



CHENGLO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: Head of Secondary

PURPOSE: Chengelo School is a Christian independent boarding school in Zambia, consisting of a Primary School, Secondary School and Outdoor Centre. It's stated purpose is to:

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

Chengelo aims to develop, mentor and disciple young people as they grow in their relationship with God and in character. It offers an international curriculum designed to prepare students to thrive as future leaders and global citizens. It is committed to educating the whole child to foster spiritual, intellectual, emotional, and physical growth, through involvement in community and in creation.

The Head of Secondary will be responsible for the overall leadership, management and development of the Secondary School. This role involves developing and leading a dynamic team of secondary educators, collaborating with the leadership of the Primary School and Outdoor Centre, and working alongside a Business Manager to ensure a cohesive educational experience for all pupils. The successful candidate will be dedicated to nurturing the spiritual growth of pupils, ensuring the delivery of world-class education, and fostering the development of character and leadership potential.

ACCOUNTABLE TO: The Principal

WORKING RELATIONSHIPS:

- Work effectively with the Principal and foster close collaboration with the Head of Primary, Head of Ndubaluba Outdoor Centre and Business Manager to ensure the alignment of strategic goals and vision across all the different areas of the school.
- Participate in regular leadership team meetings with the Heads and Business Manager and attend Board and subcommittee meetings with the Board of Governors, reporting regularly and communicating effectively with each group.
- Engage with parents and guardians, pupils and staff, taking responsibility for working closely together to create a safe, supportive and spiritually nourishing environment.

KEY RESPONSIBILITIES

1. Leadership and School Management

- Provide strategic and dynamic leadership for the Secondary School, ensuring that the school reflects the values, Christian mission and educational philosophy of Chengelo School.

- Foster a culture of excellence, inclusivity and innovation that encourages the embodiment of Christ-centredness in all aspects of school life.
- Ensure the effective day to day running of the Secondary School, maintaining high standards of teaching, learning, pupil well-being and discipline.

2. Staff Development and Leadership

- Provide leadership in guiding, supervising, and mentoring the Secondary staff in a manner that fosters Christian and professional growth, ensures effective teaching practices, while promoting collaboration, support, and development across departments.
- Oversee and manage all aspects of secondary staff, including recruitment, training, professional development, and performance management, in collaboration with the Principal. Ensure alignment with budgetary requirements and school goals, provide ongoing support and feedback, address underperformance, and manage disciplinary actions to maintain a high-performing and supportive school environment.
- Maintain high standards of accountability, holding all staff members responsible for their professional conduct and the impact of their work on pupil outcomes. Encourage continuous improvement and innovation in teaching and learning, ensuring a culture of high expectations and professional growth across the secondary staff.
- Promote effective communication across the secondary staff by ensuring regular one-on-one interactions, staff meetings, and the use of both written and digital platforms to keep staff informed, engaged, and aligned with school priorities.
- Foster a culture of prayer, Bible study and worship, ensuring that Christian values are central to the school community.

3. Pastoral Care and Pupil Well-Being and Development

- Promote a safe, nurturing, and inclusive environment in the secondary school, taking ultimate responsibility for supporting the spiritual, academic, social and emotional well-being of secondary pupils and ensuring their safeguarding.
- Ensure a balanced and holistic education that integrates academic learning with opportunities for personal, spiritual, emotional, social, and physical development, empowering each pupil to reach their full potential, and providing opportunities for leadership development and training.
- Ensure a robust pastoral care system that addresses the individual needs of students and promotes their well-being, resilience and character development, while promoting high standards of behaviour.
- Lead the integration of Christian principles and Biblical teachings across all subjects and school activities, creating an environment where pupils grow spiritually and academically, collaborating with the school chaplain, pastoral staff and wider school community to ensure pupils receive spiritual guidance, mentorship and opportunities to grow in faith.

4. Curriculum and Academic Excellence

- Develop and oversee the implementation of curriculum programmes, working with senior management and faculty to ensure a challenging, inclusive, diverse

- academic program that prepares students for future success in a globalised world.
- Encourage and support the use of experiential learning, including outdoor education, farm visits, field trips, and service learning as essential components of the curriculum.
 - Promote high standards of behaviour and academic achievement for all pupils, challenging them to reach their full potential. Support staff in implementing best practices and effective intervention strategies to ensure continuous pupil progression across academic subjects and co-curricular activities.
 - Take responsibility for discipline within the Secondary School, addressing misdemeanours promptly and in line with school policies, and maintaining clear communication with staff, pupils, and parents regarding disciplinary actions.
 - Foster the provision of a comprehensive professional development programme that ensures staff keep updated on curriculum developments, enhances teaching practices, and encourages ongoing professional growth. Support staff in implementing best practices and effective intervention strategies to ensure continuous pupil progression.
 - Ensure that the secondary school runs efficiently as an examination centre with high standards of integrity.
 - Teach up to 6 lessons per week.

5. Resources and infrastructure

- Ensure efficient and effective systems, organisation, and processes within the Secondary School, upholding transparency, integrity, and financial accountability.
- Collaborate with the School Management team to prepare and manage the annual budget, ensuring departmental financial responsibility and appropriate allocation of resources for teaching, extracurricular activities, and student support.
- Oversee the evaluation and development of resources, facilities, and infrastructure, working closely with the Business Manager to ensure that systems, technology, and educational tools support the school's educational goals and are maintained to a high standard.

6. External relations

- Cultivate strong relationships with parents through regular communication on student progress and school-related matters, ensuring clear expectations are set and maintained.
- Effectively market the Secondary School to attract prospective students, overseeing an efficient selection and enrolment process, and conducting interviews with new parents and students.
- Collaborate with the Marketing Manager on public relations efforts, including press releases, marketing campaigns, and maintaining positive relationships with all stakeholders, including government officials.
- Actively support the governing board, promoting strong governance practices, assisting in strategy development, and accepting accountability for pupil outcomes, staff performance, and financial management.

GENERAL DUTIES:

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