

NORTH LONDON COLLEGIATE SCHOOL DUBAI

Seeks a

Head of English

Effective September 2020

THE UK SCHOOL

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

INTERNATIONAL SCHOOLS

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub'. The School opened with over 400 pupils and, now entering its ninth year of operation, has nearly 1400 on the roll. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and has achieved outstanding results since its first cohort of graduating students in 2014. The average IB Diploma score in 2019 was 37, with two students achieving a perfect 45.

In September 2020, NLCS Singapore will open its doors to students widening the NLCS community and opportunities for families and staff around the world.

THE DUBAI SCHOOL

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem.

NLCS Dubai is an English-speaking school, and is authorised as an IB continuum school for the Primary Years Programme, Middle Years Programme and Diploma programmes. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are invited to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as videoconference debates and jointly produced student publications.

As the NLCS family of schools expands (with a further overseas school opening in Singapore in 2020), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.

THE ETHOS

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating, to 'Mad Scientists' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Senior Students, in order to give every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music, Art and Drama are all of excellent quality and over seventy activities take place at lunch times and after school each day, with large numbers of students involved.

In the UK, the School has produced sports players at national and regional level as well as nationally recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts

Centre in 2007 in the London school, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone. NLCS Jeju and Dubai also have state of the art Performing Arts Centres that places the creative arts at the centre of our extra-curricular, and events programme. This culminates in our Arts Festival during the last week of the academic year.

THE CURRICULUM

NLCS Dubai is an “IB Continuum School” offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grades 6 to 10, and Diploma Programme in the Sixth Form. NLCS Dubai is authorised in all three programmes. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

LIFE IN DUBAI

Dubai is a thriving international hub, where approximately 90% of the almost 3 million residents are expatriates living alongside the local Emiratis. The successful candidate will be sympathetic to and considerate of the culture of a Muslim country, in both their personal and professional life.

THE POSITION

NLCS Dubai is looking for a dynamic, well-qualified and committed Head of English with an outstanding track record of examination success and leadership, to teach at the School from August 2020. The appointee will demonstrate strong skills in managing the teaching and learning within the English Department.

The appointee will lead a strong team of English specialist teachers who will deliver lessons throughout the Senior School, in addition to IB Diploma in the Sixth Form.

The successful candidate will also ensure that the qualities of the IB Learner Profile and the core academic skills of research and enquiry are embedded within the curriculum. It is essential that the Head of English has the ability to communicate enthusiasm and passion for the subject.

Previous experience of the IB Middle Years and/or the IB Diploma are an advantage. Of prime importance is an ability to motivate and inspire students and lead staff in order to ensure that academic provision is consistency of the highest standard. Applications are invited from English specialists, although the ability to teach more than one subject would be advantageous.

The appointee will manage all aspects of teaching and learning in the department, in keeping with the overall aims of the School. He/she will also be responsible for supporting members of the department in all appropriate ways, ensuring that they work together as a cohesive and collegiate team in effectively addressing the aims and priorities of the School.

The appointee will ensure that all members of the department offer support to the learning and pastoral needs of individual students, in keeping with the School’s pastoral policy and the School’s aims and values.

All members of staff are also expected to be involved in pastoral care within the School community, usually in the role of form tutor or co-tutor, and also to contribute to the extra-curricular life of the School.

In addition to overseeing the day to day running of the department, he / she will have to be responsible for the following areas:

- Implementing the whole-school academic strategy and curriculum approach within the English Department
- Managing the performance management of the team
- Overall strategic leadership and development of English provision and teaching
- Managing and leading on standards, care and pedagogy
- Leading self-evaluation and school improvement in the department
- Preparing and evaluating teaching programmes, activities and learning and teaching strategies across the department
- Differentiating learning and teaching and associated resources in a manner that challenges and interests students and is appropriate to the needs and skill- levels of students
- Ensuring the effective use of resources to support teaching and learning (including the use of ICT) by all members of the department
- Carrying out a range of formative assessments of students' attainments to acknowledge, inform and guide progress
- Ensuring that marking and assessment across the department are of the highest standard, and that they are effective in guiding students to further improvement
- Ensuring that examination results and other benchmark data in English meet or exceed the School targets
- Leading the process of innovative curriculum development, taking an active role where appropriate in sharing innovation across the whole School.
- Working (in conjunction, where appropriate, with appropriate staff) in the Junior School in order to ensure appropriate vertical planning and articulation of the English curriculum across the School.

TERMS AND CONDITIONS

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate's qualifications and experience.

LOCATION

This post will be based in Dubai.

TENURE OF APPOINTMENT

Three years

PARTICULARS OF THE SEARCH

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr James Monaghan
2. a fully completed application form - available from the school website www.nlcsdubai.ae

The application form should contain the name, email address, postal address and daytime telephone number of two referees who may be contacted with the candidate's permission; these should be direct supervisors or persons in senior positions of responsibility – not peers - who can validate the applicant's suitability for the role.

E-mail: recruitment@nlcsdubai.ae

The closing date for applications is 08.00am (UAE time) on Monday 27th January.

All UAE based candidates shortlisted will be invited to NLCS Dubai for interview and to teach a lesson. UK based candidates may be invited to NLCS London for interview and to teach a lesson.

PERSON SPECIFICATION
HEAD OF ENGLISH DEPARTMENT
North London Collegiate School Dubai

NLCS Dubai seeks an enthusiastic and highly-qualified Head of English. The Head of English will have responsibility for designing and implementing effectively a comprehensive English Language and Literature programme that advances the academic and cultural education of the school and is engaging and relevant to every student at every level.

The successful candidate will have an international outlook and an appreciation of the richness that a diversity of cultures brings to a school. The successful candidate will have considerable experience in teaching all secondary age groups, with a demonstrable passion for his/her subject and a commitment to the development of English and reading more broadly. He/she will be educated to degree level or above and may also have other relevant professional qualifications.

The post holder will be an outstanding practitioner who has a proven ability to lead by example and has the ability to manage, inspire and motivate others in delivering high quality teaching and learning, he/she will be expected to have the following capabilities in terms of personal qualities, professional experience and skills:

Person Specification

Professional Qualification

- Teaching qualification / QTS
- Bachelor Degree or higher
- Highly proficient and experienced teacher, ideally with experience of the IB Diploma and/or MYP, with an outstanding track record of examination success
- Experience teaching to sixth form level, with high academic success
- Experience of implementing a range of pedagogical techniques, with a track record of innovation in teaching and learning
- Recent participation in continuing professional development

Professional Experience

- Proven track record of outstanding teaching across all age groups
- Recent experience of managing students from a variety of cultures
- Commitment to issues of equity and working with culturally diverse families
- Able to work positively and effectively with students and parents, outside agencies and colleagues
- A good team player and team leader

- Experience of developing and enhancing the practice of staff
- Committed to raising the achievement and standards of pupils and staff
- Experience of developing a broad, balanced and academically ambitious curriculum
- Have a good knowledge of curriculum initiatives
- Experience of supporting students in applying to English courses at top universities in the UK and/or USA
- Talent for leadership by example and inspiration is essential: the successful candidate will have a strong classroom presence and be able to model excellence in the classroom

Specialist Knowledge and Understanding

- Have a commitment to high standards and inclusive education;
- Ability to inspire colleagues and pupils
- Courage to introduce and manage change and innovation
- Ability to show good cultural understanding and differentiation between students from various backgrounds and ability
- Offer substantial commitment to extra-curricular activities

Personal Qualities and Skills

- Excellent leadership skills
- Flexible, inclusive and pragmatic style
- High level interpersonal skills
- Confident and articulate in communicating with others
- Possess good organisational skills, manage time efficiently
- Exemplary communication skills, both verbal and written

Knowledge of additional languages (especially Arabic) would be an advantage

JOB DESCRIPTION

HEAD OF ENGLISH

North London Collegiate School Dubai

The Head of English will play an important role at NLCS Dubai. His/her principal duty will be to manage all aspects of the teaching and learning process of the English Faculty in the School.

He/she should be an outstanding practitioner who is prepared to lead by example, thus inspiring and enthusing the faculty staff and all pupils.

The Head of English is responsible for the overall strategic direction of the faculty. He/she ensures clear leadership of and a coherent ethos within the faculty.

The core responsibilities include:

- fostering and supporting the School's ethos, values, rules and guidelines
- developing academic provision across the faculty which is consistently of the highest standard, leading to exceptional student achievement
- meeting regularly with the faculty to lead discussion and development
- oversight of the work of the teachers within the faculty
- overall responsibility for the organisation and development of school trips and of extra-curricular opportunities to support faculty provision, including liaison with the relevant school society committees
- responsibility for the oversight of budgets within the faculty, and ordering of resources
- ensuring the effective use of resources to support teaching and learning (including the use of ICT) within the faculty
- promotion and development of reading across the school

The successful candidate will ensure the integration and alignment of subject-area curriculum and classroom instruction with the overarching, school-wide standards and curriculum framework.

The Head of English is responsible for the efficient running, development and performance of the department, supporting all teachers in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning within the faculty.

An ideal candidate will have extensive experience and success designing and implementing a dynamic and relevant curriculum for a variety of contexts, managing and coaching classroom teachers, and using data to improve teaching and therefore learning outcomes.

RESPONSIBILITIES OF THE POST

- Overall leadership and development of provision within the department, including teaching and learning, schemes of work and teaching programmes, extracurricular enrichment, and support for university applications
- Overall 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 colleagues, oversee, 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 English teachers
- Liaise with the Pedagogical Leadership Team to guide the creation and implementation of effective, differentiated professional development opportunities
- Actively engage with colleagues in leading department 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
- To work with the Vice Principal (Curriculum) to collaboratively evaluate the performance of staff and students within the department
- Involve all colleagues in faculty 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, along with colleagues, 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 to monitor students' progress and identify areas of underperformance
- Support colleagues in the appraisal, professional welfare and training and development of members of the faculty, especially new teachers and teachers new to the school
- Support colleagues in ensuring 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 Vice Principal (Curriculum) any difficulties or complaints which arise within the faculty

- To hold weekly department meetings to discuss academic matters and review student performance, ensuring that the faculty takes a collegiate approach and works effectively as a team. Minutes of these meetings to be shared with the Vice Principal (Curriculum)
- Support colleagues in the drawing up of syllabuses/schemes/units of work; teaching materials within the faculty; the faculty handbook; display and the general appearance of the faculty
- Ensure that colleagues within the faculty use resources effectively to support innovative and personalised teaching and learning
- Appraise each colleague annually in keeping with the School's appraisal policy
- Support colleagues in putting in place a programme of mutual lesson observation within the faculty
- Drop-in to colleagues' lessons on a regular basis and carry out work scrutiny and pupil interviews
- 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 marking policy
- Liaise with parents as appropriate
- Co-operate with other departments in trans-disciplinary activities and in promoting the horizontal articulation of the curriculum
- Keep up to date with educational developments and changes within the faculty area
- Review examination results and other benchmark data within the department and implement remedial action when necessary
- Present strategic analysis of examination results to the Principal and pedagogical leadership team, and put in place strategies to improve results as required
- Communicate achievements and successes with the wider school community
- With colleagues, 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
- Encourage and organise activities and events associated with the subject (e.g. exhibitions, clubs, societies) and organise pupil participation in internal and external events and competitions, as appropriate
- Set appropriate standards of health and safety within the faculty and ensure that health and safety initiatives are implemented effectively so that all students and staff maintain these standards

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