

JOB DESCRIPTION

SECTION I. GENERAL TERMS

1	Name of organisation	<i>ESM International School LLC</i>
2	Name of unit	<i>Academics</i>
3	Job title	<i>Head of Department</i>
4	Job holder's immediate superiors or reports to	<i>Heads of Secondary & Sixth Form, Deputy Head, Director</i>

SECTION II. PURPOSE OF THE JOB AND RESPONSIBILITIES

Purpose of the Job

- Support teachers in the department,
- Provide management to the department under his / her responsibility and manage the development of plans, training programs and strategies.

Responsibilities

a) **General responsibilities:**

- The HoD lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department, in line with ESM's curriculum.
- The HoD works with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- The HoD is oversees planning and the evidence of planning within the department.
- The HoD leads annual curriculum review and development for the department.
- The HoD fosters a positive and collegiate working environment within the department, and acts as a positive role model.
- The HoD represent the department's views and interests.
- The HoD establishes the process of the setting of differentiated targets within the department and to work towards their achievement.
- The HoD establishes common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- The HoD ensures the high standards of teaching and learning within the department, using such tools as lesson observations, reviewing sample student work.
- The HoD provides a positive, safe and supportive environment for HoD improvement, using such tools as one-to-one guidance and department workshops.
- The HoD ensure the maintenance of accurate and up-to-date information concerning the department in the Department Handbook.
- The HoD effectively communicates with students, parents and guardians.
- The HoD oversees any relevant streaming and entrance examination processes, and supports teachers to set targets and time-frames for lower achieving students.

- The HoD maintains an approach of continuous improvement, of their role, their department, and the school.
- The HoD is always on time for the school day, and is prompt and punctual with start and end times of lessons, clubs and breaks throughout the school day.
- The HoD takes measures to ensure safety, hygiene and wellbeing of ESM students, colleagues and environment at all times. All health and safety regulations are complied with.
- The HoD participates in Continued Professional Development opportunities provided by the school.
- The HoD complies with Mongolian legislation, ESM curriculum requirements and ESM internal policies as outlined in Mongolian law, the ESM Staff Handbook and ESM Internal Policy documents.
- The HoD respects and interacts with ESM requests made by the School Office, Coordinators or Registrar by emails, letters, notices, messages and phone calls.
- The HoD checks his / her ESM email inbox at least two times per working day, first in the morning and second in the afternoon.
- The HoD complies with administrative and academic timelines and deadlines as communicated by the School Office, Coordinators or Registrar.
- The HoD stores ESM documents and belongings safely, and respects confidentiality.
- The HoD participates in and carries out any administrative and organizational tasks that are deemed appropriate by the School, such as equipment and supplies audits, playground / hallway supervision duties, examination invigilation, preparation for Open Days etc.
- The HoD adheres to the ESM Dress Code, and wears their ID badge at all times in the school and during school outings off-site.

b) School culture responsibilities:

- The HoD strives for best practice at all times.
- The HoD maintains a commitment to ESM's core values, as expressed in the school's Mission Statement.
- The HoD maintains professional ethical standards in all areas, particularly confidentiality.
- The HoD works collaboratively with colleagues to develop effective professional relationships.
- The HoD makes a positive contribution to the wider life and ethos of the school.
- The HoD actively provides a positive and welcoming environment for new staff, students and parents at ESM.
- The HoD maintains professionalism at all times in contact with parents, guardians and outside agencies as a representative of ESM. On no occasion should personal social media, personal email addresses or personal phone numbers be used for contacting students or parents / guardians. ESM HoDs and teachers are expected not to meet up with students outside of school.
- The HoD covers for absent colleagues when directed by the school leadership.
- The HoD uses English as the working language of the school, and encourages communication in English at all times.

c) Pastoral responsibilities:

- The HoD keeps an open line of communication with Form Tutors, Coordinators and parents / guardians regarding academic and pastoral issues, including parents' meetings twice per year. Positive messages home shall be highly encouraged.
- The HoD establishes a safe, purposeful and stimulating environment for students, rooted in mutual respect and establishes a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- The HoD has high expectations of behaviour, promoting self-control and independence of all learners.
- The HoD is a positive role model, consistently demonstrating school-appropriate behaviour and relationships through punctuality, professionalism, respect and care.
- The HoD maintains good relationships with students and exercises appropriate authority in line with school-wide expectations.
- The HoD is alert to student safety, wellbeing and behaviour at all times during the school day, and in all places on the school site.

d) Planning responsibilities:

- The HoD plans effectively for student learning, based on learning outcomes agreed as part of the school's curriculum.
- The HoD's planning builds on students' prior knowledge and experience.
- The HoD plans work which is differentiated for and accommodates a range of ability levels and needs.
- The HoD provides evidence of planning, such as term plans, schemes of work and lesson plans if and when required within the timelines set forth by the School Coordinators.
- The HoD's planning is adaptable and flexible to student needs.
- The HoD's planning is adaptable and flexible to school events and unforeseen disruptions.
- The HoD takes part as required in the review and development of planning relating to the curriculum, organization and pastoral functions of the school, including preparation for the following academic year.

e) Teaching responsibilities:

- The HoD delivers the school curriculum as relevant to the age and subject/s that he or she teaches.
- The HoD delivers all lessons in English, other than foreign languages and Mongolian language.
- The HoD uses a range and balance of teaching strategies for effective learning.
- The HoD creates a stimulating learning environment, including displays which support learning and celebrate student work.
- The HoD uses a variety of teaching approaches which are differentiated for and accommodate a range of ability levels and learning needs.
- The HoD effectively uses a variety of resources to support learning.
- The HoD empowers students to be active and independent in their own learning.
- The HoD maintains a constant awareness that for many ESM students, English is a second, third or even fourth language. The HoD promotes literacy and confidence in English at all times, not just during designated English lessons.
- The HoD devotes extra time to students who may be struggling academically or who may

need further challenging. In specific cases, the HoD discusses such students with the relevant School Coordinator.

f) **Assessment responsibilities:**

- The HoD uses an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students and monitoring students' progress and levels of attainment.
- The HoD effectively uses both formative and summative assessment on a regular basis, as and when appropriate.
- The HoD compiles accurate reports for all students, using the school's grading system as communicated in the Staff Handbook to award each student a comment two grades per subject (one grade for academic **attainment**, and one grade for **homework** completion) at specified times in the academic year.
- The HoD is familiar with and adheres to ESM's assessment policy.
- The HoD gives regular feedback, both orally and through accurate marking, and encourages students to respond to the feedback to develop an awareness of their own progress.
- The HoD sets homework and plans other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired, as and when appropriate.
- The HoD keeps detailed records of individual student progress.

g) **Other responsibilities:**

- Work on a business trip to a designated area as approved by the school administration;
- Comply with other directions, instructions and tasks given by the administration;
- Strict adherence to occupational safety and health requirements, standards, rules and technological procedures in the school environment, offices, work areas, service warehouses and any other place;
- • Translation if necessary;
- • Maintain furniture, equipment, and tools you own and use them sparingly.

SECTION III. REQUIREMENTS

General requirements	Education	<i>Higher education</i>
	Profession	<i>Teacher</i>
	Experience	<i>Professional experience of at least 1 year</i>
	Skills	<ul style="list-style-type: none"> - Ability to work independently and in a team - Ability to keep official documents and process information and documents - Responsible, trustworthy and honest - Good communication and good presentation skills - Able to handle workload and responsible - Knowledge of English - Organized and ability to work in a team - Computer knowledge