



Shanghai Singapore International School

Job Title: Primary School HOD

Our School:

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission is to educate students in an environment that will not only equip them with a high level of content skills and information, but also help them to learn the behaviors associated with global citizenry and the concept of being humanitarians and caring individuals.

Purpose:

The Department Head at SSIS is responsible for leading a department in the delivery and development of the subject so that each student is encouraged to be a resourceful, confident and independent learner in a caring and nurturing environment.

Reports to:

Primary School Principal

Key Accountabilities:

1. Curriculum

- a) Plan, implement and review the department's curriculum in alignment with the school's philosophy, objectives and core values.
- b) Ensure that teachers within the team have clear understandings of curriculum content, planning expectations, resources and assessment.
- c) Ensure that formative/summative assessment is regular, thorough and effective.
- d) Ensure that timely and quality feedback is given to students and teachers.
- e) Encourage and promote cross-curricular planning to better integrate the curriculum.
- f) Encourage and promote K12 curriculum alignment.
- g) Ensure proper documentation of the curriculum.
- h) Report and work closely with the Principal on curriculum development and related matters.
- i) Encourage the development of new approaches, methodologies and initiatives within the department.
- j) Engage in HOD Appraisal - self-reflection and evaluation via peer coaching and/or Division Principal observation.





2. Reporting

- a) Attend a weekly/ fortnightly meeting with the Principal to discuss the progress of the department. The following checklist is to be used during the meeting:
- Updates on department strategic goals
 - Teaching and Learning
 - Enrichment opportunities and support for students
 - Staff concerns – Attendance, effectiveness, family matters, etc.
 - Feedback from observations, walk-throughs and formal lesson observations
 - Any other matters
- b) Monitor the quality of teaching and learning within the department through the Staff Development process which includes two ‘5min Walk-throughs’ per trimester according to ‘Guidelines for 5min Walk-Throughs’.
- c) “5min Walk-Through’ Schedule for HODs:

Trimester 1	Trimester 2	Trimester 3
Week 5 (new teachers and teachers up for renewal)	Week 5	Week 5
Week 11 (new teachers)	Week 11	Week 11

3. Communication

- a) Ensure teachers make timely and quality communication with parents on curriculum, assessment, homework, student progress, etc.
- b) Obtain Principal’s signature on any official correspondence before they are sent out.

4. Leadership

- a) Hold regular departmental and level meetings with agendas and minutes which will include but are not limited to:
- Teaching and learning effectiveness
 - Unit planning
 - Assessment strategies and implementation
 - Subject event planning
 - Planning and implementation of differentiation

Minutes from Department meetings will also contain:

- Students of Concern
- Professional Development

Minutes are to be submitted by email to the division principal, specifying the department and date of meeting.

- b) Be responsible for the quality of the wall displays for the subject. Displays are expected to be of a high standard with recognition of student excellence and achievement.



- c) Monitor the attendance of teachers at all school assemblies and major events.
- d) Organize major event(s) during the school year. The number of event(s) to be organized is dependent on the number of staff in the department.

Number in Dept	Number Event
3 or less	1
4-6	2
7 or more	3

- e) Promote the development and training of new staff including the induction of new staff. Organize mentors/peer coaching to assist new teachers who may need extra guidance.
- f) Attend and contribute to the Steering Committee meetings.
- g) Be highly visible reinforcing the high expectations of the school including; uniform, behavior and school culture, including the supervision of assigned areas during morning form times.
- h) Plan, allocate and monitor resources within the department to ensure effective teaching and learning. Keep records of purchases made to ensure that the allocated budget is not exceeded.
- i) Plan, allocate and monitor department budget.
- j) Carry out any other duties as assigned by the Principal, including lunch time, dismissal duty after-school detention.

Note:

The roles and responsibilities of Department Heads are not constrained by the job descriptions abovementioned. This document serves as a guide for department heads.

Qualifications and experience required:

- a) Demonstrated knowledge of current best practice in international pedagogy and innovation.
- b) Experience as a **Primary School HOD** in international schools.
- c) Excellent written and verbal communication skills.
- d) Relevant university credentials in an academic field. A leadership postgraduate degree is highly desirable.
- e) Work experience with other cultures and nationalities within an international education environment.
- f) Proven ability to bring about and support change.

