



DISCOVERY  
COLLEGE

# Discovery College

## Head of Design (MYP/DP)

### Information for Applicants

Discovery College is searching for an experienced educator to fill the position of Head of Department in the Secondary School. For the 2018-19 academic year we have 1,435 students enrolled in Years 1-13 (K-12), on our way to a final student roll of approximately 1,550 pupils.

Discovery College is a rewarding 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. The latter comes in two forms: Teacher Registration and Permitted Teaching status. ESF HR will guide candidates with understanding the requisite qualifications to work in Hong Kong.

Kind regards

Mark Beach  
Principal

1435  
students  
enrolled in  
2018-19  
in Years  
1-13

nationalities  
represented  
by staff  
21

104  
creative and  
enthusiastic  
teachers

50  
student  
nationalities

### 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.

### School Information

Discovery College was established by the English Schools Foundation to serve the needs of the local and expatriate 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 lead 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.

Resumes or CVs may be submitted to the Principal by emailing [jobs@dc.edu.hk](mailto:jobs@dc.edu.hk).

**Please note: to be considered for this position, all applicants must register and submit an application for the position online through <http://recruit.esf.edu.hk>.**

60  
outstanding  
secondary  
classroom  
teachers

11  
curriculum  
departments

42  
unique  
learning teams  
providing  
pastoral  
support



# Job Description

## Job Name

Head of Design

## Job Summary

We are searching for an exceptional educator to lead our Design Department. A willingness and ability to collaborate with high-functioning peers, a genuine love for working with students and absolute commitment to their all-round care are necessities at our school. Experience teaching IB MYP/DP Design is an advantage.

The main role of the classroom teacher is to maximise student learning and development through the planning, preparation and teaching of the curriculum to meet students’ individual learning needs and achieve specific student outcomes. Teachers teach a range of student abilities and classes and are accountable for the effective delivery of their curriculum. The classroom teacher engages in critical reflection in order to improve their knowledge and skills to better engage students and improve their learning. Classroom teachers assume roles beyond the classroom in endeavouring to maximise students’ learning. These roles include working collaboratively with colleagues and other members of the school community, and communicating with parents and care-givers. The classroom teacher's contribution to the school goes beyond the classroom. They participate in the development of the school policies and programmes and assist in the implementation of school priorities. All classroom teachers may be required to undertake other duties in addition to their teaching duties. In addition, teachers allocated teaching and learning responsibility will have specific additional accountabilities as shown below.

## Main Accountabilities

Teaching and Assessment

- Building strong working relationships with students in order to make learning effective
- Planning lessons and sequences of lessons to meet students’ individual learning needs and to ensure students’ progression
- Using a range of appropriate strategies for teaching and learning and classroom management
- Using flexible groupings and structured inquiry to deliver high quality lessons in line with the IB philosophy
- Maintaining a well organised and stimulating learning environment
- Using learning technologies to enhance learning
- Using a range of assessment and reporting methods that demonstrate student achievement in relation to learning outcomes

Work collaboratively with dept members to

- Set goals and targets for the department and individuals in line with whole school foci and individuals’ professional direction
- Manage, review and develop current programmes in your subject area
- Create and manage a department budget
- Manage the physical resources in the department (ensuring maintenance and replacement)
- Delegate responsibilities to dept members as required
- Use appropriate data to monitor, review and report student progress and improve learning
- Plan regular dept meetings and keep accurate minutes
- Communicate with parents and community on department-related issues
- Contribute to and support whole-school events where appropriate (including, but not restricted to, Camps, Sports Days, Concerts, Productions, Book Week etc)
- Promote and advocate for your subject and its needs with the Head of Secondary/College Leadership Team
- Lead departmental colleagues in the school’s Professional Learning process
- Evaluate of the impact of teaching upon learning

Wider professional roles

- Planning and engaging in professional learning activities that support school and systematic priorities
- Making an active contribution to the policies and aspirations of the school
- Planning and engaging in professional learning activities that support school and systematic priorities

## Core Capabilities/ Competencies Required

Adaptability

Analysis / problem solving

Collaboration

Communication

Team centred

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.

# Job Description

- Taking responsibility for own professional development and using the outcomes to improve teaching and students’ learning
- Collaborating with members of the school community to build a team environment that supports students’ learning
- Ensuring administration of classroom procedures is completed efficiently

Other tasks

- Contributing to school-wide programme development from PYP to DP
- Promoting interdisciplinary links that will enhance ‘own’ and ‘other’ subject understanding
- Maintaining your own level of Professional Development to stay current with curricular and pedagogical developments in your subject area
- Being the pedagogical leader in your department
- Managing the performance of department members (identified at the start of each year and may include support staff)
- Attending, contributing to, and supporting Heads of Department Meetings, decisions and initiatives
- Contributing to the appointment of staff through reviewing CVs, discussion, interviewing where appropriate and making recommendations to the Head of Secondary / Principal
- Maintaining oversight of standards of achievement for your area of responsibility

Additional responsibilities may include

- Assisting with or managing an aspect of daily school management
- Assisting year level co-ordinators, curriculum co-ordinators, student management co-ordinators, Principal and Vice Principals with the performance of specific functions
- Assisting with or managing a specialist function such as sport, careers, student welfare, excursions or camps coordination
- Supervising a range of student activities including support and welfare programmes
- Supporting school transition programmes
- Managing and supervising a team of teachers in the planning, implementation and review of teaching and learning programmes
- Leading the development of curriculum policies and programmes.
- Contributing to the Foundation-wide professional development programme

## Salary and Conditions

Start Date: August 2019  
Contract length: Two (2) Years

Salary (indicative): HK\$39,590-\$69,275 per month (based on qualifications and experience)  
HOD positions also receive a Teaching and Learning Responsibility (TLR2) 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

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

Please Note: The details provided are current as of October 2018, however, may change prior to the start of the 2019-20 academic year

*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.*

## Minimum Typical Education

Bachelor Degree in Education, or Bachelor Degree similar with PGCE (Postgraduate Certificate of Education), or equivalent in specialist area.

## Minimum Typical Experience

5 years of post qualification teaching experience.

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

*Notes:  
Two Years Finite Contract*

- *All teachers are expected to contribute to the school extra curricular programme throughout the year.*
- *All teachers expected to participate in key school and PTA events on identified evenings and weekends.*

# Organisational Structure

