# Job Description: Subject Leader (Whole School)

**Nexus International School (Singapore)**

Purchased by Taylor’s Education Group in July 2011, NISS meets the educational needs of students from approximately 50 different countries. The school’s main constituency is expat families in Singapore, but it also accepts Singaporean students (subject to government approval) and Student Pass holders from a range of countries. Staff are recruited from Singapore, other national systems and international schools from around the world. Almost 20 different nationalities are represented.

The spacious 470,000 sq ft campus at 201 Ulu Pandan Road, just 2km from Holland Village, has excellent facilities to support all academic and co-curricular programmes for up to 1,200 students. These include swimming pools, gymnasiums, sports fields and recently renovated academic areas. NISS is committed to the integration of innovative learning technologies in the classroom and implemented a 1:1 Apple laptop scheme in the Secondary School in 2013. This was extended to Year 6 in 2014. The Primary School has a 1:2 ratio of MacBooks to learners and other technologies are integrated across the curriculum, including iPads and a range of the latest tools to aid learning.

NISS is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) and Diploma Programme (DP). It is a member of the Council of International Schools (CIS), and an approved Cambridge International Examinations (CIE) Centre. NISS is EduTrust certified and is CIS/WASC accredited.

NISS is a member of Taylor's Education Group and the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

Purpose/Vision Statement

To educate the youth of the world to take their productive place as leaders in the global community.

Mission

Nexus International School (Singapore) will be an internationally minded learning community that nurtures and supports every child’s emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

**Core Values**

Respecting and caring for each other

Being dedicated to a culture of Excellence

Openness in Communication

Acting with Integrity

Being Passionate in what we do

Creating Enjoyable environments

**Desired Culture/Our Promise**

* Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
* Provide an environment that allows these talents to ﬂourish; one that is innovative, progressive and grounded in trust, compassion and respect.

#### Key Objectives Of The Position

To provide leadership to a Subject Area in the school and to carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal. In addition to meeting the expectations as set out in the Specialist Teacher’s job description, and consistent with Nexus International School policies, the Subject Leader (Whole School) will be responsible for:

* Establishing goals and expectations: includes the setting, communication and monitoring of learning goals, standards and expectations, and the involvement of staff and others in the process so that there is clarity and consensus about goals.
* Strategic resourcing: involves aligning resource selection and allocation to priority teaching goals. Includes provision of appropriate expertise through involvement in staff appointments.
* Planning, coordinating and evaluating teaching and the curriculum: direct involvement in the support and evaluation of teaching through regular classroom visits and provision of formative and summative feedback to teachers. Direct oversight of curriculum in the learning area through school wide coordination across classes and year levels and alignment to school goals.
* Promoting and participating in teacher learning and development: leadership that not only promotes but directly participates with teachers in formal or informal professional learning.
* Ensuring an orderly and supportive environment: protecting time for teaching and learning by reducing external pressures and interruptions and establishing an orderly and supportive environment both inside and outside classrooms.

**Role**

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| Establishing goals and expectations |
| * Contribute to the development of whole school strategic planning * Lead the development of subject goals and targets that support the school and learning area goals and targets * Engage students and staff in the development of subject and individual goals and target * Communicate school, Learning Area and subject goals and targets to relevant staff and students |
| Strategic resourcing |
| * Contribute to Learning Area decisions about resource allocation * Align resources to subject goals and targets * Effectively manage delegated budgets and assets * Engage in staff appointments to ensure that the best staff are appointed to the subject * Recommend appropriate staffing for each course as part of the timetable process |
| Planning. Coordinating and evaluating teaching and the curriculum |
| * Contribute to Learning Area curriculum development * Establish and maintain subject review processes * Develop and oversee curriculum, including courses of study and assessment, in the subject * Provide instructional leadership and promote active collegial discussion about pedagogy in the subject * Support and evaluate quality of teaching in the subject * Ensure that all staff and students in the subject are working towards the subject and LA goals and targets * Ensure that there are clear learning intentions and success criteria in the subject and in individual classes. * Promote and lead the quality assurance process in the subject * Identify teacher professional learning needs and plan to meet them * Lead regular self reviews of the subject * Participate in scheduled Learning Area Reviews |
| Promoting and participating in teacher learning and development |
| * Promote and model teacher professional learning in content, pedagogy and classroom management * Promote professional learning of support staff in the subject |
| Ensuring and orderly and supportive environment |
| * Provide a safe physical and emotional environment in the Learning Area * Lead in the development of an environment which is culturally safe for students from all cultures * Develop and maintain a collegial and supportive culture in the Learning Area that encourages risk taking and openness * Develop and implement procedures to support good classroom behaviour * Support teachers with their classroom student management * Ensure that conflict is addressed promptly and effectively, consistently with the school’s commitment to Restorative Justice * Develop and implement effective systems for managing the routines and actions of the Learning Area * Ensure that communications with students and parents are positive and effective, and consistent with school wide expectations * Ensure that all staff in the Learning Area are familiar with school wide systems and processes as applicable to the Learning Area |
| Co-curricular activities |
| * Offering at least one Co-Curricular Activity per term * Being involved in Extra Curricular Activities to enhance the school experience for learners * Participating in Residential excursions as required by subject or Grade level * Undertaking grounds duties as required |
| Other Projects, Duties and Responsibilities |
| * Having a working knowledge of teachers' professional duties and legal liabilities * Operating at all times within the stated policies and practices of the school * Establishing effective working relationships with colleagues and parents * Setting a good example through presentation and personal and professional conduct * Co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the school and learners * Contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school * Taking part in marketing and liaison activities such as Open Days and events with other schools |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the principal and member of staff, to be reviewed annually.

#### Expenditure Authority

Up to budget allocations consistent with school policies

#### Key Relationships

The Subject Leader (Whole School) reports to the Head of Services via the relevant line manager. In addition the Subject Leader (Whole School) will develop and maintain effective working relationships with:

* Senior Leadership Team (SLT)
* Primary and Secondary School academic staff
* Administration staff
* Parents
* Learners

#### Personal Specification

**Qualifications and Training**

* A relevant degree plus teaching qualification (or equivalent)
* Higher degree or recognised professional qualification (preferred)
* Evidence of continued relevant professional development

**Experience**

* Experience in teaching learners with diverse needs, especially ESL
* Experience in an international school environment (preferred)
* Experience in leadership in a school environment

**Knowledge and Understanding**

* Practical understanding of effective teaching and learning strategies
* Theoretical understanding of effective teaching and learning strategies
* Relevant curriculum knowledge
* Understanding and knowledge of principles and practice of inclusion

**Person Qualities**

* A demonstrated and genuine liking and appreciation of children
* Inclusive
* Resilient, flexible and adaptable
* Sense of humour
* High standards and expectations
* Motivated

#### Core Competencies

We are looking for someone who can

* Establish and maintain good relationships with colleagues, learners and parents
* Communicate effectively in Standard English both orally and in writing
* Deal effectively and non confrontationally with learners and staff
* Positively influence others
* Listen actively
* Motivate and engage with colleagues