

Head of Department

English Section - Secondary School

To start in August 2025 in Parañaque (Manila, Philippines)

Job Overview

The Head of English Secondary oversees the daily operations, curriculum implementation, and staff management for the section. The role ensures that educational goals are met, and that the learning environment fosters the academic, social, and emotional development of students.

Key Responsibilities

Leadership and School Management

- ▶ Provide strategic leadership for the English Secondary section to ensure smooth and consistent educational standards.
- ▶ Oversee daily school activities, including scheduling, staff meetings, and events coordination.
- ▶ Develop and implement school policies in collaboration with the school's leadership team.

Curriculum Development and Implementation

- ▶ Ensure that the English section curricula is effectively delivered and aligned with the school's educational goals.
- ▶ Work with curriculum coordinators and department heads to maintain high standards of teaching and learning.
- ▶ Promote a bilingual learning environment that fosters language development and cultural exchange between the sections.

Staff Supervision and Development

- ▶ Lead, mentor, and evaluate teaching and support staff in the section, ensuring they meet the school's expectations for professional performance.
- ▶ Identify professional development needs and opportunities for teachers and staff to continuously improve instructional practices.
- ▶ Facilitate collaboration between sections to promote consistency and best practices across the school.

Student Development and Well-being

- ▶ Promote the academic, social, and emotional development of students, ensuring a supportive learning environment.
- ▶ Monitor student progress and work with teachers to implement interventions where necessary.
- ▶ Foster a positive and inclusive school culture that encourages respect for diversity and intercultural understanding.

Parent and Community Engagement

- ▶ Maintain open communication with parents, addressing their concerns and providing updates on school progress, student achievements, and other relevant matters.
- ▶ Organize and participate in parent-teacher meetings, school events, and community outreach programs.
- ▶ Serve as the primary contact for the English Secondary section in addressing parent and community feedback.





Administrative and Operational Duties

- ▶ Oversee the development and management of school budgets, resources, and facilities in collaboration with the school administration.
- ▶ Ensure that the school complies with all relevant regulations, accreditation standards, health and safety requirements, and child safeguarding policies.
- ▶ Prepare reports and evaluations for the team, including student performance data, staff evaluations, and program effectiveness.

Qualifications

- ▶ Master's degree in Education, School Administration, or related field (preferred).
- ▶ Proven leadership experience in a school setting, preferably in a bilingual or international context.
- ▶ Proficiency in both English and German is highly desirable.
- ▶ Strong understanding of secondary education, depending on the level of responsibility.
- ▶ Excellent communication, organizational & interpersonal skills.
- ▶ Ability to work collaboratively with diverse stakeholders, including staff, students, parents, and the wider community.
- ▶ Commitment to fostering a positive, inclusive, and culturally responsive school environment.

Contact

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