LOCATION	Puxi, Shanghai
JOB TITLE	**HEAD OF MATHEMATICS**
JOB PURPOSE	To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best that they can be.
REPORTING TO	Head of Secondary
DIRECT REPORTS	Subject teachers
OTHER KEY RELATIONSHIPS	Students Parents Heads of Key Stages Head of Secondary
PACKAGE	Competitive remuneration and benefits based on experience

KEY RESULT AREA

In fulfilling the requirements of the post, the Head of Mathematics will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students;
- Build a strong teaching team and create the conditions for it to excel;
- Continually strive to develop the quality of students' learning;
- Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Contribute significantly to school improvement/development planning and promote the learning priorities of the school development plan;
- Manage the operation of the department/faculty smoothly and seamlessly;
- Develop and deploy resources to support high quality student learning;
- Promote the wider aspirations and values of the school.

Planning, Teaching and Class Management

Teach students so that they achieve the best they can by:

- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using modern technology to enhance learning opportunities;
- Making use of Nord Anglia Education Global Campus online.

Leadership

- Coach, mentor and help develop subject teachers to be the best they can be;
- Create meaningful accountability for outcomes;
- Be an outstanding role model;
- Create transformational change in the faculty.

Tracking, Assessment, Recording, Reporting

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets
- Report on progress to appropriate stakeholders.

Pastoral Duties

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole (where relevant);;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHCE according to school policy.

Extra-Curricular Activities

- 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 during term.

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team;
- Promote and adhere to Nord Anglia Education's vision and values:
    - **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress.
    - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
    - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
    - **Respect -** For us, respect is about listening, being inclusive, showing tolerance and getting the little things right

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential
Experience / Knowledge	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Experience of being part of a highly successful department and school	Desirable
▪ Experience of leadership/management in a school	Desirable
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
▪ Experience of delivering a UK National Curriculum and/or the IB Diploma	Desirable
▪ Working in partnership with parents	Essential
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Strong organisational skills	Essential
Personal Attributes	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of an international school community	Desirable

OTHER CONDITIONS

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 China

Dear Applicant,

I'd like to tell you a little about our organisation and family of schools.

Nord Anglia Education is the world's leading premium international school organisation with 46 schools in China, Europe, the Middle East, South East Asia and North America. Our organisation has been operating premium international schools for over 20 years. Within the last three years we have been particularly successful and have doubled our size and seen significant growth both within our existing schools and through the acquisition of new schools. We are a fast growing, successful education company. Our schools are mostly British International Schools and follow the English National Curriculum plus the International Baccalaureate Diploma at 16-18, plus, in some locations, A-levels, the French Baccalaureate and the Swiss Maturité.

We educate students from early years through to eighteen in through-schools. Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities represented. Many of our parents are ex-pats working away from their home country but we also educate local students.

Currently employing over 6,000 staff and educating c. 34,000 students, our schools are seen as the premier school in the cities in which we operate and are a very popular choice for parents. Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location, but they are united by the quality of education they offer, the efficiency with which they are managed and the excellence of the student experience. We position our schools as at the forefront of contemporary educational practice while preserving traditional educational values.

Outstanding teaching professionals and our distinctive educational model create exciting high performing learning environments; a Nord Anglia Education student will benefit not only from the richness and expertise within their own School environment but also from other Schools across the Nord Anglia Education family.

The academic achievement our school is improving year on year across every Key Stage. We are non-selective yet, in June 2017, 60% of our Year 11 students achieved 5+ A*/A grades. Our Year 13 IB Diploma students achieved an average of 35 points, with one pupil reaching the maximum score of 45 points. On average, our students score six points above the global average in their IB diploma, as well as being offered and accepting places at the world's top 30 Universities. These outstanding results come from outstanding teaching and learning at all ages from 2 to 18. However we are not complacent and strive for continual improvement through a collegiate and supportive environment, recognising staff and student as learners alike.

Thank you for your interest in our school. I look forward to hearing from you.

With best wishes

Dr Neil Hopkin
Principal