

LOCATION	British School of Guangzhou
JOB TITLE	Head of Department (Secondary)
JOB PURPOSE	To promote the Core Values of the British School of Guangzhou. To assist in managing and leading the school through the successful leadership of their curriculum area and the development of all members of the department. Ensure that teaching and learning meets the expectations of the school. Demonstrate thorough curriculum knowledge and a proactive approach towards professional development. To actively contribute to wider school development and growth.
REPORTING TO	Head of Secondary
DIRECT REPORTS	Member of the Secondary Leadership Team
KEY AREAS	
<p>Core Requirements of the Post. In fulfilling the requirements of the post, the Head of Department will (in liaison with members of their department):</p> <ul style="list-style-type: none"> ▪ Lead the department effectively, as outlined in the 'Expectations of Subject Leaders' ▪ Be professional at all times. ▪ Lead a clear vision for the department and create strategic action plans that work towards it. ▪ Ensure Teaching and Learning are as effective as possible. ▪ Make professional development an ongoing focus. ▪ Effectively manage the operational aspects of the department. ▪ Be accountable for student outcomes. ▪ Effectively liaise with all stakeholders. 	
<p>Teaching and Learning</p> <ul style="list-style-type: none"> ▪ Ensure effective teaching and management of classes, groups and individuals so that progress and challenge are maintained and the best use is made of teaching time. ▪ Use teaching methods which will engage and stimulate students' intellectual curiosity. ▪ Set high expectations for students' behaviour in accordance with the rules and behaviour policy of the school. <p>Planning Expectations</p> <ul style="list-style-type: none"> ▪ Identify clear objectives appropriate to the educational needs of the students. ▪ Set appropriate, yet challenging expectations for students' learning, building on prior attainment. ▪ Identify students who may require additional support in order to give positive and targeted support. <p>Assessment and Evaluation</p> <ul style="list-style-type: none"> ▪ To assess student's achievements and progress in accordance with agreed policies and procedures. ▪ Implement formative assessment to adapt future teaching and learning accordingly. ▪ Mark and monitor students' class and homework providing constructive oral and written feedback. <p>Relations with Parents and the wider community</p> <ul style="list-style-type: none"> ▪ Prepare and present informative reports to parents in a professional manner. ▪ Facilitate parental engagement by ensuring homework details how parents can assist their children. <p>Managing and Developing Relations within the School</p> <ul style="list-style-type: none"> ▪ Interact with academic and administrative colleagues to establish productive working relationships. ▪ To contribute to meetings, discussions and systems to facilitate the smooth running of the school. <p>Managing Resources</p> <ul style="list-style-type: none"> ▪ Select appropriate resources to support learners in achieving teaching objectives. ▪ Ensure resources are managed appropriately both within classrooms and shared resource areas. <p>Managing own Performance and Development</p> <ul style="list-style-type: none"> ▪ Understand the need to take responsibility for your own professional development. ▪ Keep up to date with research and developments in pedagogy as relevant to their curriculum area. ▪ Reflect on your own teaching critically and use this to improve effectiveness. 	
<p>Pastoral Duties</p> <ul style="list-style-type: none"> ▪ Be a form tutor to an assigned group of students. ▪ Promote the general progress and well-being of students and of the Form Tutor Group as a whole. ▪ Liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system. ▪ Register students, accompany to assemblies, encourage attendance and participation in all aspects of school life. ▪ Alert appropriate staff to problems experienced by students & recommendations as to how these may be resolved. ▪ Communicate, as appropriate, with parents of students. ▪ Contribute to PSHE and Form Time Programmes according to school policy. 	
<p>Extra-Curricular Activities</p> <ul style="list-style-type: none"> ▪ Support the life of the school beyond the classroom. ▪ Lead one or more agreed after school activities each week. ▪ Participate in residential weeks and other trips as appropriate. ▪ Contribute to whole school learning initiatives. 	

Other Professional Requirements

- Have a working knowledge of teachers' professional duties as specified in the school's handbook.
- Operate at all times within the stated policies and practices of the school.
- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Contribute to the implementation of the school's four priorities and the Secondary School's priorities.

OTHER

- Promote and embody *The CORE 7 Leadership Capabilities*:
 1. **Accountable** – Establishes a high performing culture and accepts accountability for performance.
 2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
 3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes
 4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
 5. **Enabling** – Drives excellence through valuing and developing others
 6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
 7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- A commitment to safeguarding and promoting the welfare of all pupils.
- Willingness to undertake appropriate child protection training when required.
- Any other duties assigned by the Head of Secondary

MEASURES OF PERFORMANCE

Performance will be measured using a variety of evidence sources including (but not limited to):

- | | |
|--|--|
| <ul style="list-style-type: none"> • Lesson observations • Book checks • Use of resources • Meeting of deadlines • Feedback from Line-Managers • PM Objectives/outcomes • Use of assessment data • Quality of planning | <ul style="list-style-type: none"> • Departmental documentation • Quality of written reports • Engagement with wider school life • Engagement with CPD • Quality of ASA provision • Examination results • Compliance with School/NAE procedures and policies • Professional behaviours • Adherence to School Values |
|--|--|

PERSON SPECIFICATIONS

Qualifications/Training

- | | |
|-------------------------------------|-----------|
| ▪ QTS/PGCE & Good Bachelor's degree | Essential |
| ▪ Min. 2 years teaching experience | Essential |

Knowledge/Skills

- | | |
|---|-----------|
| ▪ Experience of A Level (or equivalent) | Essential |
| ▪ Experience of the English National Curriculum | Essential |
| ▪ Good communication skills | Essential |
| ▪ Competent ICT user | Essential |
| ▪ Familiar with ISAMS | Desirable |
| ▪ Overseas experience | Desirable |
| ▪ Strong CPD record | Essential |
| ▪ Ability to offer a second subject | Desirable |

Personal Attributes

- | | |
|--|-----------|
| ▪ High levels of personal integrity | Essential |
| ▪ Excellent organisational and time-management skills | Essential |
| ▪ Attention to detail | Essential |
| ▪ Ability to work under pressure, on multiple tasks, and remain calm | Essential |
| ▪ Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| ▪ Self-motivated and enthusiastic | Essential |
| ▪ Ability to work independently and continually strive for improvement | Essential |
| ▪ Adaptability | Essential |

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in.

Compliance with visa requirements for working in China

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at www.nordangliaeducation.com/careers

Good luck with your application.