

LOCATION	British School of Guangzhou
JOB TITLE	Head of Geography
JOB PURPOSE	To promote the Core Values of the British School of Guangzhou. Ensure that teaching and learning meets the expectations of the school. Demonstrate thorough curriculum knowledge and a proactive approach towards professional development. To actively contribute to wider school development and growth. Be professional at all times.
REPORTING TO	Head of Secondary
OTHER KEY RELATIONSHIPS	Line managed by a member of the SSLT
TLR (if applicable)	TLR 1
KEY ROLES	
<p>Leadership</p> <p>In fulfilling the requirements of the post, the Head of Department will (in liaison with members of their department):</p> <ul style="list-style-type: none"> ▪ Lead the department effectively, as outlined in the ‘Expectations of Subject Leaders’ ▪ Be professional at all times. ▪ Lead a clear vision for the department and create strategic action plans that work towards it. ▪ Ensure Teaching and Learning are as effective as possible. ▪ Make professional development an ongoing focus. ▪ Effectively manage the operational aspects of the department. ▪ Be accountable for student outcomes. ▪ Effectively liaise with all stakeholders. 	
<p>Teaching and Learning</p> <ul style="list-style-type: none"> ▪ Ensure effective teaching and management of classes, groups and individuals. ▪ Use teaching methods, which will engage stimulate students’ intellectual curiosity. ▪ Set high expectations for students’ behaviour in accordance with the rules of the school. <p>Planning Expectations</p> <ul style="list-style-type: none"> ▪ Identify clear teaching objectives, content, structures and appropriate sequences of lessons. ▪ Set appropriate, yet challenging expectations for students’ learning, building on prior attainment. ▪ Identify students who may require additional support. <p>Assessment and Evaluation</p> <ul style="list-style-type: none"> ▪ To assess student’s achievements and progress in accordance with agreed policies and procedures. ▪ Implement formative assessment to evaluate how well learning objectives are/have been achieved. ▪ Mark and monitor students’ class and homework providing constructive oral and written feedback. <p>Relations with Parents and the wider community</p> <ul style="list-style-type: none"> ▪ Prepare and present informative reports to parents in a professional manner. ▪ Facilitate parental engagement by ensuring homework details how parents can assist their children. ▪ Provide parents with progress updates, advice and achievable targets during termly consultations. <p>Managing and Developing Relations within the School</p> <ul style="list-style-type: none"> ▪ Interact on with academic and administrative colleagues to establish productive working relationships. ▪ To contribute to meetings, discussions and systems to facilitate the smooth running of the school. ▪ Supervise of the work of teaching assistants and participate in their professional development. <p>Managing Resources</p> <ul style="list-style-type: none"> ▪ Select appropriate resources to support learners in achieving teaching objectives. ▪ Ensure resources are managed appropriately both within classrooms and shared resource areas. <p>Managing own Performance and Development</p> <ul style="list-style-type: none"> ▪ Understand the need to take responsibility for their own professional development. ▪ Keep up to date with research and developments in pedagogy as relevant to their curriculum area. 	

- Reflect on their own teaching critically and use this to improve their effectiveness.

Pastoral Duties

- Promote the general progress and well-being of students and of the group as a whole.
- Liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE Programmes according to school policy.

Extra-Curricular Activities

- Support the life of the school beyond the classroom.
- Lead one or more agreed after school activities each week.
- Participate in residential weeks and other trips as appropriate.
- Contribute to whole school learning initiatives.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties as specified in the school's handbook.
- Operate at all times within the stated policies and practices of the school.
- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Contribute to the development and / or implementation of school policies, especially the school's Development Plan.
- Promote the wider aspirations and values of the school.

MEASURES OF PERFORMANCE

Performance will be measured using a variety of evidence sources including (but not limited to):

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| <ul style="list-style-type: none"> • Professional knowledge • Observations of lessons • Feedback surveys • Effective use of resources • Meeting of deadlines • Feedback from Line-Managers • PM Objectives/outcomes • Handling of data | <ul style="list-style-type: none"> • Quality of written communication • Quality of spoken communication • Engagement with wider school life • Engagement with ASAs • Engagement with CPD • Compliance with School/NAE procedures and policies • Professional behaviours • Adherence to School Values |
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THE NAE COMMITMENT

At Nord Anglia Education, we aim to inspire our schools, our students and our employees to be the best they can be. We are ambitious for them all to achieve more than they thought possible personally, socially and academically. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Within NAE we aim to promote 7 CORE Leadership Capabilities:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

Nord Anglia expect all our employees to take Child Safeguarding very seriously:

Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.

All employees are expected to demonstrate a commitment to safeguarding and promoting the welfare of all pupils.

This job description describes, in general terms, the normal duties, which the post-holder will be expected to undertake. However, the job or duties described are subject to change and may vary or be amended from time to time without changing the level of responsibility associated with the post. Duties may be modified by the Principal/Vice Principal/Head of Phase, to reflect or anticipate changes in the job, commensurate with the job title.

PERSON SPECIFICATION

Qualifications/Training

Bachelors Degree or Higher	Essential
For leadership roles, previous leadership experience	Essential
Qualified Teacher Status (or equivalent)	Essential

Experience

A minimum of 2 years of work experience since graduating	Essential
Experience and knowledge of teaching appropriate age range	Essential
Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
Experience of working in partnership with parents	Essential
Experience of being part of a highly successful department and school	Desirable
Experience of delivering a UK National Curriculum	Desirable

Skills

Excellent oral and written communication skills	Essential
Ability to engage and motivate children to perform highly	Essential

Passionate about education and young people	Essential
Evidence of commitment to continuous professional development	Essential
High levels of personal integrity.	Essential
Excellent organisational and time-management skills	Essential
High attention to detail	Essential
Ability to work under pressure and remain calm	Essential
Willingness to take on multiple tasks	Essential
Proactive and able to prompt others to ensure deadlines are achieved	Essential
Self-motivated and enthusiastic	Essential
Ability to work independently	Essential
Driven to continually strive for improvement	Essential
Adaptability, able to deal with a culturally challenging environment	Essential
Confident global citizen or a willingness to become one	Desirable
An understanding of the complex and demanding environment of an international school community	Desirable
Other conditions	
Holds a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Is able to meet the visa requirements for working in China	Essential