

## Head of Department (HoD)

### 系主任

#### Responsibilities:

#### 岗位职责:

- Be responsible for the day to day management of the academic life within the department;  
负责各部门学术生活的日常管理;
- Contribute to the annual academic improvement plan of the School;  
参与学校年度学术改进计划;
- Dissemination of all relevant and current information of academic nature as per the individual needs of each subject;  
根据每个学科的个人需要, 传播所有相关的和当前的学术性质的信息;
- Work to ensure that all required instructional materials are in place for effective delivery of the curriculum and that an accurate inventory of departmental materials/resources is maintained;  
确保所有必要的教学材料到位, 以便有效地交付课程, 并保持准确的部门材料/资源清单;
- Models effective instruction; assists in strengthening lesson plans; provides guidance on curriculum alignment;  
示范有效的教学;协助加强教案;就课程编排提供指引;
- Serve as a mentor to all department members especially those new to the School (policies, procedures, available materials, classroom observations, etc);  
作为所有部门成员, 特别是新入职的人员的导师(政策, 程序、可用材料和课堂察等)
- Identifies and communicates effective teaching strategies, classroom management strategies, and strategies for altering student behaviors when needed;  
识别和交流有效的教学策略、课堂管理策略和改变学生行为的策略;
- Maintain the communication between school student life and parents, and build a harmonious home-school relationship;



维护家校之间的沟通，构建和谐的家校关系：

- Develop in conjunction with teachers an individual “Teachers’ Appraisal Plan” which reflects personal development – this will also include class observations as part of the plan. Follow CWA performance management system. Build an individual teacher’s development plan which reflects personal and professional growth.

与教师一起制定一个反映个人发展的“教师评估计划”—该计划还将包括课堂观察。遵守 CWA 绩效考核制度，制定反映个人情况的发展计划。

- Performing other reasonable duties as instructed by school, including but not limited to lesson planning, preparation and assessment, meetings, night study supervision, students’ admission activities, students’ field trip, subject fair and other routine events.

参加学校布置的合理任务，包括但不限于备课评课，会议，看夜自修，招生活

动，实地考察，学科展等常规活动

- Taking part in whole school event

参加全校性的活动

#### **Requirements:**

#### **任职要求：**

- Master degree or above, with relevant professional background and teaching certificate;  
硕士以上学历，有相关的专业背景和教师资格证；
- Teaching and management experience in an international school, boarding school would be an advantage;  
具有国际学校相关教学及管理经验，寄宿制学校经验优先考虑；
- Fluency in English, bilingualism would be an advantage;  
英语流利,双语能力者优先；
- Substantial experience with the IB Diploma Program and successfully managing academic Program;  
丰富的 IB 文凭项目和成功的学术管理经验；
- Love for education, full of passion and idealism.  
热爱教育事业，充满激情与梦想。

