



Job Description

Head of ESL

The Role

The Head of ESL leads the School's ESL programmes. The post holder will have the ability to develop an integrated approach to the delivery and teaching of ESL across the whole School, including the additional ESL programmes that are offered to students.

The Head of ESL will report to the Vice-Principal Academic and have responsibility for developing and promoting the School's ESL programmes.

The Head of ESL must subscribe fully to the core values of DBS, and understand how the development of ESL is closely linked to academic success, and how pastoral care and co-curricular activities contribute equally within it.

KEY RESPONSIBILITIES

School Values and Ethos

- To actively promote our Unique DBS Vision through enthusiastic participation in all areas of School life.
- To share and support the School's commitment to provide an all-round, outstanding education for all our students.
- To always set high expectations, which inspire, motivate and challenge students.
- To have the highest aspirations for all our students' development and achievements, both in and out of the classroom.
- To offer excellent pastoral care for all students.
- To respect and support Thai culture.

Leadership and Management

- Establish common practices and a shared vision within the School's ESL Department.
- Establish clear guidelines for how the department should be run and ensure that all members of the department understand the guidelines and operate within them.
- Meet regularly with teachers of ESL in order to review work and plan ahead.
- Invite contributions from colleagues that will assist the smooth running of the department.
- Work closely with the Head of English, the Vice-Principal Academic and the Admissions Team to ensure that children enrolled with additional ESL needs, are placed on the correct ESL pathway
- Monitor the teaching of other members of the department by scrutinising children's work and observing lessons, thus playing a significant role in the professional development of colleagues
- Supervise the production of appropriate exams or other means of assessment as and when necessary.
- Be responsible for producing an annual resource list for budgeting and planning purposes.
- Produce a Department Annual Report and implement an annual department development plan that will contribute to the overall School Development Plan.
- Make good use of educational resources, especially IT and the Library.
- Ensure that all subject rooms under his/her jurisdiction have suitable displays of educational material and the children's own work.
- Lead by example by being an outstanding classroom practitioner.

- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To make effective use of learning assistants to support children in their learning.
- To value the home-school partnership, working closely with other members of staff to establish and manage excellent relationships and communication with parents.
- To ensure that all aspects of Health & Safety are fully understood and all procedures followed, completing appropriate Risk Assessments where necessary.
- To be responsible for ESL grouping arrangements in liaison with the Head of English and the Vice-Principal Academic.

Curriculum Development and Planning

- Devise parallel ESL programmes which provide outstanding opportunities for our students to acquire English and allow them to fully access the DBS Enhanced British Curriculum.
- Have in place a detailed, thorough scheme of work with details of topics to be covered as well as clear aims and objectives.
- Lead the DBS ESL Curriculum development and planning in all respects, ensuring that it is broad, balanced and challenging.
- Ensure that long term, medium term and short term planning is complete in accordance with the School's Curriculum Policy.
- Work with the Head of English and the Vice-Principal Academic to ensure that an academically challenging curriculum is taught.
- Liaise with the Head of English and the Vice-Principal Academic about curriculum matters and with the Head of Learning Support regarding students currently having additional learning support.

Teaching and Learning

- Deliver a broad, balanced and relevant ESL curriculum.
- Facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential.
- Deliver well-planned, engaging and creative ESL and English Curriculum lessons, ensuring that the needs of all children are met.
- Differentiate appropriately, using approaches that enable every student to access the learning and make excellent progress.
- Demonstrate excellent subject knowledge.
- Set students challenging targets and draw upon varied strategies, resources and technologies to support students in achieving them.
- Follow school procedures for assessing, recording and reporting on children's achievements and to use this information effectively to convey progress in report writing and record keeping.
- Provide students with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- Participate fully in the DBS co-curricular and School activity programme.

Staff Training

- Support the School's CPD programme and provide training and support to the academic team for ESL strategies in the classroom and how to work with children who are non-native English speakers.

Professional Standards

- Attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- Recognise the importance of being an exemplary role model to all children within the School.
- Maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.

- Take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- Always maintain professional and productive relationships with colleagues.

HEAD OF ESL PERSON SPECIFICATION

(E is Essential; D is Desired)

Qualifications

- Bachelor Degree. (E)
- A recognised Postgraduate Qualification in Teaching English to non-native speakers of English. (D)
- Postgraduate Certificate of Education (or equivalent). (D)
- Qualified Teacher Status. (D)
- CELTA or equivalent certificate in TEFL. (D)
- Evidence of further Postgraduate study. (D)

Skills and Experience

- Experience of leading and managing a team. (E)
- Excellent working knowledge of the Common European Framework (CEFR) for English Language. (D)
- High levels of subject knowledge. (E)
- A proven track record of high quality ESL teaching. (D)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Knowledge and understanding of recent educational developments and best practice. (E)
- A minimum of four years relevant teaching experience. (D)
- Excellent working knowledge of the National Curriculum for England. (D)
- An understanding of the demands of a UK independent day school environment. (D)
- Experience of curriculum development in ESL. (D)

Personal Qualities

- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to be a self-starter. (E)
- Target driven and driven to succeed. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance learning. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a 'nine-to-five' approach. (E)