

DRAFT



Sadiq Public School
Since 1954

JOB DESCRIPTION

HEAD OF ENGLISH DEPARTMENT

Dear Candidate,

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for a Head of the English Department.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys) the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2900 pupils aged 3 to 20 years old.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of an expansive and beautiful campus Sadiq Public School is now entering a period of ambitious growth and development not only in terms of its curricular and pastoral provision but also in terms of its physical facilities for teaching and boarding with a significant, phased investment programme planned.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact me via email at principal@sps.edu.pk

We look forward to receiving your application.

Principal



The School

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared, for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966 the admission of girls was stopped. A separate Girl's Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years.

The Post

To be responsible for raising standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities. This will include leading, developing and managing the quality of Teaching and Learning; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, and premises issues in the curriculum area of English. The successful candidate will have a proven record of outstanding teaching and leadership with the skills to lead the English department.

Philosophy and vision

As part of a pedagogical leadership model of continuous growth and improvement, the Head of the English Department is primarily responsible for leading the teaching and learning within his/her subject area. Cultivating and maintaining a cohesive team of teaching professionals focused on maximising the impact on student learning, the Head of the English Department will demonstrate a commitment to finding and disseminating good practices amongst their team.

Building a culture of inquiry, the Head of the English Department will demonstrate the search for good practice within the classroom environment and in his/her role as a leader. In alignment with the Strategic Aims, Student Profile, Teacher Profile and Parent Profile, and as themselves a life-long learner, he/she will lead their team in collaborating to find effective ways to maximize student and staff learning. This spirit of collaboration will pervade their work at a whole school level, where they will represent their department, as part of a collaborative leadership team.

There will be a baseline of accountability pertaining to such professional teaching standards as curriculum, monitoring and assessment, documentation and planning, and professional collegiality and collaboration. The Head of the English Department will support the Senior Management Team in maintaining these standards, and in target-setting and monitoring teachers in alignment with the evaluation process, where (remedial) action proves necessary to maintain such standards. This 'top-down' model of pedagogical leadership, however, should not be considered to be the default, the 'normal operating practice' of life and learning at Sadiq Public School. Sadiq Public School is a person-centred, progressive centre of collaboration and lifelong learning. The vision of such a school is always to return to a more distributed approach to leadership: where the pedagogical leaders simply support and facilitate sharing of good practices in peer- and self-directed learning for all.



Reporting Lines

The Head of Department will report in the first instance, as appropriate, to the Headmaster (s)/Headmistress(es), Head of Academics and ultimately the Principal and CEO.

Tenure

HoD post is not automatically renewable. Head of English Department roles will be for one year only in the first instance, subject to the decision of the Principal and CEO, and are likely to be rotational with the responsibility allowance applicable for the period that the post-holder holds the responsibility. The School reserves the right to appoint a Head of English Department on a longer-term basis at its discretion. The School also reserves the right to terminate a HoD contract before the end of tenure at its discretion.

Job Description

The Head of English is responsible specifically for the leadership and development of English throughout the school, ensuring that each pupil is positively encouraged to develop his/her potential to the full. The Head of English will be expected to work closely with colleagues in the department and across other curriculum areas.

Teaching and Learning

- Design, review and implement the English curriculum to align with academic standards and educational goals.
- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first-class teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- Setting and maintaining consistently outstanding standards of teaching and learning across the age and ability range. Organising and directing the teaching of English within the school.
- Contribute to the teaching of English within the School and such other subjects as may reasonably be directed by the Headmaster (s)/Headmistress(es) and Head of Academics.
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department in accordance with the aims of the School and the curricular policies determined by the Governing Body and the Principal and CEO.
- Leading, reviewing and developing department policies and strategies in line with the strategic aims of the School.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
- Developing and coordinating English links with other schools.
- Taking a leading role in promoting English learning through out-of-hours activities.

- Managing and developing high-quality teaching resources to match the needs of the curriculum and the different abilities of learners.
- Developing and enhancing the teaching practice of others and ensuring high common standards by implementing school self-evaluation procedures within the department to monitor, evaluate and improve the quality of teaching.
- Ensuring a high-quality learning environment within the English Department and promoting learning conversations in the team.
- Providing academic support outside of lessons, such as revision/evening classes.
- Assisting in the School appraisal process by being responsible for the line management of teachers allocated teaching time within English for the purpose of ensuring the continued delivery of high-quality teaching and learning.
- Be accountable for student progress and development within the subject area.
- Liaising with Headmaster (s)/Headmistress(es), Head of Academics to support teachers within the department by identifying their professional development needs that will enhance teaching and learning and support of trainee teachers.

Recording, reporting and assessment

- Being accountable for students' progress and development within English by leading, developing and enhancing all assessment arrangements within the department in line with the School policy.
- Ensure that administration and procedures relating to external examinations are completed efficiently for the subject; to select appropriate public examinations that maximise success and to monitor and explain subject performance when required.
- Ensure that internal examinations are set and marked in the subject and they are of appropriate standards and that administrative and professional responsibilities relating to school examinations are completed e.g. completing pupil records, reports to parents, etc.
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept.
- Ensuring high common standards in the setting of homework, the marking of work and in examination preparation.
- Being accountable for leading, developing, coordinating and monitoring strategies to raise pupil achievement, in line with the School's assessment for learning targets, making the best use of assessment information to ensure that individual needs are being met.
- Reviewing long-term and short-term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupils from one year to the next ensuring that appropriate intervention is provided for students falling short of their targets.
- Ensuring continuity and progression, from one year to the next, for all pupils in English.
- Ensuring that department reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the School's reporting arrangements.
- Ensure that assessment information is shared at departmental meetings and make recommendations for further action to support student progress.

- Ensure that the curriculum is monitored in terms of learning outcomes so that learners make good progress in line with expectations.
- Evaluate and analyse a range of summative and formative assessment data to identify and implement strategies to support all learners.
- Promote a learning-focused culture through regular class/lesson observations.
- Ensure that staff receive feedback on their pedagogy following observations of learning.

Leadership

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessments and teaching and learning strategies in the department.
- Work 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.
- Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Monitor actively and follow up on student progress.
- Implementing all school policies.
- Establish clear expectations and constructive working relationships among staff involved with the subject through teamwork and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability.
- Establishing good relationships, encouraging and celebrating good working practices, supporting and leading departmental staff.
- Being accountable for leading, managing and developing the curriculum area.
- Effectively managing and deploying all staff, financial and physical resources within the department to maximise support for the English Department.
- Managing the provision of textbooks and resources.
- Be involved in the identification and recruitment of staff to continue to further strengthen teaching and learning in the department.
- Allocate appropriate staffing in conjunction with the timetabler.
- To guide, advise and actively support other members of the department in their management of student behaviour within their classroom.
- To ensure that all members of the English department are fully aware of their responsibilities.
- Supervise, mentor, and evaluate English department faculty members.
- Provide professional development opportunities and support for the professional growth of staff.
- Supporting and maintaining the aims, ethos and core values of the School and their practical expression through agreed policies.
- Being responsible for the production of a succinct, focussed annual Department Improvement Plan, in line with agreed whole school priorities.

- Monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified.
- Planning and organising meetings on a regular basis in line with the published school calendar.
- Leading, supporting and motivating support staff working within the Department.
- Oversee the progress and stocking of the English section of the library, working closely with the Librarians over the purchasing of new books.
- Liaising with other departments in the School.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- Promote teamwork and motivate staff to ensure effective working relations.

Standards and quality assurance

- Ensure that the department's quality procedures meet the requirements of the School's self-evaluation strategy and the Improvement Plan.
- Attending and participating in open/parent evenings.
- To contribute to major school events in an appropriate fashion.
- Attending team and staff meetings within and beyond the School that are relevant to the post, with respect to meetings in school to represent views relevant to the subject.

Ensure an orderly and supportive environment.

- Ensure new teachers and team members are inducted effectively and supported in their transition.
- Have responsibility for the wellbeing of your team members by managing deadlines and external expectations to minimise stress and promote collegiality.
- Assist in the development and implementation of effective systems for managing routines and processes in your area of the School.
- Ensure there is a team culture that promotes risk-taking, favours collaborative and cooperative learning and is culturally sensitive.
- Ensure collaborative planning and meeting times are productive and focused.
- Ensure that decisions made at meetings are promptly communicated to your team.
- Represent the views of your team at meetings as part of the whole school community.
- Ensure relevant policies and procedures related to health and safety are known by all.
- Ensure the resources and facilities in your area are well-maintained and safe.

Pastoral system

- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

- Ensure the behaviour management system is implemented in the department so that effective learning can take place.

Communications

- Chair and minute departmental meetings on a regular basis.
- Establishment and maintenance of lines of good communication within the Department and with other staff, pupils, parents and Governors.

Personal Specification

Qualifications and training

- A degree plus teaching qualification (or equivalent)
- Higher degree or recognised professional qualification (preferred)
- Evidence of continued relevant professional development
- Experience desirable
- Previous Middle or Senior leadership role
- Teaching learners with diverse language and learning needs
- A range of settings ideally also in an international school environment
- Using technology in learning

Person qualities

The successful candidate will:

- have the ability to maintain confidentiality
- plan, develop and deliver rigorous learning experiences that address learners with a variety of language and learning needs (including autism, Dyslexia, etc.)
- develop and foster the learners' confidence and skills to enable them to become autonomous self regulated learners.
- build learning focused relationships.
- have excellent collaboration and teamwork skills that result in effective co-planning and co-teaching.
- be a confident user of technology to transform learning.
- be a reflective practitioner and a lifelong learner. Deal effectively and non-confrontationally with learners, staff and parents to positively influence others.
- be community and internationally-minded and want to participate beyond their classroom.
- have good interpersonal and communication skills with pupils and colleagues.
- have good listening skills and respect for all pupils.
- have the ability to form relationships and to motivate pupils.
- work towards and support the School vision and the current school objectives.
- contribute to the School's programme of extracurricular activities.
- support and contribute to the School's responsibility for students' wellbeing.
- maintain high professional standards of attendance, punctuality, appearance, conduct

and positive, courteous relations with students, parents and colleagues.

- engage actively in the performance review process.

This job description is intended to provide a general overview of the responsibilities and requirements for the position of Head of the English Department.

This job description is not necessarily a comprehensive definition of the post. It is subject to change at any time at the discretion of the School.

Application process

Timeline for appointment

- | | |
|-------------------------------|------------------------------|
| • Job description finalised | September 2024 |
| • Advertisement in the press | October 13th 2024 |
| • Closing date | October 25th 2024 |
| • Review of applications | 26th and 27th October |
| • Interviews and visit to SPS | October/November |
| • Appointment confirmation | December |
| • Start date | January or latest April 2025 |

Terms and conditions

The terms below do not form part of a contract and are for information only.

Hours of work

Such hours as shall be necessary to properly discharge your duties

Contract

Initial 3 year contract

Probationary period

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

Notice period

1 full academic term

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community must be understood and applied.

How to apply

Please submit applications using the application form provided on School website: www.sadiqpublicschool.com. Applications should be sent by post or email for the attention of

Mr David Dowdles, Principal and CEO Sadiq Public School. In addition, a covering letter of no more than two pages should be prepared and sent with the application.





Sadiq Public School