

JOB DESCRIPTION

Position: Head of English Department

Department: Secondary

Reporting line: Head of English Department will report to the Head of Secondary, (as part of the School's Distributed Leadership and Management structure).

Job purpose:

- To take an active role in the leadership and management of English in school as a Head of Department.
- To provide positive and sustained leadership of English at school.
- To lead departmental staff to achieve high quality in all aspects of learning and teaching, effective use of resources and the highest standards of learning and achievement for all students.
- To raise standards within the English department.
- To support and further the current implementation of the IB MYP programme as it pertains to the English Department

Duties and responsibilities:

- Ensure there are written guidelines and written policies for their curriculum area and that these are updated as required.
- Ensure that the areas of the curriculum for which they are responsible: reflect cross-curricular concerns such as intercultural and international issues, equal opportunities and personal, social, health and citizenship education.
- Ensure that the areas of the curriculum for which they are responsible meet the individual learning needs of the pupils through inclusion of different learning styles, differentiation and EAL requirements.
- Foster subject curriculum continuity, consistency, balance, match and progression.
- Stimulate cross-curricular approaches by working with other Heads of Departments, Curriculum Leaders, Subject Specialists, Key Stage Leaders & Head of Secondary.
- This includes having presence across the school in order to inform themselves about how their subject is taught in **EYS** and **Primary**. This may be done via lesson observation or short job-share days.
- Contribute to the formulation and implementation of the School Strategic Plan.
- Communicate effectively within school, identifying and disseminating good practice
- Lead departmental meetings including creating the agenda and focusing on key areas of school development.
- Communicate effectively with pupils and parents regarding English.
- Being **champions** for English among students and parents through displays, attending Options Evening and other relevant opportunities.
- Act as consultant to colleagues.
- Encourage positive attitudes to the curriculum area by raising awareness through displays, assemblies and workshops.
- Keeping abreast of developments in their sphere.
- Inform colleagues of school policy in the curriculum area for which they are Head of Department.
- Liaise with the school's Induction Mentor to ensure a successful transition for new staff.

- Communicate and liaise with the wider community (e.g. parents, industry, other agencies and support services).
- Monitor standards within the curriculum area.
- Monitor and observe the quality of learning and teaching of the agreed curriculum.
- Have oversight of the record keeping for the English Department.
- Produce a Subject Action and Development Plan/Curriculum Action and Development Plan (SAD/CAD) for the coming academic year (or longer if required) which supports the Mission and Vision and which complements the School Strategic Plan. This document must be regularly reviewed and reflected upon (at least termly).
- Advise on the implementation and use of assessments within English.
- Ensure pupils are adequately prepared for external exams to enable them to achieve their full potential and so obtain the highest grades possible. Ensure all coursework is completed on time and has been moderated and checked
- Manage, order, deploy and evaluate subject resources.
- Monitor the use of new resources and their contribution to raising standards of teaching and learning.
- Support staff CPD.
- To undertake any other reasonable task as instructed by the Head of School, Head of Secondary or other line manager.

Job requirements:

- A recognised Bachelor's Degree and PGCE or equivalent.
- International teaching experience and /or experience with the National Curriculum for England.
- Experience with the IGCSE and IB Diploma and preferably IB MYP programmes.
- A demonstrated commitment to extra-curricular activities.
- Knowledge and understanding of current educational thinking related to assessment, learning and the integration of technology.
- Participation in the establishment of links with parents and other stakeholders.
- Adaptability, flexibility and a willingness to actively embrace the host country culture.

Renaissance International School Saigon takes safeguarding children very seriously and all staff will be subject to rigorous checks and the interview process will include safeguarding and staff conduct.