

HEAD OF DEPARTMENT JOB DESCRIPTION

LOCATION	Nord Anglia International School Shanghai Pudong
JOB PURPOSE	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	English Teaching team
OTHER KEY RELATIONSHIP	Principal, Head of Secondary, Assistant Heads, Admissions and Marketing

KEY RESULT AREA
<p>Core Requirements of the Post:</p> <p>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.

Relations with Parents and the wider community

- Prepare and present informative reports to parents in a professional manner.
- Facilitate parental engagement by ensuring homework details how parents can assist their children.

Managing and Developing Relations within the School

- 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.

Managing Resources

- Select appropriate resources to support learners in achieving teaching objectives.
- Ensure resources are managed appropriately both within classrooms and shared resource areas.

Managing own Performance and Development

- 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

Pastoral Duties

- Establish a purposeful and safe learning environment for all students;
- Ensure all health and safety procedures are followed with regards to student safety;
- Always attend scheduled duties and in case of absence organise cover;
- Promote the general progress and well-being of individual students
- Register students, attend assemblies, deliver the Guidance programme and encourage the attendance of pupils at all lessons and their participation in other aspects of school life
- Contribute to the preparation of Action Plans and progress files and other reports;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

Extra-Curricular Activities

- Support the life of school beyond the classroom
- Lead revision sessions as required, including after-school and at weekends
- Attend subject and year group residential activities as required
- Contribute to house system

Personal Development

- Take responsibility for your own professional development and keep up to date with research and developments in pedagogy;
- Engage with fellow colleagues on Nord Anglia University

PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

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| ▪ Qualified to degree level or above | Essential |
| ▪ Qualified Teacher Status | Essential |

<ul style="list-style-type: none"> Minimum of two year's leadership experience Detailed knowledge of English National Curriculum Evidence of active participation in CPD Detailed understanding of AFL strategies to assess needs and inform planning Adapts teaching to respond to the strengths and needs of all pupils Proven track record of ensuring valued added progress Ability to achieve highest levels of exam success Can demonstrate a commitment to developing all aspects of school life Evidence of consistent high quality teaching and learning Ability to create a positive, challenging learning environment Evidence of good classroom management skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<ul style="list-style-type: none"> Evidence of teaching students with English as an additional language Ability to integrate technology into the learning environment Ability to offer a second subject Previous experience delivering IBDP and I/GCSE 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Personal Attributes	
<ul style="list-style-type: none"> High levels of personal integrity Conscientious and able to focus on completing work to a consistently high standard Flexible and positive approach to work Excellent organisational and time-management skills; high attention to detail Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved Adaptable to working in a fast paced ever changing environment Ability to work under pressure and remain calm Proactive and willingness to take on multiple tasks Self-motivated and enthusiastic Ability to work independently Must be a team player, willing to help and be flexible Continually strive for improvement 	
Other	
<ul style="list-style-type: none"> Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. Compliance with visa requirements for working in [Location]. A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required 	

PHILOSOPHY AND VALUES	
<p>We are ambitious for our students, our people and our family of schools. We believe that:</p> <ul style="list-style-type: none"> There is no limit to what every person can achieve. Creativity and challenge help us get better every day. Learning should be personalised. Unique global opportunities enhance the learning experience. <p>The NAE Commitment At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with respect, integrity, openness, courage and ambition. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.</p> <p>Promote and embodies <i>The CORE 7 Leadership Capabilities:</i></p> <ul style="list-style-type: none"> Accountable – Establishes a high performing culture and accepts accountability for organisational performance. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction Collaborative – Works collaboratively with others to achieve organisational outcomes Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success Enabling – Drives excellence through valuing and developing others Agile – Achieves personal and organisational success within a changing, dynamic and complex environment Resilient – Demonstrates personal resilience within a demanding environment of high expectations 	<ul style="list-style-type: none"> Role-model the 'Be Ambitious' philosophy each day Feedback as a valued member of the team and the wider organisation

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.