

**JOB DESCRIPTION**

**NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.**

**Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.**

**Our 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.**

<b>Position/Job Title</b>	Academic Head of Department
<b>Classification</b>	Academic
<b>Reporting to</b>	AVP Academic Junior School
<b>Duties and Responsibilities</b>	<p>The Head of Department is responsible for the overall quality of learning and teaching in the subject, and gives account for this to the AVP Academic JS. All areas of responsibility are supported by the AVP Academic as Line Manager, where appropriate.</p> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>● Teach the specialist subject at all levels where required.</li> <li>● Contribute to the Department’s bank of resources for the teaching of the subject and assist in the production of materials which support children of all abilities and levels.</li> <li>● Plan and evaluate work in accordance with departmental policy.</li> <li>● Provide team teaching support in class as required.</li> </ul> <p><b>Assessment, Recording and Reporting</b></p> <ul style="list-style-type: none"> <li>● Complete student data entry and reports in line with School Policy.</li> </ul>

- Attend Parent consultations as required and keep parents/carers informed about their child's performance and future targets.
- Provide regular and meaningful feedback in accordance with school marking policy.

### **Leadership of Learning and Teaching**

- To keep up-to-date with subject research and developments to ensure a consistent dynamic approach to the subject curriculum.
- To lead the teachers of the subject area and ensure that all teachers are working to the highest standards in line with NLCS Jeju policy.
- To lead, organise and direct the teaching of the subject discipline at all levels in the school maintaining departmental policies on methodology, homework and assessment which reflect these aims.
- To monitor and evaluate the provision of learning and teaching in the subject as part of the whole school Academic Monitoring process and schedule including regular observation of learning and book looks, in order to raise standards and ensure that teaching methods and resources are suitably differentiated so that all students achieve their potential.
- To make regular contact with Year Leads to discuss progress and provide support where needed.
- Working with AVP Academic, the HoD will conduct the evaluation and review of schemes of work in relation to relevant Year Groups where appropriate.
- Create and maintain effective curriculum mapping related to the subject which shows clear progression from EYFS to Year 6.
- To complete an annual department development plan to support the provision of learning and teaching across the Junior School.
- To ensure that teaching and learning of the subject is in line with the IN and AED policies and procedures of the school, including provision for particular groups of students including those children considered Gifted and Talented, and to regularly liaise with the IN Lead and other coordinators/leaders for these groups of students where required.

- To ensure that whole school policies and procedures are implemented in the subject.
- To support teachers as necessary in the planning, preparation and delivery of lessons.
- To carry out any other reasonable tasks as requested by the JLT.

**Leadership of Assessment, Standards and Achievement**

- To monitor Learning Ladders data on a frequent basis.
- Using Learning Ladders as appropriate, to provide an account of any analyses/actions of key trends/target children to AVP Academic.
- To support book looks, where appropriate, ensuring that marking of students' is completed in accordance with the school marking policy.
- To support monitoring the quality of written reports made by teachers in the subject, including proofreading.
- To communicate concerns regarding student progress with AVP Academic and Year Lead as appropriate.
- To analyse student attainment details, and evaluate student progress 3 x per year in order to plan sufficient support throughout the academic year.

**Leadership of subject enrichment and parent events**

- To lead in the provision of enrichment events/activities in their subject throughout the academic year, for example, house events, subject 'weeks', special days.
- To organise at least one Parent as Partners event per year which provides the opportunity for parents to learn with their children.
- To monitor feedback from parents and children and provide additional curriculum documentation/ information events where appropriate.

**Departmental Budget**

- Know the department budget and manage it effectively.
- Ensure fair/adequate distribution of resources
- Follow school policies and procedures regarding departmental budgeting and expenditure

	<p><b>Departmental Professional Development</b></p> <ul style="list-style-type: none"> <li>• Working with AVP Academic and Head of JS PD, to identify PD requirements for teachers, whether this be in-house or external.</li> <li>• To organise and run PD sessions with the team where appropriate.</li> </ul> <p><b>Curriculum Review</b></p> <ul style="list-style-type: none"> <li>• With support from AVP Academic, to conduct subject reviews in accordance with school policy, when deemed necessary.</li> </ul> <p><b>NLCS Jeju Teacher</b></p> <ul style="list-style-type: none"> <li>• Undertake a teaching role commensurate with a head of department and fulfil the expectations of a NLCS teacher in the classroom</li> <li>• Undertake a pastoral role as a form tutor</li> <li>• Undertake a commitment to provide CCAs( co curricular activities) and Bryant participation in line with the expectations of all teachers</li> <li>• Contribute to boarding at NLCS Jeju by undertaking academic support on a rota of a minimum of eight sessions per year</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Abide by and implement the school safeguarding policy and keep abreast of any changes.</li> <li>• Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.</li> </ul>
<p><b>Last JD Review</b></p>	<p>October 2023</p>

## PERSON SPECIFICATION

A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the teachers sought by the NLCS Jeju in the recruitment and selection process. All members of staff employed by NLCS Jeju support and promote the school's aims

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The right person for this position will have the following capabilities in terms of experience and skills:

	<i>Essential</i>	<i>Desirable</i>
<b>Leadership</b>	<p>Some leadership experience within a school role and have a proven ability to translate strategy into results.</p> <p>The potential to develop into an exceptional leader with proven ability to motivate, enthuse and drive individuals and teams to achieve at the highest levels.</p> <p>Able to provide professional development and to be able to effectively challenge and manage any underperformance, while empowering and supporting others to develop and grow.</p>	<p>A proven successful track record of leading and delivering transformational and cultural change.</p> <p>Successful experience of leadership of educational change, or strategic issues.</p> <p>Experience of working within a team to bring about change, monitor its impact.</p>
<b>Communication Skills</b>	<p>Outstanding interpersonal skills to develop good relationships with colleagues, and the school community.</p> <p>You enjoy, and are skilled in communicating with young people.</p> <p>You are sensitive to cultural differences and understand the needs of parents in all communication.</p>	<p>Excellent listening skills, and a high degree of emotional intelligence.</p> <p>Experience of writing academic reports to Head of School.</p>
<b>Experience, Qualifications and Knowledge</b>	<p>Educated at least to Bachelor degree level plus 3 years of experience; or Masters degree or higher.</p> <p>Educational Qualification such as a PGCE (IK) and teacher registration from your home country.</p>	<p>Experience of financial management including planning, monitoring and control of budgets.</p>

	<p>An excellent classroom practitioner.</p> <p>Committed to an education that offers academic ambition and rigour, and excellence in teaching across the School.</p> <p>Up to date knowledge and understanding of current education agendas in the British and /or the international arena</p> <p>Experience of policy development and implementation</p> <p>Knowledge and experience of effective pastoral care that supports students in their academic achievements</p>	<p>Experience implementing successful achievement strategies to secure school improvement.</p> <p>Experience in an international environment or knowledge of the Far East</p>
<b>Attitude/Approach</b>	<p>The ability to generate and deliver collective vision and shared purpose. The ability to motivate, support, and inspire trust in others.</p> <p>The ability to think and plan strategically.</p> <p>A willingness to contribute to the wider life of the school.</p> <p>Resourceful, flexible, energetic and determined. Resilient and calm under pressure. Good humoured, enthusiastic, positive, warm and caring.</p> <p>Well-developed organising skills including planning, time management, prioritisation, delegation and administration.</p>	<p>Willingness to lead professional learning sessions.</p> <p>An imaginative and positive approach to challenges, which seeks solutions to problems.</p> <p>An understanding of the level of personal and professional commitment, to the extended school day during term time.</p>
<b>Last review</b>	October 2021	

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