

### Job description

<b>Job title</b>	Assistant Head of Primary-Learning, Teaching and Assessment	<b>Section/Department</b>	Primary
<b>Division/School</b>	MCHK - School	<b>Service location</b>	Tai Po, New Territories
<b>Reporting line</b>	Headmaster	<b>Effective date</b>	August 2021

<b>Roles and Responsibilities</b>	
<b>Job Purpose</b>	<p>Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort.</p> <p>The <b>Assistant Head of Prep (Learning, Teaching and Assessment)</b> will be non-class based, but will teach classes to model good practice, support training and development and ensure quality teaching. S/he will take responsibility for ensuring the best possible curriculum, provision, progress and achievement for all pupils. S/he will work closely with the Learning Leadership Team to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well-matched curriculum for all pupils through the development and implementation of agreed school policies. The Assistant Head of Prep will work effectively and collaboratively with all members of the primary team, school leaders, and programme coordinators, and will report directly to the Head of Primary.</p>
<b>Main Academic Duties and Responsibilities</b>	<p><b><u>Leadership</u></b></p> <p>Work in very close partnership with and support the Head of Primary (HOP) in effectively leading and supervising all educational efforts of the school, and ensuring that results in all areas are captured and communicated as appropriate.</p> <ul style="list-style-type: none"> <li>• Work with the Primary Leadership Team (PLT) and staff in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards.</li> <li>• Communicate systematically with the PLT about progress and challenges.</li> <li>• Make recommendations to the PLT with respect to school-wide assessment, school development, curriculum and instruction, and learning enhancement support.</li> <li>• Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance and academic achievement.</li> <li>• Work with the Learning Leadership Team in the school’s professional learning and reflection/review and goal setting processes by assisting with evaluation to ensure that these areas and their leaders continue to operate and function efficiently and effectively.</li> <li>• Provide leadership in the development and management of all learning and teaching resources to achieve the school’s stated aims and in the creation and maintenance of high quality, stimulating, well-resourced and pupil-friendly learning environments.</li> <li>• Play an active role in all aspects of school life, modelling the Malvern Qualities and Learner Profile attributes, ensuring that the values and ethos of Malvern College become embedded in the provision of a truly holistic education.</li> </ul>

### **Learning and Teaching**

Work in very close partnership with the PYP Coordinator to support the ongoing development of the learning and teaching programme focusing on the development of teaching practice, supporting teachers' planning and in the assessment requirements associated with the PYP.

- Lead the primary teaching staff in the development and implementation of the curriculum ensuring detailed and timely weekly teacher planning for delivery and resourcing.
- Mentor and guide Teachers to ensure a differentiated curriculum for all pupils and provide support to teaching teams to thoroughly plan and reflect on their learning and teaching practices.
- With the PYP Coordinator, ensure that the curriculum and academic programme meets the needs of all pupils and the standards and practices required for the PYP.
- Monitor the effectiveness of learning and teaching through teachers' weekly and long term planning, work samples and moderation, assessment, lesson observations and walkthroughs, supporting and reporting outcomes and planning next steps and future actions.
- Lead and support the learning and teaching of all pupils through promoting models of excellent classroom practice, coaching, mentoring and support staff self-evaluation.
- Promote creative and innovative practice in teaching and learning including the blended integration of digital technology into classroom practice.
- Provide leadership in the development and management of all learning and teaching resources to achieve the school's stated aims and in the creation and maintenance of high quality, stimulating, well-resourced and pupil-friendly learning environments.
- Work with the members of the Learning Leadership Team to ensure that instructional technologies are effectively leveraged to serve pupil learning.
- Work with the Learning Leadership Team to provide continuous professional development for leveraging technology appropriate to learning for classroom-based staff ensuring their needs are identified and met through quality training opportunities within available resources; and
- Contribute to the development of a continuous professional capacity to ensure that staff have the knowledge, skills and understanding to support the integration of instructional technology and the development of blended learning environments.

### **Strategic Planning and Assessment Processes**

In collaboration with the Head of Primary develop and maintain systems to ensure pedagogy is inclusive and meets the needs of all pupils with the tracking and analysis of learner progress through close monitoring.

- Assist in the development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of pupils in order to inform planning, evaluate performance, track progress and secure raised achievement across all Prep levels.
- Ensure the systems and processes are effective for teachers to access high-quality technology for learning (blended learning environment, digital citizenship skills, Digital Learning Spaces etc).
- Manage the assessment calendar including the ACER/ISA testing administration, the PM/PROBE testing and data collection; and
- In conjunction with the Learning Leadership Team oversee the assessment and reporting requirements, ensuring the quality of reporting to parents reflects the expectations of the school.

	<p><b><u>Strategic Resourcing</u></b></p> <ul style="list-style-type: none"> <li>• Work with the Prep Learning Leaders to ensure that sufficient resources are available to optimize each pupil’s capacity to learn and to support the whole child.</li> <li>• Assist in the procurement, preparation and management of learning and teaching resources; and</li> <li>• Monitor the use of resources within the Prep Section and their contribution to learning.</li> </ul> <p><b><u>Staff and Pupil Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Oversee the induction of new Educational Assistants.</li> <li>• Line manage and monitor the teaching performance of Educational Assistants to ensure the provision of high-quality interventions and support for pupil’s progress, achievement, well-being and good behaviour.</li> <li>• Facilitate and oversee Educational Assistants practicums where relevant.</li> <li>• Provide professional leadership and management of Educational Assistants, acting as an exemplar of high-quality pedagogy practice.</li> <li>• Develop pupil leadership skills by supporting the annual election of the Prep House Peer Leaders; and</li> <li>• Guide the Prep House Peer Leaders in successfully supporting their efforts to serve the section and the school.</li> </ul> <p><b><u>Others</u></b></p> <ul style="list-style-type: none"> <li>• Play a full part in the school’s admissions process including attending Saturday Admissions day(s) as required; and</li> <li>• Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.</li> </ul>
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### Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Head of Primary</li> <li>• School Management Team</li> <li>• Pupils</li> <li>• Headmaster</li> <li>• School’s administrative and academic/teaching staff</li> <li>• Human Resources team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• External co-curricular partners as appropriate</li> </ul>

### Position Requirements

<b>Academic Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor’s Degree;</li> <li>• A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).</li> </ul>
<b>Required Working Experience</b>	<ul style="list-style-type: none"> <li>• A proven commitment to professional development (including but not restricted to the PYP);</li> <li>• Knowledge and experience of the IB Curriculum and especially the PYP Framework;</li> <li>• Experience and knowledge of curriculum design and development; and</li> <li>• Experience in teaching learners with diverse language and learning needs.</li> </ul>

**Competencies**

- Knowledge of current approaches to assessment, benchmarking and tracking of results.
- Professional awareness about the role of technology in schools.
- Innovative, flexible and technologically adept.
- Commitment to ensuring high standards of teaching and learning.
- Sound understanding of shared pedagogical leadership and collaborative planning.
- Excellent interpersonal and communication skills.
- Excellent organisational and time management skills; and
- Ability to show initiative and to be proactive and positive.