



HEAD OF DEPARTMENT JOB DESCRIPTION

LOCATION	BRITISH INTERNATIONAL SCHOOL HANOI	
JOB PURPOSE	To lead and provide day-to-day management and organisation of the Department, either Secondary School or whole-school. As a key middle leader, the post-holder will assist in developing long-term strategies to raise standards in the subject(s) and the school generally.	
REPORTING TO	Deputy Head of Secondary or other member of Secondary School Leadership Team (SSLT)	
DIRECT REPORTS	Full and part time teachers of the subject in the department	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none">▪ SSLT, potentially Head of Primary if whole-school, Heads of Year, Examinations Officer	External: <ul style="list-style-type: none">▪ Parent
KEY RESULTS AREA		
LEADERSHIP OF TEACHING AND LEARNING		
<ul style="list-style-type: none">▪ Foster a culture of high performance within the department, with learning and student well-being as central foci▪ Encourage a culture of collaboration, risk-taking, and support within the team, and promote a shared vision▪ Lead the ongoing development of the curriculum, teaching and learning standards, and departmental resources▪ Raise value-add and attainment figures for relevant IGCSE and IB subjects▪ Champion high quality teaching and learning by providing regular feedback to teachers and modeling high standards▪ Support positive behaviour management in the classrooms within the department▪ Contribute positively and constructively to Heads of Department meetings, having a whole-school perspective▪ Analyse department performance, identifying both good practice and areas for improvement, using these to present the yearly Subject Review Meeting, and write an annual department development plan▪ Support the admissions and new student onboarding process when required▪ Liaise with Heads of Year regarding any students of concern▪ Liaise with Learning Support team regarding provision of Individual Education Plans for students.▪ Liaise with EAL Dept regarding further support required for students▪ Monitor the quality of homework in the subject in terms of consistency, relevance, marking and feedback to the children.▪ Oversee parental contacts on academic matters, including follow up on reports, parents' conferences etc.		

PEOPLE MANAGEMENT

- Create relationships that engender trust and motivation within the department
- Establish coaching relationships based on mutual respect with team members
- To provide effective line and SuccessFactors management for all staff who teach within the Department
- To facilitate clarity of purpose and clear lines of communication
- Where identified, line manage specialist teachers within the Primary Department
- In collaboration with SSLT, deploy staff to ensure best use of staff skills
- Liaise with the Deputy Head of School on training and development needs

ASSESSMENT

- Contribute to a culture of ongoing formative assessment, where students are active agents in their reflection and learning
- To ensure the consistent use and management of assessment and reporting data to support student progress (quantitative and qualitative) and effective report writing
- Liaise with Deputy Head/iSAMS coordinator to maintain department academic records of all students
- Collate data/levels to monitor and track progress, analyse trends
- Oversee setting and movement between sets where appropriate
- Oversee student assessment (summative and formative) and reporting for the department.

CURRICULUM

- Oversee preparation and development of high-quality schemes of learning, that incorporate local and global contexts, connecting students with the community in Hanoi.
- Monitor and evaluate curriculum provision and continuity for students.
- Continue to embed digital literacy skills within the art classroom context, to prepare students with skills to flourish creatively in a 21st century context
- Participate in the formulation of Secondary handbooks
- Coordinate the presentation of department curriculum at Options evenings
- Liaise with other subjects to create cross-curricular opportunities
- Liaise with Primary Key Stage 2 Coordinator to ensure continuity with student learning at transition stage.
- Assist with preparation for delivery of external examination IGCSE and IB courses.

ADMINISTRATION/DEVELOPMENT:

- Lead regular, effective subject department meetings with an operational and strategic focus, including during INSET days.
- Support the professional development of team members, providing support and challenge within the department and appropriate external professional development.
- Take responsibility for upholding health and safety practices, completing risk assessments/near misses or accident reports as appropriate and ensuring that registers as appropriate are completed accurately.
- Assist the SSLT in the creation of the secondary timetable.
- Liaise with SSLT to produce an annual requisition.
- Oversee organisation of Department aspect of special days, festivals, House events, assemblies, public speaking, special focus Weeks, including Art Week ('Big Draw').
- Oversee provision of subject related trips
- Maintain good quality display in classrooms and public areas which relate to the children's learning

PERSONAL DEVELOPMENT

- Continual development through the identification and implementation of your own Personal Development Plan, using the SuccessFactors system

OTHER

- Promote and embodies *The CORE 7 Leadership Capabilities*:
 1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
 2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
 3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes
 4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
 5. **Enabling** – Drives excellence through valuing and developing others
 6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
 7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- A commitment to safeguarding and promoting the welfare of all pupils.
- Willingness to undertake appropriate child protection training when required

PERSONAL SPECIFICATIONS

- **Qualifications/Training**
 - Degree in relevant field and plus teaching qualification – Essential
 - Leadership training - Desirable
 - CELTA/DELTA or Equivalent - Desirable
 - Master's Degree - Desirable
- **Experience / Knowledge**
 - Good working knowledge of the English National Curriculum, IGCSE and IBDP - Essential
 - Excellent classroom practice – Essential
 - Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies – Essential
 - International experience – Desirable
 - Understanding of IB Structure and Philosophy – Desirable
 - Knowledge of EAL in the mainstream – Desirable
 - Good working knowledge of the IBDP – Desirable
 - Subject leadership experience – Desirable
- **Skills**
 - Proven ability to develop good personal relationships - Essential
 - High level of IT competence – Essential
 - Proven ability to develop opportunities for parental involvement - Desirable
 - Use of iSAMS - Desirable

PERSONAL ATTRIBUTES

- Excellent interpersonal skills - Essential
- High levels of personal integrity - Essential
- Excellent organisational and time-management skills - Essential
- Attention to detail - Essential
- Ability to work under pressure and remain calm - Essential
- Willingness to take on multiple tasks - Essential
- Proactive and able to prompt others to ensure deadlines are achieved - Essential
- Self-motivated and enthusiastic - Essential
- Ability to work independently - Essential
- Continually strive for improvement - Essential
- Appearance and profile is professional - Essential
- Adaptability - Essential
- Sense of Humour - Essential

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), one of the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

OTHER CONDITIONS

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.