

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION

NLCS Dubai believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

North London Collegiate School Dubai seeks enthusiastic and highly-qualified **Head of Chemistry**. The Head of Chemistry is responsible for the overall strategic direction of the department. He/she ensures clear leadership of and a collaborative and coherent ethos within the department.

Position/Job Title:	Head of Chemistry
Classification:	Senior School
Reporting to:	Head of Science
Professional qualifications:	<ul style="list-style-type: none"> • A certified teaching qualification with exceptional subject knowledge and passion for Chemistry. • Experience of leading a high performing teaching team. • Experience teaching MYP/IBDP, A-Level or equivalent. We are seeking to appoint talented, highly motivated and well-qualified individuals. You should have a proven track record of outstanding learning and teaching. • Significant experience of the National Curriculum for England. • To be considered for these posts you must hold a B.Ed. or degree and PGCE / PGDE or equivalent. The successful applicant will possess the willingness to commit to Extra Curricular activities.
Professional experience:	<ul style="list-style-type: none"> • Proven track record of outstanding teaching across all age groups • Recent experience of managing students from a variety of cultures • Commitment to issues of equity and working with culturally diverse families • Exemplary communication skills, both verbal and written • Able to work effectively with students and parents, outside agencies and colleagues • A good team player and team leader • Experience of developing and enhancing the practice of staff • Committed to raising the achievement and standards of pupils and staff • Experience of developing a broad, balanced and academically ambitious curriculum • Have a strong classroom presence and be able to model excellence in the classroom • Have a good knowledge of curriculum initiatives

	<ul style="list-style-type: none"> • Talent for leadership through example and inspiration is essential: the successful candidate will have a strong classroom presence and be able to model excellence in the classroom
<p>Personal qualities and skills:</p>	<ul style="list-style-type: none"> • Possess skills in the areas of evaluation of students and interpreting test data, academic and career guidance, counselling with students and their family members, recognizing symptoms of serious concerns, and effective communication must be evident. • Show knowledge of community referral sources, special school programmes, human growth and development, counselling theories and practices and knowledge special educational needs must be evident. • Show knowledge of and willingness to abide by the laws and ethical standards regarding school counsellors, students and their families. • Ability to listen, effectively communicate with all people in a professional capacity, determine when referrals to other services are necessary, and gather, analyse and organize information and resources must be evident. • Strong written & oral communication skills in English and excellent interpersonal skills. • Be patient and compassionate • Have high levels of enthusiasm, energy, resilience and determination. • Demonstrate a high level of integrity • Be hard working, flexible and committed to the ethos of NLCS Dubai. • Excellent listening and problem solving skills • Ability to show good cultural understanding. • Ability to write reports and use technology effectively must be evident.
<p>Duties & responsibilities:</p>	<ul style="list-style-type: none"> • Leadership and development of provision within the department, including teaching and learning, schemes of work and teaching programmes, extracurricular enrichment, and support for university applications • Responsibility for the assessment, examination and homework policy in the department • Oversee, manage and evaluate all teaching staff within the department, ensuring that they consistently maintain high levels of professionalism • Assist with the recruitment, assessment and appointment of personnel • Liaise with the Pedagogical Leadership Team to guide the creation and implementation of effective professional development opportunities • Actively engage in Department Self Review on a regular basis, to confidently review the quality of teaching and learning and identify strategic goals that will facilitate the creation of exceptional learning experiences for students • Act upon the findings from Department Self Review to maintain the highest quality of teaching and learning across the department • To engage colleagues to discuss and evaluate their teaching and the impact that it has on pupil learning and progress • To involve all colleagues in departmental development planning • Encourage regular shared best practice via department meetings, work scrutiny and observations • Discuss and employ strategies to engage all pupils • Lead by example at all levels, including the delivery of academic extension and lessons to prepare students for university application

	<p>in this academic area</p> <ul style="list-style-type: none"> • Ensure that all pupils are taught according to the agreed syllabuses and prepared accordingly for the relevant external examinations • Have a good working knowledge of performance data mechanisms in order to carry out effective pupil tracking and retrospective analysis of examination performance and performance in other key indicators • Encourage excellence 'beyond the classroom' for colleagues and pupils • Co-ordinate links with relevant staff in the Junior School to ensure appropriate vertical articulation of academic provision • Ensure that data is used effectively as a useful measure of progress • To have particular responsibility for the appraisal, professional welfare and training and development of members of the department, especially new teachers or teachers new to the department • To ensure members of the department adhere to the criteria as set out in the department Handbook with particular regard to the setting and marking of work and reporting procedures • To bring to the attention of the Vice Principal (Curriculum) any difficulties which arise within the department • To hold regular meetings to discuss department matters and to ensure that the department takes a collegiate approach and works effectively as a team. Minutes of these meetings to be sent to the Vice Principal (Curriculum) and the Principal • To be responsible for the drawing up of syllabuses/schemes/units of work; teaching materials within the department; the department handbook; display and the general appearance of the department • To ensure that all members of the department use resources to support teaching and learning (including the use of ICT) effectively • Appraise each colleague annually in keeping with the School's appraisal policy
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abiding by the school safeguarding policy and keeping abreast of any changes

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.