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| **LOCATION** | British International School of Houston | |
| **JOB TITLE** | **Head of Department** | |
| **JOB PURPOSE** | To transform the lives of students and contribute to our learning community that enables everyone to flourish and live our values. | |
| **REPORTING TO** | Head of School | |
| **DIRECT REPORTS** | Staff within department | |
| **OTHER KEY**  **RELATIONSHIPS** | * School SLT * Teaching staff * Students * Parents | |
| **PACKAGE** | Competitive | |
| **KEY RESULT AREA** | | **MEASURES OF PERFORMANCE** |
| **Learning & Teaching**   * Provides effective line management and direction in their key functional area in the school. * Leads the Learning and Teaching in their functional area * Promotes excellence, equality and high expectations for all students. * Supports team members to deliver effectively and perform highly. * Has a well-developed, extensive knowledge of subject specialism and related pedagogy (including using Technology for Learning). * Engages and challenges student learning through questioning and discussion techniques and proven-pedagogical strategies. * Knows where students stand as individuals, responds to their needs and evaluates and tracks progress. * Creates a culture of learning and manages student behaviour to ensure an environment of respect and collaboration. * Has high expectations of behaviour, establishes leadership in the classroom and uses a variety of management strategies to ensure effective and productive classes for students. | | * Formal and informal lesson observations * Learning walks * Team Meetings |
| **Planning and Preparation**   * Monitors and evaluates the teams’ performance and takes appropriate action where necessary to deliver on objectives * Communicates deliverables and agreed objectives effectively to the team to ensure deadlines are met * Adapts approach and behaviour to meet changing conditions and expectations * Sets clear instructional outcomes. * Demonstrates expertise in content/ discipline with the ability to translate into coherent instruction. * Designs lesson plans, activities and assessments that are aligned to the school’s curriculum and that engage students. * Conceptualises, plans and teaches well-structured lessons and programmes that engage, inspire and stretch students; encouraging them to be ambitious | | * Formal and informal lesson observations * Learning walks * Team Meetings * Lesson planning * Unit overviews * Unit planners |
| **Professional and Personal Development**   * Participates in co-curricular activities, in line with school policy that assist in growing the school and are linked to the agreed learning programme. * Contributes to the professionalism of instruction through engagement in PD, sharing of best practices and willingness to coach others. * Reflects on their own practice, is open to feedback and dedicated to developing professionally. | | * APR * PPI and Learning Symposium * Etc |
| **Students’ Progress, Outcomes and Assessment**   * Sets high expectations for students; inspiring, motivating and challenging students to achieve excellent progress and ambitious outcomes. * Sets high expectations. Demonstrates extensive knowledge and use of informal and formal assessment to refine practice and promote the highest outcomes. * Adapts and tailors teaching to the needs of individual students, creating a student-centric environment, with independent learners prepared for life in the 21st century. | | * Formal and informal lesson observations * Learning walks * Team Meetings * Reports * Exam results * Data entry/analysis |
| **School Ambassador to Internal Community (**Professional Conduct and Relationships)   * Promotes excellence, equality, collaboration and high expectations for students. * Represents the school’s values in every interaction with students, parents and colleagues. * Demonstrates the highest levels of integrity, ethics and standards of personal and professional conduct; deeply committed to her/his own personal and professional development. * Actively and enthusiastically contributes beyond the classroom in the wider context of the school community. * Establishes and maintains positive, respectful, ethical and collaborative relationships with students, parents and colleagues. * Acts as an advocate for the school in the wider community. | | * Feedback from Parents, student and Colleagues * Formal and informal lesson observations * Learning walks * Team Meetings |
| **Philosophy and values:**  **We are ambitious for our students, our people and our family of schools. We believe that:**   * There is no limit to what every person can achieve. * Creativity and challenge help us get better every day. * Learning should be personalised. * Unique global opportunities enhance the learning experience.   **Promote and adhere to the School Mission, Vision, Values and Core Behaviours:**  **Mission – Transform the lives of our students**  **Vision – A learning community where everyone flourishes**  **Values – Pride, Unity, Respect**  **Core Behaviours – Take responsibility, seek feedback, and collaborate.**  Each individual must ensure that they meet their statutory responsibilities and School policies with regard to Health and Safety, Equal Opportunities and other relevant legislation and undertake any other appropriate duties as allocated by the Principal. | | * Role-model the ‘Be Ambitious’ philosophy each day * Feedback as a valued member of the team and the wider organisation |

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| **PERSON SPECIFICATIONS** | |
| **Qualifications / Training** | |
| Bachelor’s degree | Essential |
| Teaching Qualification (PGCE/QTS etc) | Essential |
| **Experience / Knowledge/ Skills** | |
| Minimum 2 years working as a teacher | Essential |
| Good cross-cultural, interpersonal & communication skills and an affinity for interacting with diverse nationalities and cultures | Essential |
| Good written and verbal communication skills | Essential |
| Good time management skills and flexibility in dealing with multi-functional tasks | Essential |
| **Personal Attributes** | |
| A warm, personable and curious character | Essential |
| Self-motivated, flexible and adaptable to different tasks at hand | Essential |
| Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure | Essential |
| High level of integrity | Essential |
| Excellent time management and organizational skills | Essential |
| Proficient communicator both oral and written | Essential |
| Excellent attention to detail | Essential |
| Affinity with and interest in education | Essential |