

About the school

A truly international school, with a large diversity of cultures and backgrounds, Hillcrest is built on a philosophy of inclusion, cooperation and mutual respect for each other as well as an awareness and confidence in ourselves. Our mainstay is to nurture confident, well adjusted, socially responsible young citizens who have respect for, and make the most of, the richly varied environment and community in which they have the privilege to live and learn.

Our personalised approach to learning enables our teachers to match and stretch individual students of all levels to achieve their best, as we are keenly aware that good academic qualifications contribute to improved career opportunities. We also recognise the fact that high levels of achievement are a collaborative effort, and at Hillcrest, students, staff, and parents work closely together in order to achieve exemplary results.

Hillcrest Secondary School was established in 1965 and was built in the current school's location. It started with an enrollment of 54 students and three classrooms. At the time, it was among a few schools offering students Cambridge Overseas 'O' and 'A' level examinations and certification.

With reference to its school motto, Semper Prospice, Hillcrest International Schools is always looking forward. Therefore, it has evolved over the years. Presently, each school is located adjacent to each other in the Karen-Langa'ta area (Nairobi). The trio of schools was completed following the inclusion of Forest Edge in 2000, which later became Hillcrest Early Years.

Our Approach





The Role

This is an exciting opportunity for an ambitious teacher of English to acquire a wide range of leadership experience in a successful, independent preparatory school.

The English subject coordinator is responsible for leading the development, planning and delivery of an internationally minded, engaging English curriculum, upholding the highest standards, and motivating a dedicated team of staff.

The English coordinator will be accountable to the Headteacher and the Senior Leadership Team.

The English coordinator will be responsible for English subject teachers and all academic staff within their subject area from Years 1-8.

Hillcrest International Schools is committed to promoting and safeguarding the welfare of the children. Applicants must be willing to undergo checks with past employers and meet the relevant safeguarding requirements, including DBS/ Police Clearance Certificate checks and a valid International Child Protection Certificate (ICPC) will be required for those applying from the UK

The candidate must be:

- A forward-thinking individual with a clear vision.
- Kind, approachable, and able to engage fully with students, parents, and colleagues.
- A skilled educator who is dedicated to helping each child reach their full potential in all aspects.
- A strong advocate of holistic education, with a solid grasp of the curriculum.
- A team-oriented leader with outstanding communication skills, able to listen, collaborate, and inspire.
- An energetic innovator who leads by example.

Key responsibilities: The Subject Co-ordinator (Years 1-8) will:

- Endeavour to maintain and develop the ethos of the school, in accordance with the directions given by the Group Management Committee and, subject thereto, the directions given by the Headteacher.
- Promote high standards in teaching and learning in their subject area.
- Support all academic staff in their subject area to engage in planning, preparation, recording, assessment and reporting to meet the needs of all pupils.
- Support staff to create a productive learning environment, which is engaging and stimulating for all pupils.



Duties: The Subject Co-ordinator will:

- Assist in the collation of all assessment data in their subject area and submit to the Headteacher.
- Responsible for developing, implementing, evaluating and reviewing the annual Subject Development Plans in collaboration with their teams.
- Support staff in meeting the objectives set in the School Improvement Plan and the Subject Development Plan.
- Liaise closely with the Inclusion department to ensure all students in their subject area receive an education to meet their individual needs.
- Ensure consistency of Programmes of Study in their subject area and regularly review the curriculum intent, implementation and impact.
- Ensure that planning in all year groups is in line with the school planning system.
- Monitor the submission of planning and tracking data by staff in their subject area.
- Streamline and monitor target setting in their subject area.
- Participate in lesson observations, learning walks, book looks in their subject area
- Address academic concerns with teaching staff within their subject area
- Put together assessments for their subject area as guided by the Deputy Head Teacher.
- Establish and maintain positive working relationships with parents.
- Mentor staff in their subject area on request.
- Submit and manage the budget for their subject area and ensure their subject area is adequately resourced.
- Promote CPD for staff in their subject area.
- Develop and present Parent Workshops for their subject area.
- Inform staff in their subject area of relevant curriculum and pedagogical updates.
- Promote high standards of teaching and learning within their subject area
- Promote their subject area, for example by developing whole school events and Inter School competitions in consultation with the ECA coordinator
- Support and monitor VLE updates with staff in their subject area.
- Provide support during school events led by other departments

Application

In order to apply, please submit a CV and a cover letter via email to hillcrest.applications@braeburn.ac.ke