



	Roles and responsibilities: Subject Area Leader Reports to Vice Principal Academic Liaises with: DHA/Programme Coordinators
Job Purpose:	To ensure that a specific Subject Area adheres to the expectations of the IB philosophy/regulations and the ISH Guiding Statements.
Key Areas	Specific requirements include:
Leadership	Act as a pedagogical leader for a Subject Area and ensure IB procedural, organizational and communication requirements are met at all times, in line with the the ISH strategic vision <ul style="list-style-type: none">• Lead the ongoing process of evaluation, reflection and development of the Subject Area.• Act as a data informed leader in decision making and evaluation of the Subject Area.• Act as the appraisal/CPL lead for the teachers within a Subject Area.
Curriculum	Ensure all IB requirements for curriculum planning and delivery for the Subject Area are met, and wherever possible, exceeded <ul style="list-style-type: none">• Create a culture of innovation and high expectations across the Subject Area so that ISH is an internationally renowned centre of IB excellence.
Assessment	Ensure that the High Quality Learning practices outlined in the ISH Teaching and Assessment for Learning Policy are embedded in classroom practice across the Subject Area <ul style="list-style-type: none">• Coordinate, administer and ensure the quality of internal and external Subject Area assessments.• Monitor students' progress across the Subject Area and ensure effective interventions are in place to support students of concern.
Teaching for Learning	Ensure that the High Quality Learning practices outlined in the ISH Teaching and Assessment for Learning Policy are embedded in classroom practice across the Subject Area <p>Engage in frequent classroom visits, both for appraisal and developmental purposes to quality assure standards of teaching and learning, identify best practice and where intervention/CPD is required.</p> <ul style="list-style-type: none">• Collaborate closely with internal and external programme coordinators/subject teams to develop effective horizontal and vertical articulation and transition into and out of the IB programmes.
Pastoral care	Collaborate closely with the Year Leaders and Deputy Heads Pastoral to support students wellbeing, progress and engagement within the IB Subject Area
Experiential & extra curricular	Ensure that high quality experiential and extra-curricular learning is embedded within the subject area
Administration	Ensure that everyone involved in the Subject Area is efficient and professional in their administrative responsibilities <ul style="list-style-type: none">• Ensure all IB requirements for the administration of a specific Subject Area are met.• Ensure that the formal procedures in preparation for evaluation visits are met; prepare self-study and accompanying documents to a high standard for programme evaluation.• Be responsible for Subject Area communication to students, parents and staff to ensure that they understand / implement, as appropriate:<ul style="list-style-type: none">• IB mission & ISH Community Profile• IB curriculum and assessment requirements



The International School of The Hague

Secondary

	<ul style="list-style-type: none">• IB regulations• IB programme deadlines• Coordinate key Subject Area related events to promote effective communication within and beyond the ISH community.• Ensure that students' progress across the Subject Area is reported accurately and regularly to students and parents.
Professional efficacy	Lead in full accordance with the ISH Guiding Statements, school policies, protocols and procedures and create a culture which demands others do the same <ul style="list-style-type: none">• Facilitate effective collaborations within and between Subject Area teams.• Lead regular Subject Area meetings and workshops that focus on celebrating and sharing best practice within the Subject Area; ensure follow up and implementation of learning.
Professional Development	Lead a culture of lifelong learning, and commitment to professional development <ul style="list-style-type: none">• Identify appropriate curriculum and professional development opportunities, in consultation with the SecLT, ensure that teachers in the Subject Area are provided with professional development related to the IB programmes and that IB requirements are met at the time of evaluation.