

NORTH LONDON COLLEGIATE SCHOOL DUBAI

Seeks a

HEAD OF HOUSE

Effective August 2018

THE POSITION

NLCS Dubai is looking for dynamic and committed pastoral leaders with an outstanding track record, to teach at the School from August 2018.

The School operates a “vertical” pastoral system, within which the Heads of House are responsible for the well-being and academic progress of students in Grades 6 - 11. They will lead the teams of tutors and co-tutors within their houses, who have day-to-day responsibility for welfare and discipline of the students. They will produce weekly tutor notes, organise assemblies and raise agendas for pastoral meetings.

The Heads of House will meet weekly with the Vice Principal (Pastoral Care), individually and together with the other Heads of House, Head of Inclusion, Counsellor and members of teaching staff, to exchange information on pupils, contribute to the evaluation of the pastoral aspects of the School Development Plan and plan strategy for the future. They will work closely with the Middle Years Programme Coordinator and IB Diploma Coordinator to ensure that pupils make excellent progress and that monitoring systems are robust and interventions are effectively tailored to each pupil.

The Heads of House will develop close and productive working relationships with parents and will deal with concerns or complaints as they arise.

The successful candidates will work closely with the Vice Principal (Pastoral Care) in the organisation of the admissions process, including developing relationships with corporates and ‘feeder’ schools, organisation of the entrance assessments and the subsequent interviewing and selection of pupils. The Heads of House are also responsible for organising the induction programme for pupils joining the Middle and Upper Schools (and their parents) and will liaise with the Head of Junior School and Heads of ‘feeder’ schools regarding the transition of pupils into the Middle and Upper Schools.

As senior members of staff, they will be members of the Administration Team and attend weekly meetings; the Heads of House will also have responsibility for calendar entries relevant to Grades 6 - 11 and oversight of planning for key events.

The Heads of House will be responsible for helping to co-ordinate the Moral Education programme, and will be expected to contribute to the teaching of Moral Education programme in the School. The Heads of House are each expected to teach approximately 21 periods per week.

QUALIFICATIONS & QUALITIES SOUGHT

Please see Person Specification

TERMS AND CONDITIONS

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate's qualifications and experience.

LOCATION

This post will be based in Dubai.

TENURE OF APPOINTMENT

Initial three year term.

PERSON SPECIFICATION

HEAD OF HOUSE

North London Collegiate School Dubai

NLCS Dubai seeks enthusiastic and committed pastoral leaders as Head of House. The Heads of House will have responsibility for the social and academic progress of students in Grades 6 – 11 (Year 7 to Year 12). They will lead the teams of tutors and co-tutors within their houses, who have day-to-day responsibility for welfare and discipline in the Middle Years Programme.

The successful candidates will have an international outlook and an appreciation of the richness that a diversity of cultures brings to a school. They will have considerable experience in teaching all secondary age groups, with a passion for their subject. They will be educated to degree level or above and may also have other relevant professional qualifications.

The post holders will be outstanding practitioners who have a proven ability to lead by example and the ability to manage, inspire and motivate others in delivering high quality teaching and learning supported by outstanding pastoral care.

The successful candidates will be expected to have the following capabilities in terms of personal qualities, professional experience and skills:

Personal Specification

Professional Qualification

- Teaching qualification
- Bachelor's Degree
- Higher Degree (an advantage)
- Recent participation in continuing professional development

Professional Experience

- Experience of pastoral leadership within a significant, relevant organisation
- Proven track record of outstanding teaching across all age groups
- Recent experience of managing students from a variety of cultures
- Commitment to issues of equity and working with culturally diverse families
- Exemplary communication skills, both verbal and written
- Able to work effectively with students and parents, outside agencies and colleagues
- Experience of developing and enhancing the practice of staff
- Committed to raising the achievement and standards of pupils and staff

- Have a strong classroom presence and be able to model excellence in the classroom
- Have a good knowledge of pastoral initiatives
- Talent for leadership through example and inspiration is essential: the successful candidate will have a strong presence and be able to model excellence in all aspects of educational provision

Specialist Knowledge and Understanding

- Knowledge of current behavioural issues and of the impact of mental health on adolescent behaviour and performance.
- Knowledge of safeguarding and child-protection matters
- Knowledge of current best-practice regarding pupils with SEND (including Gifted and Talented)

Personal Qualities and Skills

- A good team player and team leader
- Excellent leadership skills
- Ability to demonstrate emotional intelligence and empathy, adaptable to differing situations
- Ability to be sensitive of and adapt to cultural differences.
- Flexible, inclusive and pragmatic style
- High level interpersonal skills
- Articulate and a strong communicator
- Confident in meeting and communicating with others
- Possess good organisational skills, manage time efficiently
- Excellent English
- A firm and demonstrable commitment to the School's aspirational ethos that does not label students and the belief that 'everyone matters'

Knowledge of additional languages (especially Arabic) would be an advantage

JOB DESCRIPTION

HEAD OF HOUSE

North London Collegiate School Dubai

The Heads of House will play an important role at NLCS Dubai. They will have oversight of the pastoral welfare of students in Grades 6 to 11 (Year 7 to Year 12), reporting directly to the Vice Principal (Pastoral Care).

Each Head of House will be an outstanding practitioner who is prepared to lead by example, thus ensuring a coherent and effective pastoral ethos and inspiring and enthusing the pupils and tutors in their House.

Their responsibilities include:

- Fostering and supporting the School's ethos, values, rules and guidelines
- Modelling good practice for all
- Ensuring that the pastoral care available to each student is of the highest quality, and that the pastoral culture within the House is supportive, innovative and responsive to the needs of students
- Leading the team of tutors and ensuring that the work of tutors in the House is consistently of the highest professional standard in providing pastoral care and support to students
- Overseeing the discipline, conduct and behaviour of students in the House
- Ensuring effective pastoral communications
- Organising and leading assemblies
- Meeting regularly with the team of tutors to lead discussion and development and ensure excellent individual pastoral care
- Supporting the Vice-Principal (Pastoral Care) in all aspects of the admissions process
- Organising the induction programme for pupils in the House when they join the School (and their parents)
- Liaising with the Head of Junior School and Heads of 'feeder' schools regarding the transition of pupils in the House when they join the Middle or Upper schools
- Monitoring and tracking the progress of students, co-ordinating interventions where necessary and taking appropriate action to ensure that all students make excellent progress and achieve their best
- Contributing to the development of the Moral Education Programme (and teaching the class when required).
- In collaboration with the MYP Coordinator, liaise with teaching staff (including subject teachers, Heads of Department and Heads of Faculty) to ensure that academic staff and

pastoral staff work effectively together to support all students and guide them to success, so that no student is allowed to slip through the net

- Communicating as required with parents and with external agencies with regard to the welfare, conduct and progress of pupils.
- Ensuring meaningful extra-curricular participation of all students in the House
- Organisation of events and strategies which promote a spirit of “house identity” (including the co-ordination of relevant contributions to charity and community service initiatives)
- In collaboration with the MYP Coordinator, overseeing arrangements for reporting and parents’ evenings as directed by the Principal or Vice-Principals.
- In collaboration with the MYP Coordinator, co-ordinating arrangements for internal examinations
- Assisting with the recruitment, assessment and appointment of new staff when required
- Assisting with the appraisal of staff
- Assisting and supporting the Vice-Principal (Pastoral Care) in the process of development planning and the formulation of pastoral strategy, and in the process of annual evaluation and self-review.
- Bringing to the immediate attention of the Vice Principal (Pastoral Care) and the Principal any significant pastoral matters, including any safeguarding concerns.

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.