

DISCOVERY COLLEGE

Head of Science

(Teaching and Learning Responsibility 2)

Discovery College is searching for an experienced educator to fill the position of Head of Science. For the 2022-23 academic year we have approximately 1,450 students enrolled in Years 1-13 (K-12), on our way to a final student roll of approximately 1,550 pupils.

Discovery College is an exciting and challenging place to work, both personally and professionally. It is not often that educators get an opportunity to be part of the growth and development of a school, especially one as significant as this. Our staff enjoy teaching a wonderful mix of students from 50 countries and 20 mother tongues, including a number of local Hong Kong Chinese students. They work collaboratively with a committed group of international colleagues and have access to a state of the art facility, which includes a wide range of teaching spaces linked by a powerful ICT infrastructure.

We are focused on supporting exceptional teachers and administrators who are willing to embrace the IB PYP, MYP, DP and CP curriculums – educators who are creative, collaborative, prepared to share their expertise with colleagues and contribute to the College as a whole. Candidates should be innovative educators with a passion for students and their learning.

Joining the ESF family of over twenty schools opens a range of professional development choices, including the opportunity to work alongside other teachers from around the world.

Hong Kong is one of the most exciting cities in the world in which to live and work. Many people who come here for a couple of years end up staying for much of their lives. The city is a wonderful mix of east and west, modern and traditional. The shopping is fantastic and so is the food. Despite having more than seven million people in such a small area, approximately 70% of Hong Kong is parkland. There are numerous hiking trails and wonderful beaches to choose from, and access to other exciting destinations within Asia is very easy.

It is important for prospective applicants to know that employment as a teacher in Hong Kong is dependent on successfully obtaining an employment visa with Hong Kong Immigration, and permission to teach in Hong Kong by the Education Bureau. ESF HR will guide candidates with understanding the requisite qualifications to work in Hong Kong.

Kind regards



James Smith
Principal

ABOUT US

1400+

students enrolled in
2022-23 in Years 1-13

50

Nationalities

101

CREATIVE
TEACHERS
> 25 Nationalities

11

CURRICULUM
DEPARTMENTS

42

Unique learning
teams providing
pastoral support



OUR VISION

GROW

Be passionate about being the best we can be.

DISCOVER

Find wonder in the world around us.

DREAM

Dare to make a difference for yourself, humanity and our planet.

This vision statement, created by the College community when the school was founded in 2007, recognizes Discovery College's belief that students are to be independent, critical and creative thinkers, equipped with the skills, attitudes and values to contribute positively in this complex world in which we live. At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

OUR SCHOOL

Discovery College was established by the English Schools Foundation to serve the needs of the local and international communities in Hong Kong. It is a full Years 1 to 13 school offering the IB PYP, MYP, DP and CP. The College uses English as the medium for teaching and learning. There is also a strong emphasis on the acquisition of Chinese (Putonghua) as a second language.

The College strongly supports all subject areas with a robust academic curriculum, including the performing and creative arts, design technology and ICT. As a Private Independent School within the English Schools Foundation (ESF), Discovery College has no catchment area in its admission policy, meaning that students from all over Hong Kong can apply to study.

OPPORTUNITIES

- Ability to access high quality professional leadership development opportunities through ESF and across Asia-Pacific
- To help support a professional learning model aimed at personalising learning pathways for staff
- To support colleagues through mentoring and coaching
- To recognise and support Visible Learning as a key foundation for student achievement
- To support the implementation of Positive Education as a foundation for wellbeing
- To support the College's wellbeing programme, including the application of Restorative Practice

Application Process and Timeline

Please refer to the closing date listed on the Discovery College website.

Please note: to be considered for this position, all applicants must register and submit an application for the position online through <https://www.esf.edu.hk/careers-with-esf> (click on **Careers>Current Openings**)

JOB NAME
HEAD OF SCIENCE

JOB SUMMARY

The role of the Head of Department (Middle Leader) is vital in leading teams of people to secure the best possible education for students. Middle Leaders exemplify excellent professional practice, leading to high standards of teaching and learning within the curriculum. They lead the implementation of the College’s strategic objectives at the team level, and collaborate with each other to ensure consistent and aligned practices across the College. They are transparent in decision-making and delegate authority to ensure all staff members contribute to leading the College, utilising the key skills and abilities of each individual. The work of the Middle Leader is vital to the implementation of the College’s 5 intended outcomes for every student: to be agentic, to be internationally minded, to flourish, to take principled action, and to achieve highly.

CORE COMPETENCIES

- Adaptability
- Analysis / problem solving
- Collaboration
- Communication
- Team work
- Self reflection
- Planning & organising work
- Translating strategies into plans & actions
- Valuing & integrating diversity
- Learning agility
- Leading change
- Written communication
- Work standards/quality orientation
- Creativity/innovative/takes initiative
- Formal presentation
- Developing talent

Having a thorough and up-to-date knowledge of the teaching of their subject(s), their students, curriculum, pedagogy, education-related legislation and the specific teaching context. Awareness of the school’s organisation.

NOTE:

Two Years Finite Contract

- Contribute to the school extra curricular programme throughout the year
- Participate in key school and PTA events on identified evenings and weekends
- Contribute to the Education outside the Classroom Programme, including by leading residential excursions in urban or rural locations, in Hong Kong or overseas, as required

Minimum Typical Experience

An understanding of the IB and the key underpinnings of the curriculum frameworks is essential.

Minimum Typical Education

Bachelor Degree in Education, or Bachelor Degree in any subjects with PGCE (Postgraduate Certificate of Education), or equivalent



MAIN ACCOUNTABILITIES

- Use own professional role to ensure that the College is able to deliver on the 5 DC Outcomes for every student
- Take responsibility for ensuring excellent standards of professional practice and student outcomes in area of responsibility
- Utilise Quality Assurance to ensure individual, team and Whole College understanding of the impact of professional practice on student outcomes
- In area of responsibility, research, identify/provide PD advice and support, implement, model, test, review and evaluate all programmes to ensure the best teaching and learning practices are developed and maintained
- Support the academic, pastoral and co-curricular work of the school
- Lead teams to provide learning opportunities for every student commensurate to her/his needs, abilities and stage of development
- Establish effective and positive relationships with students based on mutual respect, recognising the individuality of each student and affirming their cultural identity
- Provide a safe, effective, challenging learning environment and learning spaces in accordance with the mission and values of the College
- Maintain appropriate documentation and implement (and where relevant contribute to the development of) ESF and College policies
- Ensure alignment around agreed strategic objectives
- Establish priorities and goals that support College-wide Strategic Planning and Objectives, the TLR Renewal Process, and the Professional Reflection and Development Process
- Report to senior leaders and relevant other stakeholders on agreed goals
- Collaborate with other middle leaders to create coherence across the College
- Analyse and use relevant sets of data to track and improve student progress
- Manage resources as appropriate to area of responsibility
- Coordinate the publication of team communications
- Represent the College in key areas at ESF, local and international level
- Develop and improve teaching and learning consistent with school and IB philosophy and practice
- Develop, monitor and evaluate teaching and learning and assessment practices
- Lead curriculum planning and classroom practice in consultation with programme coordinators and other key colleagues
- Represent the team at meetings
- Ensure effective communication between all team members and senior leaders
- Chair team meetings and provide feedback
- Facilitate effective Professional Reflection and Development for staff members supervised
- Manage day to day staffing for the team
- Ensure academic development and welfare of students is paramount
- Coordinate student reports within area of responsibility
- Perform other duties which may reasonably be assigned from time to time by the Principal or his/her delegate

Salary and Conditions

START DATE:

AUGUST 2023

Contract length:

Two (2) Years

Salary (indicative):

HK\$42,170 - \$73,785
per month (based on qualifications and experience)

HOD positions also receive a Teaching and Learning Responsibility (TLR2) allowance of HK\$11,015 monthly

Gratuity (payable at the end of two-year contract): 20%

HK Tax Rate: 15%



MEDICAL & DENTAL:

Comprehensive international coverage for employee and family



EDUCATION ALLOWANCE:

100% of school fees and NBL (non-refundable building levy) for up to two (2) children only

In the event you have a special needs child and are offered a position with ESF, please inform ESF early of your child's special needs to ensure there is a mutual understanding of how best to support your child.



TRAVEL:

Passage allowance equivalent to flight from point of origin, including family, paid at start of first contract only



RELOCATION/REMOVAL ALLOWANCE: None



ON ARRIVAL INTO HONG KONG:

Transfer from the airport to hotel / two (2) weeks hotel accommodation

Please Note: The details provided are current as of January 2023, however, may change prior to the start of the 2023-24 academic year.