



## HEAD OF DEPARTMENT JOB DESCRIPTION

<b>LOCATION</b>	BRITISH VIETNAMESE INTERNATIONAL SCHOOL HANOI	
<b>JOB PURPOSE</b>	To lead and provide day-to-day management and organisation of the Department, either at Secondary School or whole-school level. As a key middle leader, the post-holder will assist in developing long-term strategies to raise standards in the subject(s) and the school.	
<b>REPORTING TO</b>	Deputy Head of Secondary or other members of Secondary School Leadership Team (SSLT)	
<b>DIRECT REPORTS</b>	Subject teachers, Teaching Assistants	
<b>OTHER KEY RELATIONSHIPS</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ SSLT, potentially Head of Primary if whole-school, Heads of Year</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>▪ Parents, NAE colleagues, FOBISIA</li> </ul>
<b>KEY RESULTS AREA</b>		
<b>LEADERSHIP OF TEACHING AND LEARNING</b>		
<ul style="list-style-type: none"> <li>▪ Act as a model of integrity, respect and care for students and colleagues</li> <li>▪ Be a positive example of innovative and reflective practice</li> <li>▪ Lead the provision of consistent high-quality teaching and learning in a subject area.</li> <li>▪ Encourage a culture of collaboration, calculated risk-taking, and support within the team, and promote a shared vision</li> <li>▪ Lead the ongoing development of the curriculum, teaching and learning standards, and departmental resources</li> <li>▪ Support positive behaviour management in the classrooms within the department</li> <li>▪ Contribute positively and constructively to Heads of Department meetings, having a whole-school perspective</li> <li>▪ Ensure consistency: quality assurance, assessments, moderation, data, reports</li> <li>▪ Analyse department performance, identifying both good practice and areas for improvement</li> <li>▪ Liaise with Heads of Year and SSLT regarding any students of concern</li> <li>▪ Liaise with Learning Support team regarding provision of Individual Education Plans for students</li> <li>▪ Liaise with EAL Department regarding further support required for any students</li> <li>▪ Monitor the quality of homework in the subject in terms of consistency, relevance, marking and feedback to the children</li> <li>▪ Oversee parental contacts on academic matters, including follow up on reports and parents' conferences</li> </ul>		
<b>PEOPLE MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>▪ Create relationships that engender trust and motivation within the department</li> <li>▪ Establish coaching relationships based on mutual respect with team members</li> <li>▪ To provide effective line management for all staff who teach within the Department</li> <li>▪ To facilitate clarity of purpose and clear lines of communication</li> <li>▪ In collaboration with SSLT, deploy staff to ensure best use of staff skills</li> <li>▪ Liaise with SSLT on training and development needs</li> </ul>		

## ASSESSMENT

- Contribute to a culture of ongoing formative assessment, where students are active agents in their reflection and learning
- To ensure the consistent use and management of assessment and reporting data to support student progress (quantitative and qualitative) and effective report writing
- Liaise with Deputy Head to maintain department academic records of all students
- Collate data to monitor and track progress and analyse trends
- Oversee setting and movement between sets where appropriate
- Oversee student assessment (summative and formative) and reporting for the department
- Keep up to date with, and action, CIE specification changes, exam board information, and training

## CURRICULUM

- Oversee preparation and development of high-quality schemes of learning, that incorporate local and global contexts, connecting students with the community in Hanoi
- Monitor and evaluate curriculum provision and continuity for students
- Continue to embed digital literacy skills, to prepare students with skills to flourish creatively in a 21<sup>st</sup> century context
- Participate in the formulation of Secondary handbooks
- Coordinate the presentation of department curriculum at Options Evenings
- Liaise with other subjects to create cross-curricular opportunities
- Liaise with the Upper Primary section to ensure continuity with student learning at the transition stage.
- Assist with preparation and the delivery of external examination at IGCSE and A Level.

## ADMINISTRATION/DEVELOPMENT:

- Lead regular, effective subject department meetings with an operational and strategic focus
- Support the professional development of team members, providing support and challenge within the department and appropriate external professional development
- Take responsibility for upholding health and safety practices
- Ensure registers as appropriate are completed accurately
- Assist SSLT in the creation of the secondary timetable
- Liaise with SSLT to produce department and secondary annual budgets
- Oversee organisation of the department aspect of special days, festivals, House events, assemblies, public speaking, special focus weeks
- Oversee provision of subject related trips
- Maintain excellent quality displays in classrooms and public areas which relate to the children's learning
- Engage with recruitment and retention - input into advertisements, CV sifting, shortlisting, interviewing

## PERSONAL DEVELOPMENT

- Continual development through the identification and implementation of your own Personal Development Plan, using the SuccessFactors system
- Engage in regular and meaningful CPL, and lead the CPL process of the department

## OTHER

- Promote the mission and philosophy of the school, ensuring that students are working towards being responsible global citizens.
- Have high expectations of themselves and, in turn, have ownership of professional approach and accountability
- Each individual must ensure that they meet their statutory responsibilities and company policies regarding Health and Safety, Equal Opportunities, and other relevant legislation
- A commitment to safeguarding and promoting the welfare of all pupils.
- Willingness to undertake appropriate child protection training when required

## PERSONAL SPECIFICATIONS

- **Qualifications/Training**
  - Qualified to degree level or above plus PGCE/QTS – Essential
  - Leadership training - Desirable
  - Master’s Degree - Desirable
- **Experience / Knowledge**
  - Good working knowledge of the English National Curriculum, IGCSE and A Level - Essential
  - Excellent classroom practice – Essential
  - Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies – Essential
  - International experience – Desirable
  - Understanding and experience of teaching IGCSE and A Level – Essential
  - Knowledge of EAL in the mainstream – Desirable
  - Subject leadership experience – Desirable
- **Skills**
  - Proven ability to develop good personal relationships - Essential
  - High level of IT competence – Essential
  - Proven ability to develop opportunities for parental involvement – Desirable
  - Evidence of commitment to continuous professional development – Essential
  - Confident global citizen or a willingness to become one – Essential
  - Understand the complex and demanding environment of an international school community – Desirable

## PERSONAL ATTRIBUTES

- Excellent interpersonal skills - Essential
- High levels of personal integrity - Essential
- Excellent organisational and time-management skills - Essential
- Attention to detail - Essential
- Ability to work under pressure and remain calm - Essential
- Willingness to take on multiple tasks - Essential
- Proactive and able to prompt others to ensure deadlines are achieved - Essential
- Self-motivated and enthusiastic - Essential
- Ability to work independently - Essential
- Continually strive for improvement - Essential
- Professional appearance and profile - Essential
- Adaptability - Essential
- Sense of Humour - Essential

## CREATE YOUR FUTURE

We are [Nord Anglia Education](#), one of the world’s largest premium international schools’ organisations. Every day, our teachers and support colleagues help thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world’s best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you will become part of a global family of experts working for a fast-growing premium international brand.

## **OTHER CONDITIONS**

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender, or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.