

NORTH LONDON COLLEGIATE SCHOOL DUBAI

Seeks a

Head of Junior School

Effective August 2022

JOB SPECIFICATION

The Head of Junior School is the educational and administrative leader of the Junior School. They will be responsible for the day-to-day running of the Junior School, shaping its academic and extra-curricular programme, building a high-quality team of teaching staff, establishing and further developing a culture of excellence, leading the Junior School's operations and developing strong and positive relationships within and outside the School community. The Head of Junior School reports to the Principal.

NLCS Dubai believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title:	Head of Junior School
Classification:	Senior School
Reporting to:	Principal
Duties & responsibilities:	<p>The Head of Junior School will be responsible for:</p> <ul style="list-style-type: none"> • Providing strategic direction and leadership for the Junior School, in line with the School's educational philosophy as an NLCS school. • Ensuring that students enjoy a caring, happy and structured environment for work and play in which they, their parents and staff can feel secure. • Modelling good practice for all staff. • Developing and maintaining a strong and supportive school community in which good relationships between staff and students and between students themselves are fostered. • Developing and maintaining a strong understanding of NLCS's ethos and traditions as well as programs of study, procedures and practices in all aspects of Junior School life and adopting these or adapting them where appropriate. • Producing and implementing the annual Junior School sections of the School Development Plan and overseeing its subsequent annual Evaluation. • Recruiting and retaining a high calibre team of teaching and support staff. • Developing the Junior School curriculum in order to ensure a broad and balanced curriculum that provides opportunities and challenges for students along similar lines to that of NLCS (UK) and within the PYP framework.

- Producing a Junior School Handbook covering all aspects of Junior School life.
- Ensuring that the physical resources of the Junior School are made use of as effectively and efficiently.
- Overseeing a two-way communication strategy between Junior School parents and the School, which effectively provides the necessary support for parents in different parts of the school
- Providing dynamic, consistent and inspirational leadership for the Junior School and its staff, ensuring the successful communication, promotion and delivery of the School's vision, ethos, aims and objectives.
- Taking overall responsibility for the strategic planning and day to day operation of the Junior School in line with the School's aims and objectives.
- Leading the Junior School Leadership Team.
- Leading the Junior School community
- Act as Designated Safeguarding Lead for the Junior School
- Fostering a culture within the Junior School that is supportive, innovative and responsive to the needs of students
- Developing and maintaining a team of professional teachers who can introduce their subject with enthusiasm and drive and ensuring a supportive working environment in which life-long learning and professional development is encouraged and is appropriately supported through resources and budgeting.
- Keeping abreast of pastoral and academic matters in relation to the students and advise the Senior Team of their relevance and impact on the School
- Developing plans and strategies to ensure that all aspects of Junior School provision are continually reviewed and developed in order to achieve optimal success and wellbeing of students
- Advising the Principal on matters relating to Junior School students
- Advising the Principal on Junior School staffing needs
- Chairing Junior School staff meetings/briefings
- Providing reports to the Principal as and when required
- Preparing and managing Junior School arrangements relating to Monitoring and Inspection Visits by NLCS (UK) and other regulatory bodies.
- Contributing to the School's marketing activity as and when required, and working alongside the Director of Marketing to put in place open day events aimed at admission to the Junior School
- Playing an active part in the collaborative working of the School's leadership Team
- Contributing to overall development of School Policy and to the process of strategic planning for the School
- Attending School functions as appropriate
- Undertaking all such supervisory duties as are required of Senior Team members.

Educational Attainment and Delivery

- Creating opportunities for all students to recognise academic excellence and realise that it is attainable.
- Ensuring that a high-quality educational experience is available for all students who attend the School and that they are able to make the most of their gifts.
- Ensuring that an ambitious curriculum is developed and delivered through effective subject teaching, learning and assessment practice within the PYP framework
- Developing an educational vision which reflects the values of North London Collegiate School and ensures students are well prepared for further studies and the workplace.
- Ensuring that the curriculum matches the aims of the School and reflects the needs of students, maintaining an understanding of curricular developments around the world so as to ensure that NLCS Dubai continues to be a model of good practice in terms of learning and teaching
- Liaising with the Principal and other members of the Senior Team to ensure that the approach to the curriculum and academic attainment is consistent across the School
- Keeping fully up to date with curriculum developments and ensuring that any changes are appropriately addressed
- Ensuring the that the organisation and delivery of the PYP is high quality and meets all expectations of the
- International Baccalaureate Organisation (IBO)
- Along with the Vice Principal curriculum, overseeing securing and maintaining authorisation for the PYP
- Collaborating with the Principal in the development and implementation of the academic programme of the School
- Holding responsibility for development of the Junior School's timetable with the Deputy Head of Junior School and appropriate Heads of Section.
- Ensuring that measures of achievement are accurate and readily available so that students and their parents can take an active interest in performance and reflect upon progress
- Maintaining an open dialogue between the school, students and their parents
- Holding responsibility for monitoring the progress of Junior School students from first placement in the school to the time they leave.

Pastoral Leadership

- Taking primary responsibility for the pastoral care and wellbeing of the students in the Junior School from the time of their admission to the time that they leave
- Liaising with the Principal and other members of the Senior Team to ensure that practice is consistent across the School

- Ensuring that appropriate guidance programmes are in place to offer students support as they transition between the various stages of their education, and between countries as appropriate
- Overseeing the Student Awards system
- Overseeing the Junior School discipline policy
- Ensuring that School policy and procedure with regard to safeguarding is adhered to at all times in the Junior School
- Working alongside key staff to ensure that the G5/6 transition programme is effective
- Assuring the effectiveness of the programme of School clubs and societies, assemblies, the House system, and all school activities which take place outside the formal classroom.

Partnerships

- Developing and maintaining strong links with NLCS (UK), as well as other NLCS-affiliated schools.
- Working with public and voluntary-sector agencies, clubs and societies as appropriate in the local community to develop extended programmes of participation and learning.
- Supporting and developing a spirit of public service, internationalism and social enterprise.

Resources and Performance Management

- Delivering effective operational management for the Junior School within the relevant budget and in accordance with financial probity.
- Working to, and reporting on, targets for achievement and operation of the Junior School as defined in the School's Development plan.
- Developing and maintaining an effective organisational structure.
- Collaborating with the Admissions Office in all matters relating to enrolment of students
- Overseeing the Admissions process, and preparing testing materials, for Junior School admissions
- Encouraging a culture of strong teamwork
- Developing and implementing the appraisal system for teaching staff
- Maintaining appropriate support for staff, Including leading the Professional Development programme in the Junior School co ensure that strategic aims are met
- Overseeing the deployment and appraisal of Junior School support staff
- Assisting in the selection and appointment of new staff and managing their induction to the school
- Ensuring that quality control procedures for new staff are followed
- Taking responsibility for the appearance and good order of teaching classrooms, ensuring that they reflect an atmosphere of learning, discovery and interest.

- Leadership and development of provision within the Department, including teaching and learning, schemes of work/units of inquiry, extra-curricular enrichment, and support for university applications
- Responsibility for the assessment, examination and homework policy across the Department to foster and support the School's ethos, values, rules and guidelines
- In conjunction with the Head of Faculty, lead, manage and evaluate all teaching staff within the Department, ensuring that they consistently maintain high levels of professionalism
- Assist in the recruitment, assessment and appointment of personnel
- Liaise with the Head of Faculty to guide the creation and implementation of effective, differentiated professional development opportunities
- Actively engage with the Head of Faculty and other colleagues in leading departmental self-review on a regular basis, to confidently review the quality of teaching and learning and identify strategic goals that will facilitate the creation of exceptional learning experiences for students
- Act upon the findings from self-review to maintain the highest quality of teaching and learning across the department
- Engage colleagues to discuss and evaluate their teaching, and the impact that it has on pupil learning
- Involve all colleagues in departmental development planning
- Discuss and employ strategies to engage all pupils
- Lead by example at all levels, including the delivery of academic extension and lessons to prepare students for university application in this academic area
- Ensure that all pupils are taught according to the agreed syllabuses and prepared accordingly for the relevant external examinations
- Encourage excellence 'beyond the classroom' for colleagues and pupils
- Co-ordinate links with relevant staff in the Junior School to ensure appropriate vertical articulation of academic provision
- Ensure that data is used effectively as a useful measure of progress, though never as a blunt instrument and always accompanied with a deep understanding of the pupils as individuals
- Working with the Head of Faculty, oversee the appraisal, professional welfare and training and development of members of the Department, especially new teachers and teachers new to the school
- Ensure members of the Department adhere to the Department Handbook with particular regard to the setting and marking of work and reporting procedures
- To bring to the attention of the Head of Faculty and/or Vice Principal (Curriculum) any difficulties which arise within the Department
- To hold regular meetings with colleagues to discuss departmental matters and to ensure that the Department takes a collegiate

	<p>approach and works effectively as a team. Minutes of these meetings to be sent to the Vice Principal (Curriculum)</p> <ul style="list-style-type: none"> • Support colleagues in the drawing up of syllabuses/schemes/units of work; teaching materials within the Department; the Department handbook; display and the general appearance of the Department • Ensure that colleagues within the Department use resources to support teaching and learning (including the use of ICT) effectively • Working alongside the Head of Faculty, appraise colleagues annually in keeping with the School's appraisal policy • Support colleagues in putting in place a programme of mutual lesson observation within the Department • Drop-in to colleagues' lessons on a regular basis and carry out work scrutiny and pupil interviews • In conjunction with the Head of Faculty, provide appropriate support for any colleague who is underperforming or who is struggling with any aspect of their teaching role • Ensure that colleagues are setting appropriate differentiated teaching and homework tasks, and that high quality feedback is given in line with the department's marking policy • Liaise with parents as appropriate • Co-operate with other departments and faculties in trans-disciplinary activities and in promoting the horizontal articulation of the curriculum • Keep up to date with educational developments and changes within the Department area • Review examination results and other benchmark data within the Department and implement remedial action when necessary • Ensure that base-line data is being used to monitor and improve performance of the Department and the pupils within it • Present strategic analysis of examination results to the Principal and pedagogical leadership team, and discuss them as requested • Communicate achievements and results in assemblies, end of term notes, website etc. • With the Head of Faculty, organise the induction and supervision of teachers new to the School and those joining the School on a temporary basis and review their work within the Department • Monitor and track the progress of students, co-ordinate interventions where necessary and take appropriate action to ensure students achieve their best • Encourage and organise activities and events associated with the subject (e.g. exhibitions, clubs, societies etc.) and organise pupil participation in internal and external events and competitions, as appropriate • Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure
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	that all students and staff maintain these standards
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abiding by the school safeguarding policy and keeping abreast of any changes

Acting in accordance with UAE and Dubai legislation as well as UK guidelines affecting the conduct of the school, particularly those concerning welfare, health and safety matters, safeguarding and employment right

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.