Downe House
Muscat

Head of English

Opening in August 2022, Downe House Muscat is the first authentic girls' school in the world which will be genuinely connected and overseen by a premium all-girls' school from the UK. A monumental moment for Oman and a transformational opportunity for girls and young women in Muscat. Through the partnership with Downe House in the UK, the MODPF is proud to bring the first UK independent style girls' school influenced by one hundred and thirteen years of outstanding British education, to Oman. Girls aged 9 to 18, Year 6 to 13 (Grade 5 to 12), will benefit from the opportunity of a Downe House education and be inspired and challenged as they grow into confident young women preparing to play their part in the world. Downe House Muscat's values and approach to education will lead to excellent academic outcomes, enabling all pupils to gain entry into the world's best universities. Downe House Muscat has unrivalled facilities including, high-tech science labs, design-technology workshops, art, music and performing arts studios, media centres and a 450-seat state-of-the-art theatre. Alongside the incredible teaching and learning environment, there are first-class sports and recreation facilities including, a six-lane 25 metre pool, a double-sized sports hall, a dance studio, full size hockey pitch, 7-a-side football pitch, netball, basketball, badminton, volleyball and tennis courts.

Job Purpose

Reporting to the Deputy Principal – Academic, the Head of English should display a genuine commitment to the academic, personal and social development of children. The post holder will require the ability to relate well to, and communicate effectively with, parents, staff and pupils. Heads of Department are expected to contribute in general to the high academic standards and disciplinary ethos of the school, and to follow its policies. They should seek to make a real contribution to their academic department. are responsible for ensuring all pupils make excellent progress and find learning English enjoyable and challenging.

Key Responsibilities

School Values and Ethos

- Actively promote our unique vision through enthusiastic participation in all areas of school life
- Always set high expectations, which inspire, motivate and support colleagues
- Ensure that you comply with any rules, policies and procedures implemented by the school
- To ensure that you model the speaking of English when in the presence of pupils and in public areas of the school
- To respect and support Omani culture
- Contribute to the school's extra-curricular activities
- Be a tutor

Leadership and Management

- To line manage all staff in the department
- To establish common practices and a shared vision within the school's English department
- To establish clear guidelines for how the department should be run, especially with regard to marking and assessment policies
- To meet regularly with members of your department before the beginning of each team in order to review the previous term's work and plan for the forthcoming term
- To invite contributions from other member of the department by scrutinising children's work and observing lessons, thus playing a significant role in the professional development of colleagues
- To supervise the production of appropriate exams or other means of assessment as and when necessary
- To be responsible for departmental budget and not overspend – any spending expenditure must be planned and any proposed spending more than delegated amounts must be first discussed with the Principal
- To be responsible for producing an annual resource list for budgeting and planning purposes
- To produce Annual Subject Review of the current academic year, prepare and implement an annual department plan that will contribute to the overall School Development Plan
- To make good use of educational resources including the Library
- To ensure that all subject rooms under your jurisdiction have suitable displays of educational material and the children's own work
- To lead by example by being an outstanding classroom practitioner
- To carry out an annual stock take and be responsible for monthly budget monitoring and ordering of textbooks and other resources
- To follow and implement school policies and procedures in and out of the classroom
- To provide a safe, purposeful, and well-managed learning environment.
- To make effective use of teaching assistants to support children in their learning
- To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents

- To ensure that all aspects of Health and Safety are fully understood and all procedures followed, completing appropriate Risk Assessments where necessary
- To direct and monitor the work of any non-teaching staff in your department

Curriculum

- To teach a broad, balanced and relevant curriculum and contribute to the preparation and writing of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment
- To facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential
- To deliver well-planned, engaging and creative lessons, ensuring that the needs of all children are met
- To differentiate appropriately, using approaches that enable every child to access the learning and make excellent progress
- To demonstrate excellent subject knowledge in all relevant areas
- To set pupils challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support pupils in achieving these goals
- To follow school procedures for assessing, recording and reporting on children's achievements and to use this information effectively to convey progress in report writing and record keeping
- To provide pupils with regular written and oral feedback and encourage them to reflect and respond to their feedback
- To participate fully in the school's co-curricular and school activities programme

School and Subject Promotion

- Raise the profile of the subject within the school using displays, the newsletter and website, trips, assemblies and any other means possible
- Provide information for newsletters, parents' evenings, reports, parent presentations and any other curriculum information requested by the Principal or Deputy - Principal Academic
- Seek creative ways to promote the activities of the department and the benefits and applications of the subject beyond schooling
- To attend specific marketing events such as Open Days, at the reasonable direction of the Principal

Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings
- To attend professional development and staff training opportunities
- To recognise the importance of being an exemplary role model to all children within the school
- To maintain high standards or professional behaviour in accordance with the school ethos, including timekeeping and personal presentation
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice
- To always maintain professional and productive relationships with colleagues

Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy
- To demonstrate a personal commitment to safeguarding and wellbeing
- To engage fully in all safeguarding training as required

Other

- To fulfil any reasonable additional responsibilities as requested by the Principal in the context of a new and evolving school

Note

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.



Person Specification

(E - Essential, D - Desirable)

Qualifications

- A Bachelor's Degree from a good university. (E)
- Post Graduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (E)
- Evidence of further post graduate study. (D)

Skills and Experience

- A minimum of four years relevant teaching experience. (E)
- Excellent working knowledge of the National Curriculum for England. (E)
- Knowledge of the Cambridge Primary and Cambridge Lower Secondary International Curriculum as relevant to your subject. (D)
- High levels of subject knowledge. (E)
- A proven track record of high-quality teaching. (E)
- A strong academic background, stature and experience that will command the respect of pupils, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of pupils. (E)
- Experience of curriculum development and curriculum management. (E)
- Experience of team management. (D)
- Knowledge and understanding of recent educational developments and best practice. (E)
- Experience of working with children who have English as a Second Language. (D)

Personal Qualities

- Ability to stretch the most able pupils, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community in its early years of development. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance leaning. (E)
- Energy, charisma, resilience, flexibility and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a "nine-to-five" approach. (E)

Safeguarding and Data Protection

Downe House Muscat is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than three (3) months old. Three satisfactory professional references will also be required.

If successful and if applicable, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' pupil. These documents will need to be attested by the Ministry of Foreign Affairs and Oman Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by Downe House Muscat and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by Downe House Muscat and its affiliates.

