

HEAD OF SECONDARY HUMANITIES JOB DESCRIPTION

LOCATION	NACIS Shanghai	
JOB PURPOSE	<p>Everything we do is connected to our vision to create a generation of resilient and creative global citizens, who will change our world for the better.</p> <p>To offer leadership, inspiration and guidance to the secondary school Humanities department. The post holder must work effectively as a key member of the Secondary Leadership Team in ensuring students' academic progress.</p> <p>To contribute significantly to school improvement/development and planning, and to promote the learning priorities of the school development plan whilst promoting the wider aspirations and values of the school. Including the development of a high-performance culture for students and staff. This is a core Nord Anglia Education expectation.</p>	
REPORTING TO	Deputy Head of Secondary	
DIRECT REPORTS	Secondary Humanities Teachers	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Secondary Leadership team, Grade Leaders, Teachers, Students, Humanities TA 	<p>External:</p> <ul style="list-style-type: none"> ▪ Parents
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
CORE REQUIREMENTS OF THE POST		
<p>In fulfilling the requirements of the post, the Head of Department will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> ▪ Inspire trust and confidence in students, colleagues and parents; ▪ Engage, motivate and encourage students to enquire; ▪ Develop the independent learning skills of students; ▪ Build a strong teaching team and create the conditions for it to excel; ▪ Continually strive to develop the quality of students' learning; 		<ul style="list-style-type: none"> ▪ Performance and Development Review cycle ▪ NAE Talent Management programme ▪ Parental survey ▪ Examination results at all levels

<ul style="list-style-type: none"> ▪ Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities; ▪ Contribute significantly to school improvement / development planning and promote the learning priorities of the school development plan; ▪ Manage the operation of the department/faculty smoothly and seamlessly; ▪ Develop and deploy resources to support high quality student learning; ▪ Promote the wider aspirations and values of the school; ▪ Assist in the development of whole school aesthetics. 	
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PLANNING, TEACHING AND CLASS MANAGEMENT

<p>Teach students so that they achieve the best they can by:</p> <ul style="list-style-type: none"> ▪ Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom; ▪ Positively targeting and supporting individual learning needs; ▪ Maintaining high levels of behaviour and discipline; ▪ Effectively using homework and other extra-curricular learning opportunities; ▪ Establishing a purposeful and safe learning environment; ▪ Using modern technology to enhance learning opportunities. ▪ Provide a bi-lingual learning environment that offers EAL support and ensures understanding of context ▪ Be culturally sensitive and respectful of local traditions 	<ul style="list-style-type: none"> ▪ Examination results at all levels. ▪ Effective teaching culture. ▪ Demonstrating understanding of all Humanities subjects.
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LEADERSHIP

<ul style="list-style-type: none"> ▪ Coach, mentor and help develop subject teachers. ▪ Create meaningful accountability for outcomes. ▪ Be an outstanding role model. ▪ Model co-planning and co-teaching opportunities. ▪ Lead the performance management and appraisal of staff. 	<ul style="list-style-type: none"> ▪ Engagement in PMPD performance cycle.
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TRACKING, ASSESSMENT, RECORDING, REPORTING

<ul style="list-style-type: none"> ▪ Make effective use of assessment to plan challenging learning opportunities. ▪ Monitor and record students' learning to ensure they remain on track to achieve challenging targets. ▪ Report on progress to appropriate stakeholders. 	<ul style="list-style-type: none"> ▪ Effective use of data tracking systems. ▪ Ensure assessment and reporting deadlines are met in a timely manner. ▪ Ensure staff understanding of assessment, data & reporting processes.
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PASTORAL DUTIES

- Establish a purposeful and safe learning environment for all students.
- Promote the general progress and well-being of individual students;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHE according to school policy.

- Oversee and support Humanities teachers in the event of safeguarding issues.

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 during term.

- Supporting Secondary Humanities teachers with the planning and outcomes of their extra-curricular activities.
- Leading extra-curricular activities towards semester showcases, modelling best practice.

PERSONAL SPECIFICATIONS

- Minimum of five years teaching experience.
- School curriculum Secondary - Knowledgeable of world class curriculums including UK and International curriculums and associated assessment methods.
- Understanding of effective teaching and learning practices. Experience with applying theories of education effectively for the individual needs of all learners, through the use of classroom organization, effective planning, differentiation and learning strategies.
- A thorough understanding of safeguarding and child protection issues – especially within a Humanities context.
- Proven leadership and people management skills.
- Proven ability to develop good personal relationships within a team.
- An effective communicator (written and verbal) to a variety of audiences.
- Rigorous use and analysis of assessment data to track progress and identify impact on student outcomes.
- Familiarity with ISAMS, ManageBac, & Firefly information management systems.
- Adaptability.
- Strong proficiency with Microsoft Word, Microsoft Excel and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- You're passionate about education – excellent teaching and learning mean the world to you
- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved

- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.