Head of English

The British International School of Casablanca is a new all through school located just outside the thriving and bustling financial and business centre of Morocco. The school opened its primary section in September 2017 and in September 2018 it will open its secondary school. The school offers an international curriculum fashioned on the British and Moroccan National Curricula as well as the Cambridge International Examinations programme. Over the next few years the school expects numbers to steadily grow to 1500 students from EYFS up to Year 13. The facilities at the school are excellent and include purpose built classrooms, a theatre, an indoor swimming pool, two sports halls and a three-floor library.

We are looking for enthusiastic and adaptable teachers with a positive mindset who will thrive on the challenges and rewards provided by developing a new school and who will enjoy the rich cultural experience that living in Morocco will provide. As well as reviewing the school’s website please also look at the school’s recruitment video and consult the information for applicants document.

The British International School of Casablanca is seeking to appoint an outstanding, passionate and motivated Head of English to join our secondary school team.

Contract type: Full Time (2-year renewable)

Start: August 2018

Salary: Highly competitive paid in local currency tax fee.

Free furnished housing, local medical insurance, annual travel allowance, subsidized lunches, transport to and from school at the start and end of the day, 13th cheque incentive scheme, excess baggage allowance and free high-quality education for up to two children of your own at the School.

The Role

This is an exciting opportunity to shape the English Department in a new secondary school. The English Department will have its own suite of classrooms all with interactive facilities. Initially there are likely to be two members of the department. This number will increase as the school grows.

As well as dedicated English classrooms the school has a three floor library which will be stocked with suitable reading material.

The job description is detailed below:

Teaching, Learning and Leadership

* To plan, prep and deliver high quality lessons at Key Stage 3, IGCSE and A Level.
* To create and sustain a positive and ordered classroom ethos
* To maintaining high quality assessment, marking and record-keeping documentation
* To set and mark effective homework activities
* To lead appropriate extracurricular activities
* To prepare and write the English Department Handbook
* To line manage colleagues in the English Department.
* To coordinate the School’s Poetry Competition and House Public Speaking and Debating Competitions.
* To develop a strong reading culture in all students and staff
* To develop and implement a coherent and workable literacy strategy for the secondary school.
* To draw up and manage effectively the English Department's budget.
* To promote the effective use of digital technology in the classroom
* To liaise with the Primary School to ensure the smooth transition of students from the Primary to the Secondary School.

 Guidance

* To acquire knowledge of each pupil as an individual
* To take responsibility for the pastoral care of pupils
* To communicate regularly and effectively with parents
* To be a form tutor

 The Teacher's Role as a Colleague and Representative of the School

* To demonstrate the highest standards of Professional Behaviour
* To support the distinctive ethos of the School as a caring, communicative place of learning
* To attend and participate at required meetings
* To be a positive role model in school

 The Community

* To be aware of their role as an effective member of the BISC community and beyond
* To establish and maintain a positive relationships with Parents
* To support School and community events and activities

 School review, development and involvement

* To support the School's Mission Statement, Fundamental Principles and Strategic Vision
* To support school review and development activities
* To adhere to School Policies

Professional Development

* To engaging in appropriate Continuous Professional Development
* To supporting the Professional Development of Colleagues

Administration

* To maintain records and adhere to deadlines
* To help with school duties on a fair and reasonable basis.

The list of responsibilities and duties is not exhaustive. We are looking for enthusiastic and adaptable teachers with a positive mindset who will thrive on the challenges and rewards provided by developing a new school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the Head and the line 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 line manager and member of staff and will be reviewed annually.

The British International School of Casablanca is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. The British International School of Casablanca expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. The British International School of Casablanca is an equal opportunities employer.