



## Job Description

### Prep Teacher / Subject Lead

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 850 students from age 6 to 18.

The School, opened in September 2021, is a joint venture with Trumptech, a leading provider of education services in China and Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF is a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEHF students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.
- find confidence and strength and, acquire and build the skills they need to succeed throughout their lives.

### Staff

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

## Job Description

The Prep Teacher / Subject Lead will:

### Leading Learning & Teaching

- Put students' learning and welfare at the centre of all of their practice and decision making
- Have a clear vision for effective learning and teaching across their department that reflects and complements whole School goals and guiding statements
- Model excellent classroom practice
- Have a clear understanding of what excellence looks like in their subject area and set standards that support everyone in aiming for this
- Maintain an active critical interest in educational research and debate and promote discussion and training within their department
- Manage and evaluate effective systems for the assessment and tracking of learning, as well as implement a range of sustainable intervention strategies, to ensure all students make excellent progress
- Work to sustain their expert subject knowledge

### School Improvement & Effective Partnerships

- Work proactively with other staff and school leaders to support and develop initiatives that promote the work of their teams and/or school goals
- Liaise constructively (and proactively) with the parental community to communicate the vision and goals of the department
- Look for opportunities to work collaboratively with other school leaders to develop their own practice as well as the practice and provision within the Art department
- Work for any ad hoc tasks as reasonably required by the Headteacher and Head of Academics from time to time

### Subject Lead

- Be one of the subject lead as listed: Humanities, Mathematics, PHSE, Science
- To be accountable for securing the highest standards of pupil achievement across one of the subject's curriculum through effective monitoring and evaluation.
- To formulate and review all policy documentation linked to one of the subject's National Curriculum as set out in the School Development Plan, in full consultation with the SLT and teaching staff.
- To write one of the subject's action plan as part of the School Development Plan and evaluate the effectiveness of the plan on an annual basis.
- To collaborate with and support teachers in ensuring progression and continuity across year groups.
- To take an active role in organising special curriculum events as agreed with the Head of Prep.
- To maintain a well-organised and up-to-date Subject Leader File.

<p>Key Duties Aims &amp; Ethos</p>	<p>The Prep Teacher / Subject Lead will</p> <ol style="list-style-type: none"> <li>1. Be responsible to the Head of Prep School and the Head of Academics for the safe, proper and imaginative provision of Art in line with the school's mission and ethos.</li> </ol>
<p>Teaching Load</p>	<ol style="list-style-type: none"> <li>2. Teach for up to a maximum of 40 x 60 minute periods out of 60 periods /10 day cycle.</li> </ol>
<p>Curriculum Planning</p>	<ol style="list-style-type: none"> <li>3. Be responsible for excellent curricular planning, implementation and review in the following areas:             <ol style="list-style-type: none"> <li>a. The regular review, analysis and updating of departmental Programmes of Study and Schemes of Work.</li> <li>b. The drafting, implementation and review of a departmental action plan in line with the School Development Plan.</li> <li>c. Home Learning in accordance with the school's Home Learning Policy.</li> <li>d. The setting of appropriate work during periods of cover for unforeseen absence within the department.</li> </ol> </li> </ol>
<p>English Language Learning in Art</p>	<ol style="list-style-type: none"> <li>4. Contribute to the promotion of English as an Additional Language in the following ways:             <ol style="list-style-type: none"> <li>a. Awareness of the best practice in EAL with respect to lesson preparation, lesson delivery and differentiation, assessment, marking and reporting.</li> <li>b. Ensuring that EAL support staff are well used through co-planning, support in lessons, assessment and feedback.</li> <li>c. Supporting the Head of Learning Support in promoting school-wide goals and strategies in respect of developing students' English proficiency.</li> </ol> </li> </ol>
<p>Assessment</p>	<ol style="list-style-type: none"> <li>5. Be responsible for assessment in the following areas:             <ol style="list-style-type: none"> <li>a. Ensuring compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the department.</li> <li>b. Maintaining a high awareness among departmental staff of new or upcoming changes to externally examined courses including changes to content and/or assessment procedures.</li> <li>c. Ensuring that external examination entries and predicted grades are accurate.</li> <li>d. Co-ordination of the preparation and marking of internal assessment papers in line with external examination standards.</li> <li>e. Co-ordination of the preparation and marking of admissions tests as required.</li> <li>f. Selection, in consultation with the Head of Academics, of suitable examination boards which fit best with the School Values.</li> </ol> </li> </ol>

## Performance Management

6. Be responsible to the Head of Prep School who will act as Line Manager and who will normally conduct Performance Management.
7. Participate actively and constructively in the School's performance management process in accordance with the Performance Management policy.
8. Reflect on personal practice and participate in peer Learning Walks and Classroom Observation to ensure the sharing of best practice across the School.

## Communication

9. Contribute to excellent communication in the following areas:
  - a. Regular reporting to parents about the progress of students that explains how students can improve alongside a summary of their achievements.
  - b. Regular and published faculty meetings (including agenda setting, production and circulation of minutes, implementation of arising action points).
  - c. Attendance at regular faculty meetings and other meetings as required.

## Budget and Resources

10. Contribute to budgeting and resources in the following areas:
  - a. Ordering books and equipment in accordance with the school budgeting policies and procedures.
  - b. Ensuring that an up-to-date record is kept of department resources.
  - c. Ensuring that departmental resources, books and ICT hardware are treated with great care.

## Person Specification

*LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.*

*Lady Eleanor Holles International School Foshan is a non-smoking site and staff and families may not smoke on the School grounds or within sight of the School.*

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		Interview References
A strong academic background and a good degree in Primary education or other closely related subject	✓		Application form
A teaching qualification eg PGCE and QTS and at least 2 years' experience post QTS	✓		Application form
Experience of teaching to a high level, including Advanced Level	✓		Application form Interview
A proven track record of leadership		✓	Application form Interview
International experience		✓	Application form
Experience teaching students whose first language is not English		✓	Application form Interview
Excellent teaching, communication and interpersonal skills	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development, leadership capacity and succession planning		✓	Interview
A willingness to participate in the programme of extracurricular activities, fixtures and trips	✓		Interview
Active support of the pastoral system, including pastoral tutoring and the boarding house system	✓		Application form Interview
Excellent written and spoken English	✓		Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Committed to the safeguarding and well-being of children and young people	✓		Interview References

## Rewards & Benefits

Remuneration	A competitive international salary based upon experience and proven ability to lead and inspire.
Contract	An initial contract of 2 years will be offered with a mutual option to extend.
Accommodation	Rent free accommodation on site including a contribution to utility bills. Access to staff social facilities including gym, social club and terrace. Access to school facilities including the library, swimming pool and sports hall.
Meals	Free meals in the School Dining Hall during school term days.
Medical	Free medical coverage, including for spouse and up to 2 dependent children.
Education for children	Free or subsidised education at LEHF for up to 2 dependent children.
Professional Development	<p>Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.</p> <p>New teachers to the school are allocated a mentor at the start of their employment and there is a well-planned induction process.</p>
Relocation & travel	Flight allowance at the beginning and end of employment will be provided to the post holder and their dependent family members. Details of the relocation package will be sent to successful candidates.