evaluating professional practice</li> <li>a demonstrated ability to support colleagues</li> </ul>	
<b>Personal</b>	
<ul style="list-style-type: none"> <li>strong interpersonal and collaboration skills</li> <li>strong communication and motivational skills</li> <li>high level personal resilience, flexibility and adaptability</li> <li>competence in English literacy and oracy</li> </ul>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>educated to at least secondary level in education or the equivalent</li> <li>secretarial accreditation or the equivalent</li> </ul>	
<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02





<b>Role Title</b>	<b>Special Learning Needs (SLN) Coordinator</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Principal</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>General</b>			
<ul style="list-style-type: none"> <li>• undertake a key role in assisting the Principal with the strategic development of SLN provision</li> <li>• support all staff in understanding the needs of SLN students and ensure the objectives are reflected in the school development plan</li> <li>• monitor progress of objectives and targets for students with SLN and evaluate the effectiveness of teaching and learning to guide future improvements</li> <li>• analyse and interpret relevant data and advise the Principal on the level of resources required to maximise achievement</li> <li>• liaise with staff, parents and external agencies in order to provide maximum support and ensure continuity of SLN provision</li> <li>• promote identification of effective teaching approaches for students with SLN</li> <li>• work with principal and staff to develop effective and regular <ul style="list-style-type: none"> <li>- assessments of student needs</li> <li>- monitoring of teaching quality and student achievement</li> <li>- goal setting, including student Individual Education Plans (IEPs)</li> <li>- recording systems to determine student progress</li> <li>- co-ordination and facilitation of Program Support Groups (PSGs)</li> </ul> </li> <li>• collect and interpret assessment data to inform SLN classroom practice</li> <li>• supervise the day-to-day coordination of SLN provision through close liaison with staff, parents and external agencies</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• comply with expectations and standards integral to any framework and/or accreditation requirements of the school</li> <li>• positively contribute to high team morale</li> <li>• access and participate in professional networks</li> <li>• actively contribute to staff meetings by sharing ideas and materials</li> <li>• provide appropriate and timely support and training to relevant staff members</li> <li>• positively contribute to the Annual Improvement Plan</li> <li>• positively contribute to the creation, implementation and evaluation of Program Budgets</li> <li>• promote the area of Special Learning Needs within the school and community</li> </ul>			
<b>Effective Deployment of Staff and Resources</b>			
<ul style="list-style-type: none"> <li>• advise the Principal of expenditure priorities and the efficient and effective deployment of staff and resources</li> <li>• supervise the development of Individual Education Plans, reviews and Program Support Group meetings</li> <li>• provide leadership within the SLN program</li> <li>• facilitate individual and school wide SLN professional development as</li> </ul>			

required

- recommend the most appropriate teaching strategies and resources for students
- provide professional guidance to SLN staff to ensure the best provision for SLN students
- contribute to the performance management process of SLN staff members

### **Stakeholder Relationships**

- develop and maintain a highly functioning professional relationship with each student
- report student academic progress to families and the senior leadership team according to school guidelines
- ensure a family connection with each student's learning

### **Example Performance Indicators**

- student academic performance
- customer satisfaction
- achievement of improvement goals

### **Functional Relationships**

- Academic coordinators
- Leading teachers
- Teachers
- Students

### **Direct Stage Reports**

- Student counsellors

### **Specific Job Knowledge, Skills and Experience**

#### **Professional**

- at least 2 years' experience as an exemplary coordinator or equivalent
- demonstrated high quality leadership skills
- a demonstrated high level knowledge of other relevant curriculum areas
- a demonstrated understanding of high quality and effective education resources
- a demonstrated ability to respond effectively to emerging educational initiatives and SLN priorities
- demonstrated high level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to successfully organise and manage all aspects of the SLN program
- a demonstrated ability to provide high level professional support to colleagues
- a proven ability to treat contentious, sensitive or privileged information selectively and confidentially

#### **Personal**

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience
- high level English literacy and oracy competence

**Education**

- educated to at least Bachelors Level in education or the equivalent
- SLN accreditation or the equivalent

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

<b>Role Title</b>	<b>Student Counsellor – Early Years</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership</b>			
<ul style="list-style-type: none"> <li>• be responsible for the leadership and management of the Special Learning Needs program</li> <li>• form and lead Program Support Groups, according to school policy and guidelines, to support the educational program for identified students</li> </ul>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• be responsible for the learning of identified students</li> <li>• lead the development and implementation of Individual Education Plans (IEPs) for identified students</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• comply with expectations and standards integral to any framework and/or accreditation requirements of the school</li> <li>• support the implementation of the professional development program and the School Improvement Plan</li> <li>• provide appropriate and timely support and training to relevant staff members</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>• establish and coordinate the service provision of a Support Services Group</li> <li>• source and create appropriate resources to facilitate the implementation of service delivery, including <ul style="list-style-type: none"> <li>• materials necessary for each child's IEP</li> <li>• a teacher information and resource library</li> <li>• a community resource/contact list</li> </ul> </li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• lead the development of differentiation in approaches to teaching and curriculum content for identified students</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• be a strong advocate for the Special Needs program in the school, ensuring a high positive profile</li> <li>• Liaise and network with community groups, parent groups, universities and health professionals in order to facilitate access and make referrals to appropriate service providers</li> <li>• liaise and develop case management plans with stakeholders, including parents, teachers and teaching assistants, and such providers as appropriate (counsellors, occupational therapists, speech &amp; language therapists, psychologists, paediatricians, GP's, and psychiatrists)</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>• student academic performance</li> <li>• records of planned intervention and support with resulting outcomes</li> <li>• customer satisfaction</li> </ul>			

<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>• SLN Coordinator</li> <li>• Leading Teachers</li> <li>• Teachers</li> <li>• Counsellor colleagues</li> </ul>
<b>Direct Stage Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Specific Job Knowledge, Skills and Experience</b>	
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• at least 2 years' experience as an exemplary student counsellor</li> <li>• demonstrated high-quality teaching skills</li> <li>• a demonstrated high level knowledge of child development</li> <li>• a demonstrated high level knowledge of the challenges faced by students with learning disabilities and strategies to help address them</li> <li>• a demonstrated high level knowledge of student centred approaches to learning and teaching, including planning, implementation, student assessment and program evaluation</li> <li>• a demonstrated understanding of high quality and effective education resources</li> <li>• a demonstrated ability to respond effectively to emerging educational initiatives and priorities</li> <li>• demonstrated high level professional behaviour when interacting with families, students and colleagues</li> <li>• a demonstrated ability to improve performance through critically evaluating professional practices</li> <li>• a demonstrated ability to provide high level professional support to colleagues</li> <li>• a proven ability to treat delicate, contentious, sensitive or privileged information selectively and confidentially</li> </ul> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• strong interpersonal and collaboration skills</li> <li>• strong communication and motivational skills</li> <li>• high level personal resilience</li> <li>• high level English literacy and oracy competence</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• educated to at least Bachelors Level in education or the equivalent</li> <li>• teacher accreditation or the equivalent</li> <li>• relevant student counselling accreditation or the equivalent</li> </ul>	

<b>Date Job Created</b>	December 2015		
<b>Reviewed</b>	GF2015/02		
<b>Role Title</b>	<b>Student Counsellor – Middle &amp; Higher Years</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Vice Principal of Mini-School</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		

## Role Responsibilities

### Leadership

- promote careers and further education as an essential and integral element of the curriculum

### Student Learning

- provide careers and further education information to students to assist in decision making
- provide individual counselling to assist student decision making by highlighting options and opportunities
- be accessible during break times and after school for student interviews and enquiries

### Quality & Standards Compliance

- coordinate students' completion of necessary application documentation and provide instruction on the same
- assist and proof read student enquiries to universities and colleges

### General Administration

- motivate and inform educator staff referees of process, procedure and timelines
- write references for students in the capacity of their Careers and Further Education advisor. Act as verbal referee as requested
- gather and collate careers information and brochures for ready access
- maintain attractive displays, highlighting careers and further education opportunities and language test dates etc

### Pedagogy

- assess students' aptitude, interests and needs concerning careers and further education
- conduct IELTS, TOEFL, and SAT 1 and SAT 2 orientation and practice lessons

### Stakeholder Relationships

- address colleague meetings and seminars as requested by the senior leadership team to keep staff informed of teaching and learning trends and requirements for tertiary education and the applications concerned
- meet with parents regarding careers and further education choices, and student aspirations and concerns
- address parent meetings and seminars as requested by the senior leadership team
- liaise with international further education bodies such as IDP Australia, the British Council and Embassies, and make referrals to the same. Accompany students to these institutions if necessary
- promote university visits and careers and further education information
- liaise with administration and ancillary staff to facilitate visits from universities
- facilitate guest speakers from national and international universities
- highlight and promote available university and college scholarships
- attend various educational exhibitions and fairs

## Example Performance Indicators

- student tertiary placement statistics
- alumni surveys
- customer satisfaction

### Functional Relationships

- Academic coordinator
- Leading Teachers
- Teachers
- Counsellor colleagues

### Direct Stage Reports

- None

## Specific Job Knowledge, Skills and Experience

### Professional

- at least 2 years' experience as an exemplary student counsellor
- demonstrated high-quality teaching skills
- a demonstrated high level knowledge of career aptitude
- a demonstrated high level knowledge of tertiary education options and requirements
- demonstrated high-level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to improve performance through critically evaluating professional practices
- a demonstrated ability to provide high-level professional support to colleagues

### Personal

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience
- high level English literacy and oracy competence

### Education

- educated to at least Bachelors Level in education or the equivalent
- teacher accreditation or the equivalent
- relevant student career counselling accreditation or the equivalent

<b>Date Job Created</b>	December 2015
<b>Reviewed</b>	GF2015/02

<b>Role Title</b>	<b>Teacher</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		

## Role Responsibilities

### Student Learning

- have direct classroom responsibility for planning, delivering and evaluating a

- learning and teaching program in the context of the learning community
- deliver a predominantly skills based curriculum that utilises student assessment to develop learning skills
- ensure students are involved in active learning with correctional support through differentiated teaching and learning strategies
- imbed informative feedback to students on their academic performance and approaches to learning in the everyday implementation of programs

### **Pedagogy**

- ensure a predominant teaching approach of social constructivism; based on a progression of developmentally appropriate understandings, and involving student collaboration, the synthesis of research based data, a presentation of outcomes and a social application of understandings gained
- collaboratively plan a framework of curriculum scope and sequence
- collaboratively develop units of work and procure appropriate resources

### **Quality & Standards Compliance**

- comply with expectations and standards integral to any framework and/or accreditation requirements of the school
- positively contribute to high team morale
- be an ardent student of effective teaching and academic assessment practices
- using a data driven approach, collaboratively evaluate the appropriateness and effectiveness of approaches to learning and teaching
- collaboratively evaluate the appropriateness and effectiveness of curriculum content, scope and sequence
- access and participate in professional networks
- actively contribute to staff meetings by sharing ideas and materials

### **Stakeholder Relationships**

- develop and maintain a highly functioning professional relationship with each student
- report learning expectations and student academic progress to families and the senior leadership team according to school guidelines
- ensure a family connection with each student's learning

### **General Administration**

- positively contribute to the School Improvement Plan
- positively contribute to the creation, implementation and evaluation of Program Budgets

### **Example Performance Indicators**

- student academic performance
- customer satisfaction
- achievement of improvement goals
- performance appraisal process

### **Functional Relationships**

- Counsellor and SLN Coordinator
- Leading Teacher
- Teacher colleagues
- Students



**Direct Stage Reports**

- None

**Specific Job Knowledge, Skills and Experience****Professional**

- at least 2 years' experience as an exemplary teacher
- demonstrated high quality teaching skills
- a demonstrated high level knowledge of student centred approaches to learning and teaching, including planning, implementation, student assessment and program evaluation
- a demonstrated high level knowledge of relevant curriculum areas
- a demonstrated understanding of high quality and effective education resources
- a demonstrated ability to respond effectively to emerging educational initiatives and priorities
- demonstrated high level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to successfully organise and manage aspects of the wider school program
- a demonstrated ability to improve teaching performance through critically evaluating professional practices
- a demonstrated ability to provide high level professional support to colleagues

**Personal**

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience
- high level English literacy and oracy competence

**Education**

- educated to at least Bachelors Level in education or the equivalent
- teacher accreditation or the equivalent

**Date Job Created**

December 2015

**Reviewed**

GF2015/02

<b>Role Title</b>	<b>Teacher Librarian</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership</b>			
<ul style="list-style-type: none"> <li>• lead a representative team in the identification of the resource needs of the mini-school</li> <li>• actively promote the library as an essential learning resource (research) and pleasurable pastime (reading)</li> <li>• develop and maintain an awareness of available resources in the school</li> </ul>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• plan, implement and evaluate an appropriate educational program that <ul style="list-style-type: none"> <li>• teaches research skills, including how to independently identify and service resource needs</li> <li>• teaches the appropriate use of information computer technology (ICT)</li> <li>• provides an appreciation of and experience with many genres of text</li> <li>• exposes students to an acceptable range of high quality literature</li> <li>• models excellence and creates a desire to access the range of resources</li> </ul> </li> <li>• develops an ethos of reading providing health, wellbeing and balance in life</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• comply with expectations and standards integral to any framework and/or accreditation requirements of the school</li> <li>• Manage the library as an efficient, appropriate and relevant learning resource centre</li> <li>• Conduct periodical audits of resources</li> <li>• Monitor the effectiveness of the library program and plan for continuous improvement</li> <li>• positively contribute to high team morale</li> <li>• be an ardent student of effective educational practices</li> <li>• access and participate in professional networks</li> <li>• actively contribute to staff meetings by sharing ideas and materials</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>• Implement an efficient and effective management system for the selection, attainment, processing, storage, retrieval, maintenance, discarding and renewal of library resources</li> <li>• Implement an efficient and effective access and borrowing system that tracks the availability, whereabouts and extent of use of resources</li> <li>• positively contribute to the School Improvement Plan</li> <li>• lead the development and management of the Library Program Budget</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• collaboratively support the development of units of work throughout the school stage and procure appropriate resources</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• develop and maintain a highly functioning professional relationship with each student</li> </ul>			

- develop and maintain collaborative and productive relationships with teacher colleagues

### Example Performance Indicators

- statistical evidence of resource acquisition, maintenance and use
- customer satisfaction
- achievement of improvement goals
- lending statistics

### Functional Relationships

- Leading Teacher
- Teacher colleagues

### Direct Stage Reports

- N/A

### Specific Job Knowledge, Skills and Experience

#### Professional

- at least 2 years' experience as an exemplary teacher librarian
- demonstrated high quality teaching skills
- a demonstrated high level knowledge of student centred approaches to learning and teaching, including planning, implementation, student assessment and program evaluation
- a demonstrated high level knowledge of relevant curriculum areas
- a demonstrated understanding of high quality and effective education resources
- a demonstrated ability to identify, procure, process, maintain and manage multi media learning resources
- a demonstrated ability to respond effectively to emerging educational initiatives and priorities
- demonstrated high level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to successfully organise and manage aspects of the wider school program
- a demonstrated ability to improve teaching performance through critically evaluating professional practices
- a demonstrated ability to provide high level professional support to colleagues

#### Personal

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience, adaptability and flexibility
- high level English literacy and oracy competence

#### Education

- educated to at least Bachelors Level in education or the equivalent
- teacher accreditation or the equivalent
- relevant librarian accreditation or the equivalent

### Date Job Created

December 2015



<b>Role Title</b>	<b>Teaching Assistant</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Academic Coordinator</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>assist in the practical preparation of materials for instruction in a classroom</li> <li>assist with communication between students and teachers, particularly with the understanding and implementation of instructions</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>assist with the everyday maintenance needs of a highly functioning classroom</li> <li>assist with the dismissal of students to ensure a safe departure from school</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>supervise students during break times as directed by the senior leadership team of the Mini-School</li> <li>promptly report issues and incidents of concern to an appropriate person in authority</li> <li>attend staff meetings and participate in staff discussions</li> <li>perform other practical duties as reasonably required by the supervising teacher or senior leadership team of the Mini-School</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>assist students in a classroom on an individual or small group basis with specific tasks, as directed by the teacher</li> <li>apply subject expertise in practical ways to assist students to access the classroom programs and successfully participate in school life</li> <li>assist students with conflict resolution by modelling appropriate behaviour and language and helping them resolve issues in assertive ways</li> <li>use logical consequences when deciding on a reaction to unacceptable behaviour (reminder – remove from situation)</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>provide educational, physical and emotional care for students, including basic first aid</li> </ul>			
<b>Example Performance Indicators</b>			
<ul style="list-style-type: none"> <li>customer satisfaction</li> <li>achievement of improvement goals</li> </ul>			
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>Teacher</li> <li>Assistant colleagues</li> <li>Students</li> </ul>		
<b>Direct Mini-School Reports</b>	<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>Specific Job Knowledge, Skills and Experience</b>			

**Professional**

- at least 2 years' experience as an exemplary teaching assistant
- demonstrated teaching support skills
- experience with education resource production
- demonstrated high level professional behaviour when interacting with families, students and colleagues
- a demonstrated ability to contribute to the wider school program
- a demonstrated ability to improve performance through critically evaluating professional practice
- a demonstrated ability to support colleagues

**Personal**

- strong interpersonal and collaboration skills
- strong communication and motivational skills
- high level personal resilience, flexibility and adaptability
- competence in English literacy and oracy

**Education**

- educated to at least secondary level in education or the equivalent
- teaching assistant accreditation or the equivalent

<b>Date Job Created</b>	December 2012
<b>Reviewed</b>	JM2013/02

<b>Role Title</b>	<b>Vice Principal of Mini-School</b>	<b>Grade</b>	<b>TBD</b>
<b>Reporting To</b>	<b>Principal of Mini-School</b>	<b>Location</b>	<b>TBD</b>
<b>Organisation</b>	<b>Sunnyhills Secondary College (SSC)</b>		
<b>Role Responsibilities</b>			
<b>Leadership</b>			
<ul style="list-style-type: none"> <li>• as a member of the senior leadership team, maintain a culture of high performance and development in staff members and students</li> <li>• collaboratively plan and manage significant change in response to new, reputable educational directions</li> <li>• act in the role of Principal in the absence of the Principal</li> </ul>			
<b>Student Learning</b>			
<ul style="list-style-type: none"> <li>• ensure that all programs maintain a focus on student learning</li> </ul>			
<b>Quality &amp; Standards Compliance</b>			
<ul style="list-style-type: none"> <li>• maximise efforts to ensure that the school Mini-School attracts, employs and retains highly qualified and competent personnel</li> <li>• maintain a high quality of leadership and management in the school Mini-School</li> <li>• oversee the performance evaluation and professional development of designated personnel</li> <li>• maintain a high quality of resources in the school Mini-School</li> <li>• be proactive in pursuing personal professional growth in leadership and management competencies and practices</li> </ul>			
<b>General Administration</b>			
<ul style="list-style-type: none"> <li>• maintain a comprehensive framework of relevant programs with policies, procedures, resources and budgets</li> <li>• coordinate the management of Program Budgets</li> <li>• participate in school leadership and management group initiatives as invited</li> <li>• ensure the safety and welfare of students and staff members</li> <li>• implement operating plans so as to meet targets within agreed budgets and timescales</li> <li>• ensure that adequate records are kept for academic, financial and asset information</li> </ul>			
<b>Pedagogy</b>			
<ul style="list-style-type: none"> <li>• as a member of the senior leadership team, lead the institutionalisation of exemplary approaches to learning and teaching, curriculum inclusion and curriculum standards</li> <li>• oversee compliance with exemplary methods of teaching, supervision and administration to ensure prescribed accreditation standards are met</li> </ul>			
<b>Stakeholder Relationships</b>			
<ul style="list-style-type: none"> <li>• consult and involve key stakeholders about decisions that affect them</li> <li>• maintain open lines of communication with students, staff members, parents, management, and other relevant stakeholders</li> <li>• conduct external and internal customer satisfaction surveys and implement improvement activities as required</li> </ul>			

## Example Performance Indicators

- student academic performance
- customer satisfaction
- achievement of improvement goals

### Functional Relationships

- Business Manager
- Vice Principals colleagues

### Direct Mini-School Reports

- Academic Coordinator
- Leading Teachers
- Teachers

## Specific Job Knowledge, Skills and Experience

### Professional

- at least 5 years' experience in senior school leadership
- a demonstrated ability to ensure highly effective learning
- a demonstrated ability to ensure highly effective teaching
- a demonstrated ability to ensure high morale in staff members and students
- demonstrated high level knowledge and skills in human resource management
- demonstrated high level knowledge and skills in finance and material resource management
- a demonstrated ability to articulate educational issues and perspectives in communication with colleagues and others

### Personal

- strong interpersonal, leadership and collaboration skills
- experience in managing diverse teams
- strong communication and motivational skills
- high level English literacy and oracy competence

### Education

- educated to at least Bachelors Level in education or the equivalent
- a Master degree in educational leadership or the equivalent is desirable
- teacher accreditation or the equivalent

### Date Job Created

December 2015

### Reviewed

GF2015/02