



THE BRITISH INTERNATIONAL SCHOOL, CAIRO

Head of Geography (Senior School)

Introduction

The Head of Department is the Curriculum Leader and will assume effective responsibility for the day-to-day leadership and administration of all aspects of the teaching and learning of Geography in the Senior School. The role would suit a professional with aspirations of senior management within the UK or international sectors in the medium term.

Applications are welcome from teachers with well-developed, proven organisational and leadership skills who have experience of teaching in a British-curriculum school and have at least three years teaching experience post qualification. Previous experience of teaching Geography within the National Curriculum for England is essential; knowledge and experience of teaching the IB Diploma is desirable.

The position will be available from 1st September 2018.

The Post

The successful candidate will be expected to support the development of the subject, and will:

- be a graduate in Geography and with qualified teacher status;
- have an outstanding knowledge and understanding of a range of relevant subject matter;
- be able to demonstrate excellent classroom practice for teaching and learning;
- be an enthusiastic and innovative teacher with a genuine love of the subject, who can motivate and inspire students using a wide range of teaching strategies;
- be fully cognisant of Assessment for Learning and include AfL as an integral part of classroom practice;
- be expected to teach Geography across the age range, stretching the very brightest students and supporting the weaker students;
- be able to work as a member of a team and to contribute to the further development of the subject;
- be committed to his/her own professional development, and explore relevant opportunities for the use of ICT as a tool for teaching and learning;
- involve himself/herself fully in the School's co-curricular programme.

To comply with Egyptian employment law, applicants must have a **MINIMUM** of three years teaching experience.

Remuneration

The British International School, Cairo (BISC) operates its own teaching scale, which reflects that in the UK, and is related to teaching experience. All salaries are paid tax free. In addition all teachers appointed from outside Egypt on an overseas contract receive rent-free, high-quality accommodation and generous fee remission for eligible children (100% for the first and second child). The School offers BUPA Gold level health insurance for teachers and eligible members of their family.



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HOW TO APPLY

Please apply by submitting a letter of application, addressed to the Principal (maximum two sides of A4) accompanied by a copy of your curriculum vitae (maximum two sides of A4).

Completed applications should be sent electronically via 'Apply Now' on TES Online. The deadline for receipt of applications is 12.00 p.m. GMT on 23rd January 2018.

Please include contact details for at least two professional referees as well as a photograph.

Shortlisted candidates will be notified and invited to interview in London or via Skype in February.

Applicants should:

- have at least three years' teaching experience in a British-curriculum/style school;
- hold Qualified Teacher Status or its equivalent.

Apply: Applications should be sent electronically via 'Apply Now' on TES Online.

Employer: The British International School, Cairo (BISC)

Location: Cairo, Egypt

Contract type: Full time

Start date: 1st September 2018

Contract term: Until the end of the 2019-2020 academic year, renewable

Closing date: 23rd January 2018

Safeguarding

The British International School, Cairo is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.



The Role of the Head of Department/Curriculum Leader

The role of the Curriculum Leader is crucial in developing the ethos of achievement within the curriculum area in harmony with the aims and ethos of the whole school. Heads of Department are key to the success and development of the School and the raising of student achievement.

Heads of Department must ensure that targets for improvement in the curriculum area are set and met through positive approaches to curriculum development, the planning and preparation of schemes of work, the monitoring of teaching and learning across the curriculum area and the support and development of staff.

As such Curriculum Leaders form a vital part of the School's middle leadership team. Heads of Department need to have a good knowledge of educational issues, keep abreast of best practice in the curriculum area and take an active lead in improving pedagogy and practice where it is relevant to the curriculum area.

Aims

The aims of the post of Head of Department are to...

- promote the development of the curriculum area;
- ensure that learning is the core purpose of the curriculum area;
- foster high achievement and excellence within the curriculum area ensuring that students are encouraged and supported to aspire beyond their personal best;
- support the professional and personal development of staff.

In addition to the professional duties expected of a classroom teacher at the BISC, the specific duties of the Head of Department, for which s/he will be directly responsible to the Deputy Head of the Senior School, and ultimately the Head of Senior School, are as follows:

Staff

- Ensure teachers implement all school policies within the department, including health and safety;
- Lead the performance review programme in the department and evaluate the effectiveness of teaching and learning;
- Ensure opportunities are provided for the professional development of staff, ensuring they are up-to-date with developments in the subject area in order to improve the quality of teaching and learning;
- Attend and actively contribute to meetings of Heads of Department as well as other meetings deemed appropriate by SLT;
- Lead department meetings and create opportunities for the sharing of good practice or any other activities which will enhance learning;
- Liaise with the Deputy Head on staff allocations and timetabling;
- Organise the induction of new staff in the department and provide support;
- Liaise with the Principal, Head of Senior School and Deputy/Assistant Heads on new staff appointments.



THE BRITISH INTERNATIONAL SCHOOL, CAIRO

Students

- Have oversight of the learning of all students in the curriculum area;
- Advise on the suitability of candidates for external examinations;
- Be responsible for high standards of discipline within the Department and to apply all relevant school policies relating to this.

Curriculum and Assessment

- Coordinate and supervise the effective delivery of the subject throughout the Senior School and lead the implementation and monitoring of any change of courses deemed appropriate for the School;
- Lead the development and ensure completion of schemes of work and medium- and long-term plans, delegating where appropriate;
- Actively promote the subject through Open Mornings, educational visits, etc.;
- Keep abreast of and actively seek out all new curriculum developments and teaching methods relevant to the subject;
- Ensure that proper assessment procedures are in place in line with faculty and whole-school policy, and monitor the quality of those assessment procedures and school reports;
- Oversee the use of baseline data in conjunction with SLT and develop its use in setting realistic targets for students;
- Ensure that structures are developed to deal with underachievement, poor behaviour and attendance where it affects learning, in line with whole-school policy;
- Work closely with the Assistant Heads for Teaching and Learning to promote and achieve the highest standards of teaching practice and student learning;
- Liaise with the Curriculum Support Department.

Resources

- To keep track of the department budget and orders within the department;
- Ensure the resources of the department are kept in good order;
- Monitor the quality and effective use of classroom displays.

Role Specific

- Lead the process of department evaluation and the development of the Department improvement plan (DIP);
- Communicate department improvement priorities to the SLT in the formulation of the School Improvement Plan (SIP);
- Undertake any other duties that can be reasonably expected by the Head of Senior School to ensure the effective running of the curriculum area and whole-school middle leadership functions.

January 2018