LEH
INTERNATIONAL SCHOOL
FOSHAN
佛山

Job Description
Head of Drama

Spes Audacem Adjuvat (Hope Favours the Bold)

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 750 students from age 12 to 18.

Opening in September 2019, LEHF is a joint venture with Trumptech, a leading provider of education services in China and Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF will be a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEH students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.
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We will encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.
- find confidence and strength, and acquire and build the skills they need to succeed throughout their lives.

Staff

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

Job Description

The Head of Drama will:

Leading Learning & Teaching	• Put students' learning and welfare at the centre of all of their practice and decision making • Have a clear vision for effective learning and teaching across their department that reflects and complements whole school goals and guiding statements • Model excellent classroom practice • Have a clear understanding of what excellence looks like in their various subject areas and set standards that support everyone in aiming for this • Maintain an active critical interest in educational research and debate and promote discussion and training around this within their teams • Manage and evaluate effective systems for the assessment and tracking of learning, as well as implement a range of sustainable intervention strategies, to ensure all students make excellent progress • Work to sustain their expert subject knowledge
Leading Staff & Effective Teams	• Promote a positive culture of developing practice in their department • Act as a role model of effective and sustainable leadership • Actively seek to grow and develop their team through department meetings and development time, performance management and effective delegation of responsibility • Work alongside school leaders to develop the capacity of colleagues and plan for succession. • Work alongside school leaders to build a happy and healthy community, where colleagues' welfare is considered as a routine part of decision making
School Improvement & Effective Partnerships	• Work proactively with other staff and school leaders to support and develop initiatives that promote the work of their teams and/or school goals. • Liaise constructively (and proactively) with the parental community to communicate the vision and goals of the department and school along with other issues or developments within the department. • Look for opportunities to work collaboratively with other school leaders to develop their own practice as well as the practice and provision within their department.

Key Duties Aims & Ethos	The Head of Drama will 1. be responsible to the Head Master for the safe, proper and imaginative running of the department in line with the school's mission and ethos;
Teaching Load	2. teach for up to a maximum of 40 x 60-minute periods out of 60 periods /10-day cycle
Curriculum Planning	3. be responsible for excellent curricular planning, implementation and review in the following areas: a. The regular review, analysis and updating of departmental Programmes of Study and Schemes of Work; b. The drafting, implementation and review of a departmental action plan in line with the School Development Plan c. Home Learning in accordance with the school's Home Learning Policy; d. The setting of appropriate work during periods of cover for unforeseen absence within the department.
English Language Learning	4. be responsible for the promotion of English as an Additional Language within the department in the following ways: a. Ensuring that departmental staff are aware of their responsibilities to EAL in lesson preparation, lesson delivery and differentiation, assessment, marking and reporting; b. Ensuring that EAL support staff are well used through co-planning, support in lessons, assessment and feedback. c. Supporting the Director of EAL in promoting school-wide goals and strategies in respect of developing students' Mandarin proficiency
Assessment	5. be responsible for assessment in the following areas: a. Ensuring compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the department. b. Maintaining a high awareness among departmental staff of new or upcoming changes to externally examined courses including changes to content and/or assessment procedures. c. Ensuring that external examination entries and predicted grades are accurate; d. Co-ordination of the preparation and marking of internal assessment papers in line with external examination standards; e. Co-ordination of the preparation and marking of admissions tests as required;

f. Selection, in consultation with the Deputy Head (Academic), suitable examination boards which fit best with the school Values;

Performance Management

6. be responsible to the Deputy Head (Academic) who will normally act as Line Manager and who will normally conduct Performance Management for Heads of Department;

7. be responsible for departmental staff in the following areas:
   a. Appraisal of departmental staff in accordance with the school's Performance Management policy either as the Performance Manager or first advisor to the Performance Manager;
   b. Observe the classroom performance of departmental staff both formally in accordance with the school's Performance Management policy and informally. The school's current Classroom Observation documentation will be used as the blueprint.
   c. Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
   d. Ensuring that reports are written according to both departmental and school criteria and that deadlines are strictly met;
   e. Ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available;
   f. Playing a role in the selection, and where practical, interviewing of staff;
   g. Allocation of staff to teaching groups in a fair and focused way and in consultation with the Deputy Head (Academic);

Communication

8. be responsible for excellent communication in the following areas:
   a. Regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
   b. Attendance at regular Heads of Departments' Meetings and other meetings as required;
   c. Ensuring that departmental information for curriculum booklets, the School Year Book and other school materials are updated as required;

Reporting

9. Submit internal examination and assessment results to the Deputy Head (Academic);

10. report annually to the Board of Governors to a format agreed in advance and common across all departments;

11. report annually to The Head Master in a formal and documented meeting which analyses the department's

performance in the previous year (academic results / staffing / resources etc.) and sets agreed targets for the year ahead;

Budget & Resources

12. be responsible for budgeting and resources in the following areas:
    a. Ordering books and equipment in accordance with the school budgeting policies and procedures;
    b. Managing efficiently the department budget;
    c. Ensuring that an up-to-date record inventory is kept of department resources;
    d. Ensuring that departmental resources, books and ICT hardware are treated with great care.

Person Specification

LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		
A strong academic background and a good degree in Drama, Acting or other closely related subject	✓		Application form
A teaching qualification e.g. PGCE and QTS	✓		Application form
Experience of teaching to a high level	✓		Application form Interview
International experience		✓	Application form
Experience teaching students whose first language is not English.		✓	Application form Interview
Excellent teaching, communication and interpersonal skills	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development, leadership capacity and succession planning		✓	Interview
A willingness to participate in the programme of extracurricular activities, fixtures and trips	✓		Interview
Active support of the pastoral system, including pastoral tutoring and the boarding house system	✓		Application form Interview
Excellent written and spoken English	✓		Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Committed to the safeguarding and well-being of children and young people	✓		Interview References

Rewards & Benefits

Remuneration	A competitive international salary based upon experience and proven ability to lead and inspire.
Contract	An initial contract of 2 years will be offered with a mutual option to extend
Accommodation	Rent free accommodation on site including a contribution to utility bills. Access to staff social facilities including gymnasium, social club and terrace. Access to school facilities including the library, swimming pool and sports hall.
Meals	Free meals in the school Dining Hall, subsidised refreshments and snacks in the Staff Common Room.
Medical	Free medical coverage, including for spouse and up to 2 dependent children.
Education for children	Free or subsidised education at LEHF for dependent children.
Professional Development	Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate. New teachers to the school are allocated a mentor at the start of their employment and there is a well-planned induction process.
Relocation & travel	Flights at the beginning and end of each contract will be provided at no cost to the post holder and their dependent family members. Details of the relocation package will be sent to successful candidates.