



Head of English	
<b>Job Purpose</b>	The <b>Head of English</b> at Charterhouse Malaysia is tasked with leading the department to excel in delivering high-quality education across IGCSE Science+, IGCSE Foundation, IGCSE, A Level Foundation and A Levels. This leadership role involves blending traditional academic rigour with the school's "Future Ready" vision (including incorporating extra and co-curricular use of "The Incubator"), utilising both data-driven and innovative strategies to continuously improve teaching and learning outcomes.
<b>Main Duties and Responsibilities</b>	<p><i>Teaching and Learning</i></p> <ul style="list-style-type: none"> <li>• As a core component of their role, the Head of English will actively teach up to 27 x 40 minute periods per week of English Language, English Literature and Independent Learning Projects, exemplifying high standards of instructional practice and classroom management.</li> <li>• Fulfill the essential teaching duties, maintaining alignment with the general Job Description for teachers at Charterhouse Malaysia, which encompasses delivering engaging and effective lessons, assessing student progress, and fostering a positive learning environment.</li> <li>• Serve as a role model in the implementation of innovative and traditional teaching methods, demonstrating effective integration of the "Future Ready" principles and the Spectra Smarts framework within their subject area.</li> <li>• Lead by example in promoting academic excellence and personal development, ensuring that their own teaching practice reflects the expectations and values upheld by the school.</li> </ul> <p><i>Curriculum Development and Instructional Leadership:</i></p> <ul style="list-style-type: none"> <li>• Develop and oversee the departmental curriculum, integrating rigorous academic standards with innovative "Future Ready" practices, tailored to students at various educational stages including IGCSE Science+, IGCSE Foundation, IGCSE, A Level Foundation and A Levels.</li> <li>• Implement forward-thinking teaching methods that foster critical thinking, problem-solving, and adaptability, incorporating approaches like Design Thinking, Project, and Inquiry-based learning, as well as interweaving the Spectra Smarts Framework.</li> <li>• Regularly review and update the curriculum to ensure it remains relevant and effective, aligning with the latest educational trends and the specific needs of the student body, including students with English as an Additional Language.</li> <li>• Develop Learning Pathways in line with Charterhouse Malaysia's Future Ready Vision and the badging and micro-credentials framework.</li> <li>• Maintain oversight of examination pathways, reviewing examination boards and their associated curriculum to ensure students are engaged in the most effective study to secure their targeted outcomes.</li> </ul> <p><i>Data Analysis, Resource Development, and Strategic Planning:</i></p> <ul style="list-style-type: none"> <li>• Systematically analyse performance data to evaluate the effectiveness of teaching practices and learning outcomes.</li> <li>• Develop teaching resources and strategies that align with Charterhouse Malaysia's evolving educational goals and the "Future Ready" vision, ensuring optimal student progression and achievement.</li> </ul>



	<ul style="list-style-type: none"> <li>Formulate and execute strategic initiatives based on data analysis, aligning these with the "Future Ready" vision to enhance academic performance and the overall educational experience.</li> </ul> <p><i>Professional Development and Team Leadership:</i></p> <ul style="list-style-type: none"> <li>Facilitate ongoing professional development, focused on enhancing subject-specific expertise and pedagogical skills that support both traditional and "Future Ready" educational paradigms.</li> <li>Lead, mentor and support teaching staff in refining their instructional methods and integrating "Future Ready" and other innovative teaching practices effectively.</li> </ul> <p><i>Assessment and Quality Assurance:</i></p> <ul style="list-style-type: none"> <li>Implement comprehensive assessment mechanisms that accurately reflect student learning and progress, adapting assessment strategies as necessary to meet educational objectives.</li> <li>Ensure that teaching and assessment methods are well-aligned with the intended learning outcomes and are consistently applied across the department.</li> </ul> <p><i>Pastoral Care and Wider School Engagement:</i></p> <ul style="list-style-type: none"> <li>Actively engage in and promote the school's pastoral programmes, fostering an environment that supports students' emotional and social development.</li> <li>Enhance student engagement in both academic and personal growth initiatives, ensuring a balanced approach to education.</li> <li>Where required, to act as a Tutor, to a particular group of students.</li> </ul> <p><i>Reporting Lines</i></p> <ul style="list-style-type: none"> <li>Report directly to the assigned member of the Education Leadership Team (Deputy Head), maintaining regular communication and alignment with the school's strategic objectives</li> </ul>
<p><b>Academic and Professional Qualifications</b></p>	<ul style="list-style-type: none"> <li>A Bachelor's Degree in the subject you wish to teach from a recognised institution.</li> <li>Holder of a PGCE or equivalent</li> <li>for experienced but uncertified Malaysian teachers a willingness to undertake a professional teaching qualification</li> <li>Evidence of continuous professional development.</li> </ul>
<p><b>Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>A fluent first language English speaker.</li> <li>A minimum of 5 years full-time teaching experience in an International School setting</li> <li>Experience of academic leadership, such as running a single subject area, or as the second in department, would be an advantage.</li> <li>Significant experience of delivering the <b>IGCSE and A-Level curriculum</b> in your subject.</li> <li>Experience of curriculum planning and development in your subject.</li> <li>A track-record of producing excellent <b>IGCSE and A-Level results</b>.</li> <li>Evidence of outstanding teaching practice.</li> <li>Experience with assessing student work and providing feedback against exam board criteria.</li> <li>Experience in using technology in the classroom and online to maximise student learning experience</li> </ul>



## Job Description and Person Specification

	<ul style="list-style-type: none"><li>• Experience of experiential learning strategies within English and Literature and across other curriculum areas</li></ul>
<b>Personal Outlook</b>	<ul style="list-style-type: none"><li>• A positive, flexible, 'can do' attitude to professional duties.</li><li>• A genuine love for your subject, and the desire to instil this in your students.</li><li>• A clear personal philosophy on education and how this informs your practice.</li><li>• A genuine interest in progressive, student-centred approaches to pedagogy.</li><li>• An interest in social enterprise, charity and service learning, and how these can be embedded formally into the curriculum.</li><li>• A desire to be involved in the life of the school beyond your own classroom and an understanding of the importance of this to student learning</li><li>• Excellent standards of personal presentation.</li><li>• An appreciation of the importance of regular attendance and punctuality.</li><li>• Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity and mutual support at the core.</li><li>• An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability</li></ul>