

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION

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.

NLCS Dubai is looking for a dynamic, well-qualified and committed **Head of Mandarin** with an outstanding track record of examination success and leadership. The appointee will lead and manage the teaching and learning within the Mandarin Department and lead a team of specialist teachers who will deliver lessons throughout the Junior and Senior School, across the three IB programmes of the PYP, MYP and Diploma.

The successful candidate will also ensure that the qualities of the IB Learner Profile and the core academic skills of research and inquiry are embedded within the curriculum. It is essential that the Head of Mandarin has the ability to communicate deep knowledge of 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 consistently of the highest standard. Experience of the PYP is not essential, as we have dedicated PYP language teachers.

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 aims and values.

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

Position/Job Title:	Head of Mandarin
Classification:	Senior School
Reporting to:	Head of Modern Foreign Languages
Professional qualifications:	<ul style="list-style-type: none"> Teaching qualification Bachelor Degree or higher in Mandarin Language and/or Literature Recent participation in continuing professional development
Professional experience:	<ul style="list-style-type: none"> Experience of implementing a range of pedagogical techniques, with a track record of innovation in teaching and learning Proficient and experienced at teaching, ideally with experience of the IB

	<p>Diploma and/or MYP, with an outstanding track record of examination success</p> <ul style="list-style-type: none"> • Recent experience of managing students from a variety of cultures • Experience of developing and enhancing the practice of staff • Experienced teaching to sixth form level • Experience of developing a broad, balanced and academically ambitious curriculum • A good knowledge of curriculum initiatives • 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
Personal qualities and skills:	<ul style="list-style-type: none"> • Commitment to high standards and inclusive education Ability to inspire colleagues and pupils • Commitment to issues of equity and working with culturally diverse families • Commitment to raising the achievement and standards of pupils and staff • Courage to introduce and manage change and innovation • A good team player and team leader • Able to work positively and effectively with students and parents, outside agencies and colleagues • Exemplary communication skills in English, both verbal and written • 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 • Ability to show good cultural understanding and differentiation between students from various backgrounds and ability • Offer substantial commitment to extra-curricular activities • Knowledge of additional languages would be an advantage
Duties & responsibilities:	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 approach and works effectively as a team. Minutes of these meetings to be sent to the Vice Principal (Curriculum) • 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
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	<p>with the department's marking policy</p> <ul style="list-style-type: none"> • 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 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

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