

## Head of English

The Kathmandu International Study Centre (KISC) Secondary School is a co-educational school which is BSO and MSA accredited, and serves more than 100 students aged 11-18, from over 20 countries. It is a school with a Christian ethos, flowing out of its mission, vision and values.

KISC comprises a Primary and Secondary School, as well as a Teacher Training establishment, called EQUIP. Our mission is to provide excellent education, primarily for the international mission community and Nepali school communities, based on KISC values. Through our schools and the EQUIP programme, students and staff are helping to transform children's lives, as well as making a positive impact on wider Nepali society.

As an expanding international school, we are seeking a dynamic and effective Head of English who is ready to take the next step in their teaching career. This position is suitable for teachers with the relevant experience and qualifications, or anyone seeking a first head of faculty role. And, we will be looking for the successful candidate to use their gifts and talents to lead the direction and development of the English Department, under the direction of the Head of Secondary.

### **The key roles and responsibilities of the post include contributing to:**

- lead curriculum development, professional learning, teaching, and learning in English Language and Literature at KS3, 4 and 5
- monitor, support, and report the overall progress and development of students, ensuring English staff adhere to curriculum and assessment requirements
- support, develop, and enhance the highest standards of teaching practice of others, evaluating the quality of teaching and securing effective practice in teaching English Language and Literature
- record and use data on students' prior and ongoing progress to inform lesson planning and enable students to accumulate knowledge and skills related to the discipline of English
- lead the development of appropriate syllabi, resources, schemes of work, feedback policies, assessment, and teaching strategies in the department, within the English
- develop an annual English Faculty improvement plan and undertake examination analysis
- review, evaluate, and amend the curriculum content and map to ensure it meets the intent of the school and the faculty
- work with other curriculum leaders and the Academic Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- contribute to the Professional Development Plan process, supporting and challenging staff to improve practice and provision
- promote teamwork and motivate staff to ensure effective working relations.
- arrange teaching groups and staffing to fulfill the aims of the curriculum, in consultation with the secondary Headteacher
- ensure that subject knowledge of all in the faculty is up-to-date through effective training opportunities
- participate in the monitoring, evaluation, and QA of English in line with agreed procedures including evaluation against quality standards and criteria
- assist in the identification of exam entries within English
- identify resource needs and contribute to the efficient/effective use of physical resources, including allocation, control, and account of finances
- assist in the implementation of the Behaviour Management system (BFL) so that effective learning can take place
- ensure students are well prepared for any tests and examinations in English Language or Literature.

The successful candidate will have the following skills and experience.

### **Education**

- Qualified teacher status.
- A-levels or equivalent in relevant subjects.
- Relevant degree

### **Experience**

- Recent experience of English teaching at KS3, KS4 and KS5.
- Successful experience of monitoring and evaluating work within schools/education
- Up to date subject and assessment knowledge
- Excellent communication skills

### **Knowledge & Skills**

- Evidence of commitment to continuing professional development
- Ability to lead a team and motivate young people and adults
- Ability to think creatively
- A clear vision of what strong faculty leadership looks like
- Ability to establish effective working relationships with individuals, groups, and organisations
- Ability to communicate effectively through a range of mediums in a range of contexts
- Ability to work effectively as an individual and in a team
- Effective administration and time management skills
- Ability to analyse information and make judgments
- Commitment to safeguarding students; and
- Knows and understands the principles and values of underpinning safeguarding and the promotion of the well-being of children and young people.
- Personal Attributes
- Understanding of how to maximise resources
- Ability to motivate others
- Vision, creativity, optimism
- Adaptability and resilience
- Energetic, committed and reliable
- Willingness to participate in relevant training and development opportunities
- Professionally discreet and able to respect confidentiality
- Good attendance and punctuality record
- Fit to fulfill all aspects of the job description

All of our expatriate staff are volunteers. We cover the costs of the visa for the full-time international volunteer (visa post holder) and his/her dependent children who are studying at KISC if required. A benefits package is also provided. If interested in the role, please ask for further information.

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