EPSOM

COLLEGE
IN MALAYSIA

Application Pack for
Epsom International Boarding School

{Insert Title of Job Here}

This post would suit. an existing Head of Department or an aspiring Head of Department.

It is essential that the appointed person be committed to the safety and welfare of pupils and be an effective team member.

Epsom college in Malaysia (ECiM) is an International Boarding and day school for pupils aged 3-19 yrs). It follows the British Curriculum and pupils go on to study IGCSE and A-level. We value our learners as individuals and at ECiM Every Child Matters; not one of them is allowed to fall between the cracks. We foster an ambitious, aspirational and supportive learning environment where pupils are able to find their passions and develop their interests.

The School and Background

Our Vision

At Epsom College in Malaysia our vision is entirely pupil centred, with an ethos determined by the beliefs of individual respect and tolerance, recognising the complete uniqueness of each child. We embrace a strong community spirit, enhanced by the boarding opportunities we provide, and we welcome the strong bonds and friendships that this generates among our students. They, in turn, have access to invaluable and fulfilling experiences, with their own wellbeing at the core, that prepare them for the twenty-first century global world in which they live.

We put a strong emphasis on academic excellence and many of our pupils go on to study at some of the leading universities globally. Thus we seek to appoint inspirational teachers who are passionate about their subject specialism and who will pass this passion on to their students. The successful candidate will contribute to our enrichment programme and support pupils in their preparation for applications to higher education including preparing for admissions tests and interview practice.

Our History

Building on the best traditions of Epsom College UK, our sister school, we follow the English National Curriculum throughout all year groups, focusing on IGCSE and A-Level for the older pupils. However, our academic outlook is also shaped by our international perspective, and we are immensely proud of both our range of nationalities within the pupil body and their excellence in achieving the results to progress to top universities in the UK and around the world.

Ultimately, our aspirational belief in the ability of all young men and women to stretch and challenge themselves is not confined to a country or even continent; we prepare our pupils to be international in outlook and to embrace all cultures. We recognise that many of the professions that our learners will go on to may not exist yet, thus we want them to leave ECiM 'future ready'.

Our College has excellent teaching, boarding and recreational facilities set in our beautiful 50 acre site. Students are able to develop their skills and interests in a range of disciplines. There are many super curricular opportunities available including debating, symposia, Moots and academic societies. These are pupil led and enable pupils to develop their knowledge and make links across subjects, applying their learning to real life contexts and scenarios. We take a holistic approach and while we recognise the importance of academic excellence, we are also focused on the personal and emotional development of the child. Sports and leisure activities enable learners to develop a healthy lifestyle. We build resilience, independence and critical thinking in a stimulating, supportive and collaborative environment where every child matters.

Epsom College in the United Kingdom, our sister school, has a proud history. It was founded in 1855 and granted royal patronage by Her Majesty Queen Victoria in the same year. Today it has Her Majesty Queen Elizabeth II as its Patron. Epsom was borne of one man's desire to improve the lives of those who had fallen on hard times. Dr John Propert pursued this goal tirelessly, providing the orphans of medical families with free housing, clothing and schooling. Thanks to the visionary work of Dr Propert, vital funds were raised and the College began life as The Royal Medical Benevolent College. The Victorian values of benevolence and excellence upon which Epsom was founded, remain the guiding principles to this day of the Epsom family.

We encourage our pupils to be the change that they wish to see. It is our belief that, as Mandela said, Education is the greatest tool that we have to change the world. Our staff are committed to providing the highest quality education and care to build the next generation of leaders, scientists, humanitarians...the list goes on and the possibilities are endless.

Thank you for your application to join our team.

Job Description

Job Description
Head of Computer Science

Reporting Line : Deputy Head (Academic)
Faculty : Computer Science
Location : Epsom College In Malaysia, Bandar Enstek, Negeri Sembilan

Job Purpose

- To deliver clear, strategic direction and leadership to the Computer Science Department to ensure that teaching is consistently of a high standard.
- To ensure that all students make at least expected progress and that all students have ambitious targets throughout the Key Stages.
- To ensure that differentiated schemes of work are in place for all Key Stages.
- To develop and sustain an innovative and progressive curriculum for the Computer Science Department, supported by a vibrant programme of enrichment activities.
- To deliver robust performance management, celebrating best practice, supporting professional development and ensuring appropriate accountability for all members of the Computer Science Department.

Key Responsibilities

- To lead the successful delivery of Computer Science across the College.
- To inspire and enthuse members of the Computer Science Department, with a clear vision for the future direction of the Computer Science Department.
- To undertake regular audits and quality assurance checks within Computer Science to ensure that the highest standards are being achieved in all aspects of the Faculty's work.
To ensure that all aspects of Health and Safety are adhered to in lessons and preparation areas.
- To lead the development of differentiated schemes of work at KS3, IGCSE and at A Level so that every young person makes progress in their learning.
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To lead the Department's strategic planning and self-evaluation processes.
- To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate.
- To promote and lead on the delivery of all extra-curricular activities in Computer Science.
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.

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- To co-ordinate the resources of the Department, giving support and guidance to relevant staff.
- To complete all administrative tasks in a timely and accurate manner.
- To ensure that appropriate arrangements are made for examination entries and statutory requirements.
- To contribute to wider whole College policy making as appropriate.
- To lead and/or participate in College's enrichment programme to prepare students for ambitious university applications and interviews.
- To contribute to the identification of students with additional educational needs, those who are gifted and talented and have EAL concerns – ensuring the prompt reporting of such to the Line Manager.

Curriculum Management
- To design an appropriate and progressive curriculum in Computer Science that reflects the ethos of the College and meets the needs of all students.
- To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base through to the gifted and talented.
- To maintain an up to date knowledge of new initiatives and incorporate elements into the Computer Science strategy as appropriate.
- To incorporate assessment into all aspects of curriculum planning

Financial Management
- To be responsible for the completion of and implementation of Computer Science Development Planning so that the Faculty is appropriately and effectively resourced.
- To oversee the Faculty's budget.
- To ensure that the use of financial resources has a clear impact on improving student outcomes

People Management
- To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the College.
- To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.
- To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
- To advise the Senior Leadership Team about the recruitment and retention of high-calibre staff.
- To implement the College performance management processes so as to provide a positive framework for staff development and achievement.
- In conjunction with all staff, organise activities/processes that encourage team development including the wider stakeholders. • To ensure that all staff receive Faculty induction and fully understand all relevant policies and their implementation.
- To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented.
- To provide support to staff to enable them to effectively implement the policies of the College and Computer Science Department.
- To monitor and evaluate attendance and absence management policies for Science staff and students.
- To create an environment where there is visible acknowledgement that everyone's contribution is valued.

Safeguarding: ECiM is committed to the welfare and wellbeing of our pupils.

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Developing and Maintaining Community Links
• To develop initiatives to outreach to the community.
• To create and implement ways of actively involving parents and guardians in the learning process.
• To network with independent schools in Malaysia and the wider FOBISIA group to develop and share best practice.
• To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners' experiences in Computer Science.

Facilities Management
• To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.
• To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.
• To ensure that the Department classrooms and corridors are maintained to a high standard that reflects the ethos of the College and promotes learning.
• To ensure that all staff receive Faculty induction and fully understand all relevant policies and their implementation.
• To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented.
• To provide support to staff to enable them to effectively implement the policies of the College and Computer Science Department.
• To monitor and evaluate attendance and absence management policies for Science staff and students.
• To create an environment where there is visible acknowledgement that everyone's contribution is valued.
• To be aware of the need for security and of the importance of implementing Health and Safety policies.

Administration
• To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
• To check that information required by various external bodies is produced within the given time scale and is of excellent quality.
• To design and implement departmental policies that complement College procedures

Accountability, Key Performance Indicators

• To ensure that all teaching is of a consistently high standard.
• To meet aspirational targets at IGCSE and A Level
• To monitor the progress of other staff in the Department and put systems in place to ensure performance grades within the department are of a high standard
• To manage the Faculty's financial budget prudently.

Job Description

Person Specification

Qualifications
•   Honours degree in an appropriate scientific discipline from a recognised university and hold a recognized teaching qualification.

Experience
•   Teaching to GCSE/IGCSE and A Level
•   Excellent track record of examination success for sets taught

Skills
•   Ability to teach at all levels up to and including university entrance
•   Able to incorporate ICT into lessons Excellent oral and written communication skills
•   Experience of inspiring colleagues and managing a team effectively
•   Proven track record as a successful Head of Department
•   Ability to motivate and enthuse pupils, and work collaboratively with colleagues
•   Ability to contribute significantly to the school's super curricular programme
•   Ability to prioritise and be well organized

Knowledge
•   Secure subject knowledge
•   Awareness of examination specifications and requirements, and how to use this information to raise academic standards
•   Awareness of appropriate teaching and learning strategies, and the importance of self-evaluation
•   Awareness of safeguarding and pastoral issues
•   Appreciation of the ethos of an international school in Asia.

Personal Competencies and Qualities
•   A passion for Computer Science
•   Commitment to CPD
•   Calmness under pressure
•   Resilience, commitment and confidence
•   Both independent and a team player
•   Flexible and adaptable

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the Headmaster.