

HEAD OF ENGLISH JOB DESCRIPTION

LOCATION	Nord Anglia International School, Hong Kong	
JOB PURPOSE	<p>You'll help us to lead, manage and direct the members of the department in all subject activities. To raise standards, monitor and support student progress across all campuses.</p> <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>Your role will impact the school and organisation by inspiring and motivating our students to succeed.</p>	
REPORTING TO	Head of Secondary	
DIRECT REPORTS	N/A	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Secondary Leadership Team ▪ Secondary teachers 	<p>External:</p> <ul style="list-style-type: none"> ▪ Parents ▪ Students
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO THE COMMUNITY		
<ul style="list-style-type: none"> ▪ In fulfilling the requirements of the post, the Head of English will demonstrate essential professional characteristics, and in particular will: 	<ul style="list-style-type: none"> ▪ Delivering first language English curriculum. ▪ Contributing resources and materials to the department. ▪ Attending meetings and acting upon information provided. ▪ To respond to day to day issues within the curriculum area, constantly displaying professionalism and using initiative along with commitment to the departments' improvement plan. ▪ Work collaboratively and sharing good practice with staff. ▪ Ensure there is an understanding of syllabus/course selection, student exam/assessment entries and this is implemented into teaching practice. 	
<ul style="list-style-type: none"> ▪ Leadership 	<ul style="list-style-type: none"> ▪ Coach, mentor and help develop colleagues to be the best they can be; ▪ Create meaningful accountability for outcomes; ▪ Be an outstanding role model. 	
<ul style="list-style-type: none"> ▪ Extra-Curricular Activities 	<ul style="list-style-type: none"> ▪ Support the life of the school beyond the classroom; ▪ Lead one or more extra-curricular activity each week; ▪ Participate in residential weeks and other trips as appropriate; ▪ Contribute to whole school learning initiatives. 	

LEARNING AND TEACHING

<ul style="list-style-type: none">▪ Areas of Responsibility and key tasks:	<ul style="list-style-type: none">▪ Monitoring and improving the quality of teaching & learning.▪ Ensuring all students are working towards achieving the necessary progress in line with NAE and global benchmarks.▪ Providing a secure and engaging learning environment.▪ Delivering learning that is appropriate to the English National Curriculum & exam board criteria.▪ Working to achieve whole school departmental development plan priorities.▪ Proactively ensuring that learning is taking place according to the expectations of the department and school policies.▪ Working to endeavour that all students make progress according to the international standards by providing a supportive and engaging learning environment.▪ To work alongside other department colleagues and school leadership members to achieve identified objectives.▪ Promote a stimulating and inspiring learning environment that ensures the engagement and active participation of students.▪ Develop teaching and learning and related pedagogies within the curriculum area.▪ Monitoring the progress of students and act upon this information in setting appropriate targets and interventions.
<ul style="list-style-type: none">▪ Pastoral Duties	<ul style="list-style-type: none">▪ Establish a purposeful and safe learning environment for all students;▪ Promote the general progress and wellbeing of individual students and act as a Form Tutor to a group of students.▪ Contribute to the preparation of action plans;▪ Support appropriate policies relating to pastoral responsibilities;▪ Communicate effectively with parents, liaising with staff as appropriate;▪ Contribute to school-based programmes which develop the whole child.

PLANNING AND PREPARATION

<ul style="list-style-type: none">▪ Areas of Responsibility and Key Tasks Planning, Teaching and Class Management	<ul style="list-style-type: none">▪ Planning effective teaching programmes which provide exemplary learning and opportunities within and beyond the classroom;▪ Positively targeting and supporting individual learning needs.
<ul style="list-style-type: none">▪ Tracking, Assessment, Recording, Reporting	<ul style="list-style-type: none">▪ Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;▪ Monitor and record students' learning to ensure they remain on track to achieve challenging targets;▪ Report on departmental performance and progress to appropriate stakeholders.

PROFESSIONAL AND PERSONAL DEVELOPMENT

<ul style="list-style-type: none">▪ Personal Development	<ul style="list-style-type: none">▪ Continual development through the identification and implementation of your own Personal and Professional Development Plan
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PERSONAL SPECIFICATIONS

- Qualified to Bachelor of Education or appropriate Degree with PGCE in relevant English subject
- Qualified teacher with experience teaching in an international environment
- English background or similar qualification and experience
- Minimum of 5 years' teaching experiences
- Knowledge of the English National Curriculum and related subject knowledge
- Knowledge of assessment and reporting procedures
- Knowledge of IGCSE and IB syllabus and associated examination arrangements
- Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in
- Compliance with visa requirements for working in Hong Kong.
- A commitment to safeguarding and promoting the welfare of all students, and a willingness to undertake appropriate international safeguarding training as part of our child protection policies when required.
- The ability to integrate technology into the classroom experience to enhance and extend the learning of students
- Able to successfully teach students using technology in a virtual/hybrid environment when required.
- Strong proficiency with Microsoft Word 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.

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 organisation. 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.