Haileybury Almaty

JOB DESCRIPTION ACADEMIC

I. Job Information

Job Title:	Head of Business and Economics
Department:	Humanities and Social Sciences
Line Manager's Job Title:	Senior School, Deputy Head Academic

II. II. Job Specification

Responsible to:

Working to the Senior School, Deputy Head Academic in promoting, evaluating, coordinating and developing the aims and standards of Haileybury Almaty within their Department and cross-departments when required. They are responsible for ensuring that pupils are supported in their learning journey, setting the highest aspirations for pupil achievement in the Department and maintaining outstanding academic standards throughout. Accountable for leading the development of the curriculum and improving Learning and Teaching within the department, and to contribute to the CPD of teachers.

Team Responsibilities:

All Heads of Department are expected to work collegiately in order to share good practice, ideas and resources. They will meet regularly as a team, and as individuals, with the Senior School, Deputy Head Account.

Key Tasks and responsibilities

Key areas of accountabilities	**Main duties & responsibilities to support achieving accountabilities**
1. General	• Actively promote and develop the ethos of the school. • Lead by example in all professional matters ensuring that all pupils observe matters such as dress, punctuality and attendance. • Actively establish good relations with parents and visitors to the school. • Support and attend all major school events. • Maintain teaching load appropriate to the position, including participation in CCAs. • Take a fair and appropriate share of duties. • Take active responsibility for a House tutor group under the guidance of the Housemaster/mistress. • Participate fully in House activities. • Participate in Expeditions and Visits as required.
2. Leadership	• Be an outstanding role model, setting high personal expectations of subject teaching, professionalism, professional development and administration. • Provide the department /department with clear goals and targets that are consistent with and reflect the Haileybury Almaty's mission statement,

	HAL school-wide development targets, the annual Learning & Teaching Priorities and British National Curriculum and Examination Board curriculum requirements. • Identify priorities for improvement and implement plans to achieve this in conjunction with the SS DHA. • Promote a positive culture within the department ensuring that all pupils are stretched and challenged, enjoy and value the subject. • Attend Head of Department meetings and regular meetings with the SS DHA to review curriculum matters specific to the department and school.
3. Curriculum Matters	• Strive for outstanding learning and teaching for all pupils in all lessons offered by the department. • Ensure that all pupils are challenged and stretched and that the curriculum extends and supports all pupils. • Ensure that Olympiad provision is in place and the role of Olympiads is an integral part of the department's development, where relevant. • Monitor progress of all classes to check courses and coursework are interesting, relevant, challenging and completed on time. • Manage department resources online including all schemes of work, resources, curriculum documents and administration. Ensure teachers have the resources to allow them to support pupils learning successfully. • In consultation with the SS DHA and Whole School deputy Head, select the external examination syllabus that is deemed to be most appropriate for the mission and objectives of HAL and its pupils. • Seek and act on any purposeful opportunity to develop consistency and continuity with curriculum goals of the school including the implementation of the 'Haileybury Habits 'learning approaches. • Maintain annual Programmes of Study and detailed Schemes of Work for all courses following the school outline. Update and review these in the light of practice (all schemes should be updated on a yearly basis). • Provide pupils with the information they need at the start of the course, including an outline of the whole year so they can effectively read ahead / catch up lessons they miss. • Promote pupil independence, leadership and voice within the department. • Stay up to date with pedagogical and curricular developments and offer recommendations and professional development to the department as appropriate. • Write curriculum information for parents, course outlines for reports, the Year book entry and any other whole school or marketing documents that are required. • Seek opportunities to develop cross-curricular approaches with other faculties. • Seek to maximize opportunities to create continuity between curriculum delivery inside and outside the school e.g. fieldtrips, visiting speakers.

JOB DESCRIPTION ACADEMIC

	• Establish and monitor clear homework expectations within the department ensuring compliance with the homework policy.
4. Assessment	• Monitor pupil progress against school Personal Targets Grades (PTGs), ensuring all teachers use CAT4 predictions and other data such as CEM to inform differentiation in lessons and appropriate support and encouragement of pupils. • Complete examination entries as directed by the Examinations Officer. • Advise pupils considering resits and remarks of external examinations and liaise with the SS DHA on such issues. • Fully analyse examination data with reference to PTGs, CAT4/CEM predictions, teacher predictions, previous results, results across the UK and any other relevant data sources. • Write an annual department external examinations analysis as directed by SSDHA. • Establish an annual assessment calendar for all year groups, which includes common assessment tasks given to all classes within a year group. • Ensure that all internal examinations are set, conducted and marked in a manner consistent with external examination expectations. • Establish and monitor moderation procedures within the department. • Maintain a high priority and focus on external assessment objectives and provide staff with the latest information regarding developments in the relevant examination board's policies and trends. • Ensure that internal and external examination results are published responsibly and used effectively in the post-examination follow-up. • Establish clear expectations within the department with regard to the composition of the data used in reports to parents, the content reported on, and the tone of the comments. • Maintain legible, verifiable, accurate, comprehensive, defendable and fair Department records of formative and summative assessment results. • Ensure all Department reports on pupil performance for internal and external use are checked for errors before submission to SS DHA.
5. Resources and budget	• Carry out an annual stock take of textbooks and equipment, liaising with relevant administrative staff regarding improvements, replacements and purchases. • Be responsible for the department budget reviewing on a monthly basis, keeping records of all purchases and planning how the budget is spent. • Order textbooks and other resources ensuring that replacement and new texts or resources are planned and within budget. • Be responsible for safety in department lessons, training teachers and support staff where necessary. • Maintain and develop central resources ensuring they are available to all staff through a Virtual Learning Environment (VLE).

Haileybury Almaty

JOB DESCRIPTION ACADEMIC

6. Personnel	• Carry out and formally record lesson observations of all staff in the department (at least termly) in liaison with the SS DHA. • Nurture a culture of team collaboration within the department. • Conduct yearly appraisals/personal development reviews (PDRs) for members of the department. • Contribute to department Professional Development and put forward recommendations to SLT for relevant training for individuals and/or groups within the department. • Chair regular department meetings on a weekly basis. • Induct new teachers in the department and provide professional support for all department members. • Ensure that the Department handbook is reviewed and amended on an annual basis to support the needs of all staff in the department and to familiarise staff with Department and school practice, routines, structures etc.
7. Collegiality	• Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes. • Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists. • Supervise pupils during non-period time as determined by the duty rota. • Supervise classes on behalf of colleagues as determined by the cover schedule. • Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of Haileybury Almaty.
8. Subject promotion	• Raise the profile of the subject within the school using displays, the newsletter and website, trips, assemblies, Parent Partnership Programme (PPP) internal and external competitions / events and any other means possible. • Develop Olympiads at Haileybury Almaty in association with the Olympiad teachers, where relevant. • Promote events and contribute to the school's work in identifying and attracting future scholars and them supporting them as indicated in the Scholarship Policy. • Contribute to department activities and events. • Provide information for the A-Level & GCSE Option Booklets and any other curriculum information requested by the DoS.
9. Welfare and Discipline Matters	• Monitor the work of class/form pupils, providing guidance, advice and admonishment. • Write and maintain relevant records for individual pupil files and write reports. • Lead Personal Development (PD) tutorial sessions

	• Communicate and consult with parents. • Participate in, and document, meetings for any of the purposes above. • Participate in the maintaining of high standards of behaviour and dress of pupils in the classroom and in all school locations and activities. • Follow Haileybury Almaty policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school's jurisdiction. • Take a pastoral tutor group and take interest in pupils in curriculum and co-curricular activities and around the school environs so that they feel noticed, valued and cared for.
9. Co-Curricular Activities	• Supervise and coach pupils in the Co-Curricular Activities (CCA) programme and the co-curricular sports and performing arts programmes. • Organise the logistics associated with these programmes as they relate to transport and accommodation.
10. Professional Development	• Participate in the annual Professional Performance Review. • Participate in school-wide CPD initiatives. • Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. • Seek advice from line managers with regard to professional development and career paths. • Take full responsibility for areas that may be reviewed in a full school audit.
11.Child protection, Safeguarding and Health & Safety	Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children. • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere; • Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required. • Report all causes for concern to the Designated Senior Lead; • Provide thorough risk assessments as required prior to activities and trips.

III. Relationships

Key Relationships:

Internal

- Pupils
- Senior School Deputy Head Academic, Senior School Deputy Head Pastoral
- Housemasters/ Housemistress,

Haileybury Almaty

JOB DESCRIPTION ACADEMIC

• Academic Support Team. • School Leadership Team • Class Teachers • Assistant Teachers • Specialist Teachers • Administration Team •
External • Parents

III. Person Specification

	Essential	Desirable
Behaviours	• Upholding the Code of Conduct and Haileybury Almaty vision • Self-motivated and hard-working • Well-organised • Creative • Willingness to offer co-curricular activities	• Willingness to learn and adapt • Willingness to be involved in working groups
Skills and Knowledge	• To be able to demonstrate high quality teaching to EAL pupils • Outstanding relationships with pupils and staff members which promotes excellent classroom discipline and attainment • Ability to work in a way that promotes the safety and well-being of children. • Effective communication and engagement with children and their families.	• Open to exploring innovative approaches from across the educational field • Subject knowledge sufficient to challenge able pupils and achieve high outcomes • Knowledge and understanding of positive disciplinary methods. • Knowledge and understanding of child development and its impact on behaviour

Haileybury Almaty

JOB DESCRIPTION ACADEMIC

Experience	• At least 3 years' experience at a similar role • Experience of designing and delivering exciting, challenging and personalised lessons • Experience of leading or supporting leadership of a department or providing support to a school/department	• Teaching experience in a British /International School • Evidence of involvement in transformational change within a department. • Have taken a lead role in organising and implementing co-curricular activities.
Qualifications	• Qualified teacher status through a PGCE, GTP or other international equivalent. • A specialism in a relevant subject	• Evidence of involvement in relevant CPD

Name : _____

Signature _____

Date _____

Haileybury Almaty

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