

Director of Studies (to commence August 2012)

THE COLLEGE

Li Po Chun United World College of Hong Kong (LPCUWC) is a co-educational, residential sixth form college (senior high school), offering the International Baccalaureate Diploma to all its students. A total of 256 students from about 80 countries attend the College, the majority on scholarships. All students study the two-year International Baccalaureate (IB) Diploma Program. The College occupies a waterfront site that enjoys spectacular views on an estuary in the New Territories of Hong Kong. Details of the College can be seen on the website <http://www.lpcuwc.edu.hk>

BACKGROUND

This would be an exciting time to join the College. A new Principal commenced leadership of the College in August 2011 and the College has recently completed two external reviews. These reviews have helped to identify the areas that the College needs to work on. Dynamic, energetic staff are sought who share the UWC vision (www.uwc.org) and the holistic and experiential nature of education.

The Principal is keen to ensure that the three key aspect of learning are given equal status within the College.

- (i) Academic Studies (IB Diploma)
- (ii) Quan Cai (CAS)
- (iii) Residential Life / Student Development

The Director of Studies oversees the academic aspect of the College, most clearly the IB Diploma. The College is not looking for an IB administrator but someone who will lead on the teaching and learning within the IB Diploma curriculum.

Of particular emphasis will be:

- (i) Development of the use of ICT within the curriculum, with a particular focus on the introduction of an e-learning platform for all the College community to be able to access.
- (ii) Development of different teaching and learning opportunities for students.
- (iii) Review of Assessment and reporting of all student achievements within the College.
- (iv) Support for the development of EAL strategies for all teachers.

THE ROLE

The Director of Studies is directly responsible to the Principal and is a member of the College Executive Committee, a group which meets regularly with the Principal to co-ordinate the management of the College.

In addition to duties shared by all teachers and tutors, the Director of Studies has overall responsibility for the quality of the academic program, and especially the following:

Academic Planning

- timetabling;
- allocation of teaching staff;
- student course selection;
- room allocations;
- academic deadlines;
- schedule of staff meetings;
- chairing meetings of the Academic Committee;
- liaising with the IT staff on educational matters.

The Director of Studies has overall responsibility for the College calendar to ensure a balance between academic deadlines and *quan cai*/residential activities.

Evaluation of the Academic Programme

- student academic counselling;
- follow up on student performance and attendance;
- grades and reports, student records;
- appraisal and setting of SRD (Staff Review and Development) targets for Heads of Department and the Librarian;
- preparation of reports for the Principal on academic matters, the library and ICT matters.

Examination Administration and Coursework Assessment

- schedule and seating plans for all internal and IB examinations;
- invigilation schedule;
- IB co-ordination, which involves ensuring that teachers are informed about curriculum and assessment requirements for their subjects and that they have access to relevant publications and resources material, maintaining familiarity with all sections of the *Vade Mecum* procedures manual, and ensuring that all conditions for the conduct of examinations are fulfilled. Other duties require a check on all candidate registrations, ensuring that all forms are completed accurately and fully and that the information reaches the IB. As IB Coordinator, the Director of Studies is expected to report any adverse circumstances that may affect candidate performance, to ensure that all candidates are aware of the services provided by the IB, to communicate with IB Offices as and when appropriate; and to convey examination results to candidates if required;
- coordinating regular external reviews by organisations such as IB, UWC and EDB.

Academic Liaison

- communication with IBCA, and IBAP;
- liaison with other IB schools in Hong Kong and the Region;
- preparation of returns for the Hong Kong Education Department in collaboration with the Head of Administration;
- liaison with IB Coordinators at other United World Colleges;
- liaison with the Principal on the recruitment of academic staff.

Academic Resources

The Director of Studies is the Account Holder for all academic spending and his/her signature is required on all requests against budget. He/she coordinates the preparation of the academic component of the budget for:

- library;
- departmental resources;
- academic equipment and furniture;
- IB expenses;
- Reprographic equipment;
- Computers and IT resources.

Curriculum Development

The Director of Studies is responsible for reviewing the forward academic plan in consultation with the Principal, and for planning and costing proposed new curriculum components, including staffing requirements.

Staff Professional Development

The Director of Studies is responsible for coordinating and approving professional development for all teaching staff, communicating approvals and any issues arising from professional development to the Principal, and managing the budget for staff professional development.

Line Responsibility

The Director of Studies convenes meetings of the Academic Committee (which comprises the Heads of Department) and is responsible for the allocation of work to the academic secretary. Although academic staff require the permission of the Principal to miss any scheduled class for reasons other than illness, in practice the communication of such matters is delegated by the Principal to the Director of Studies.

As a senior member of the staff, the Director of Studies may be delegated other administrative tasks from time to time by the Principal.

Teaching

The role of Director of Studies involves a component of teaching. All teachers at Li Po Chun United World College share responsibility for the quality of teaching and learning in the school.

The status of the teacher as a professional with high order knowledge in the discipline(s) taught underpins the duties of the position. Teachers at the College are required to be highly

professional people who should indicate the highest standards of preparation for teaching and learning, punctuality and student management. The building of a positive relationship with students and colleagues is a requirement, as is the expectation that all teachers will work to enhance the mission and values of the United World Colleges movement, as well as the development plan of the College.

Teachers are responsible to the Principal through their Head of Department and Program Coordinators. The role of a Teacher at the College includes the following:

1. Effectively teaching a variety of classes, including undertaking appropriate lesson preparation and setting/marking examination and test papers where necessary.
2. Making an active contribution to enhance the overall aims of the College.
3. Setting and marking students' work accurately and promptly, giving advice to students as required.
4. Establishing classroom environments that are stimulating, hardworking, focussed and pleasant to be in, and which reflect the UWC's declared values.
5. Diligently following the scheme of work for each class approved by the Head of Department.
6. Assessing and responding to student abilities and progress adapting where appropriate to different individual learning styles among the students.
7. Attending and positively contributing to departmental meetings as scheduled by the Head of Department, and whole school meetings as appropriate.
8. Contributing to the College's 全才 (*quan cai*), program, to special projects (such as China Week or Project Week), and to the residential life of the College.
9. Maintaining an in-depth familiarity with the appropriate curricula and current teaching trends and developments.
10. Protecting and enhancing the physical and emotional welfare of the students.
11. Helping to build a positive sense of community among staff and students.
12. Adhering to the policies and procedures of the College as approved by the Board and/or the Principal.

Please note that full-time teachers live on campus and have some residential roles with the students, who also live on campus. Part-time teachers do not live on campus, and do not have residential duties.

All applicants should read the document "Job Description for the Position of Teacher (Full-time)" to gain an understanding of the holistic role of teacher at LPCUWC.

APPLICATIONS

The position is offered as a two year contract initially, with competitive salary and conditions, plus generously sized accommodation on campus. Family air travel at the start and end of each two-year contract is provided, together with a generous gratuity. Hong Kong is a low tax environment.

Applications must be made using the Application Form that can be downloaded from the College's website (<http://www.lpcuwc.edu.hk/category/jobs/>) and sent to job@lpcuwc.edu.hk.

Applications should be submitted by **mid-night (Hong Kong time) on Wednesday 25 January 2012.**

Short-listed applicants will be brought to the College for interview in early February 2012.

Arnett Edwards
Principal
19 December 2011