

<b>LOCATION</b>	Puxi, Shanghai
<b>JOB TITLE</b>	<b>HEAD OF DRAMA</b>
<b>JOB PURPOSE</b>	To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best that they can be.
<b>REPORTING TO</b>	Head of Secondary
<b>DIRECT REPORTS</b>	Subject teachers
<b>OTHER KEY RELATIONSHIPS</b>	Vice Principal Assistant Heads Heads of Key Stages Parents Students
<b>PACKAGE</b>	Competitive remuneration and benefits based on experience
<b>KEY RESULT AREA</b>	
<p><b>In fulfilling the requirements of the post, the Head of Faculty/Department will demonstrate essential professional characteristics, and in particular will:</b></p> <ul style="list-style-type: none"> <li>▪ Inspire trust and confidence in students, colleagues and parents;</li> <li>▪ Engage and motivate students;</li> <li>▪ Build a strong teaching team and create the conditions for it to excel;</li> <li>▪ Continually strive to develop the quality of students' learning;</li> <li>▪ Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;</li> <li>▪ Contribute significantly to school improvement / development planning and promote the learning priorities of the school development plan;</li> <li>▪ Manage the operation of the department/faculty smoothly and seamlessly;</li> <li>▪ Develop and deploy resources to support high quality student learning;</li> <li>▪ Promote the wider aspirations and values of the school.</li> </ul>	
<p><b>Planning, Teaching and Class Management</b></p> <p>Teach students so that they achieve their best by:</p> <ul style="list-style-type: none"> <li>▪ Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;</li> <li>▪ Positively targeting and supporting individual learning needs;</li> <li>▪ Maintaining high levels of behaviour and discipline;</li> <li>▪ Effectively using homework and other extra-curricular learning opportunities;</li> <li>▪ Establishing a purposeful and safe learning environment;</li> <li>▪ Using modern technology to enhance learning opportunities;</li> <li>▪ Making use of Nord Anglia Education Global Classroom online.</li> </ul>	
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Coach, mentor and help develop subject teachers to be the best they can be;</li> <li>▪ Create meaningful accountability for outcomes;</li> <li>▪ Be an outstanding role model;</li> <li>▪ Create transformational change in the faculty.</li> </ul>	
<p><b>Tracking, Assessment, Recording, Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;</li> <li>▪ Monitor and record students' learning to ensure they remain on track to achieve challenging targets;</li> <li>▪ Report on progress to appropriate stakeholders.</li> </ul>	

### **Pastoral Duties**

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole (where relevant);
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHE according to school policy.

### **Extra Curricular Activities**

- Develop and sustain a culture of productions – big and small – at the school;
- Develop opportunities for students to perform and engage with Drama;
- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

### **Other Requirements**

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team;
- Promote and adhere to Nord Anglia Education's vision and values:
  - **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress.
  - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
  - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
  - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right

## PERSON SPECIFICATIONS

<b>Qualifications/Training</b>	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential
<b>Experience / Knowledge</b>	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Experience of being part of a highly successful department and school	Desirable
▪ Experience of leadership/management in a school	Desirable
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
▪ Experience of delivering a UK National Curriculum and/or the IB Diploma	Desirable
▪ Working in partnership with parents	Essential
<b>Skills</b>	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Strong organisational skills	Essential
<b>Personal Attributes</b>	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of an international school community	Desirable

### **OTHER CONDITIONS**

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China