



BHS

EMPLOYMENT OPPORTUNITIES AT BHS

BHS, an International Baccalaureate School based in Bermuda, is an all-girls school from the Early Years Programme to Year 11 and offers an IB co-ed programme in Years 12 and 13 (IB1 & IB2). The School offers the International Primary Curriculum, the English National Curriculum through Key Stage 1-3, the (I)GCSE curriculum in Years 10 and 11, and the IB Diploma and Courses in the final two years of the School. Students may also sit the SAT examinations in IB1/IB2.

At BHS we focus on the balanced learner, providing extensive opportunities for advancement in academics, the arts, athletics, community service and leadership development. We promote a student-centred approach to pedagogy and learning.

We are currently seeking the following:

Head of the IB Programme - from mid August 2018

The Head of the IB Programme will coordinate and supervise all activities and programmes related to the IB Programme at BHS (Years 12 and 13). The successful candidate will promote the School's vision, aims, policies and ethos through the leadership, planning and successful delivery of the IB Programme.

The Head of IB reports directly to the Head of School, and works closely with the Senior Leadership Team. The Heads of Year for IB1 and IB2, the IB Coordinator, the University Admissions Counsellor and the IB faculty report directly to the Head of IB. The successful candidate will provide administrative and supervisory expertise for the teaching and learning of students as well as promoting the IB Programme in the community. The Head of IB, in conjunction with the Senior Leadership Team, is responsible for recruiting, appraising and further developing the IB faculty.

Qualifications & Knowledge:

- Master's degree preferred with specialisation in education, administration or a related field.
- A minimum of five (5) years of experience in leading an IB programme (Diploma and Courses) and relevant teaching experience.
- Comprehensive knowledge of the IB Diploma programme and IB courses, principles and current trends in international education and curricula.
- Have experience in leading a world-class IB programme and will participate in developing opportunities for IB students in our new leadership and STEAM initiatives.
- Be a team-player and have demonstrated qualities in shared decision-making skills and strategic planning.
- Have established relationships with college and university admissions officers in the USA, Canada and the UK so as to assist in placing students into tertiary institutions.
- Have experience supervising educational leaders such as Subject Heads of Department and Heads of Year.
- Have the ability to create/write a timetable.

Key Responsibilities:

- Overall academic advisor for every student in IB1 and IB2. This would involve individual admissions interviews re: matching each student's course choices with future career goals, at the beginning of the programme. In addition, one will monitor and track each student's academic progress throughout the two year programme and co-ordinate interventions when necessary.
- Supervise all activities and programmes related to the IB Diploma Programme with the assistance of the IB Coordinator.
- Ensure the placement of students at colleges and universities, globally, with the assistance of the University Admissions Counsellor.
- Ensure that all requirements and procedures, as set out by the IB organisation, concerning the IB Diploma are adhered to.
- Contribute to school-wide leadership and planning.
- Collaborate with the Head of Secondary on curriculum and assessment matters.
- Oversee the creation and management of the IB markbooks and reports throughout the academic year.
- Supervise the analysis of the IB results during the first two weeks of July and make presentations with recommendations to the appropriate stakeholders in September.
- Periodically undertake a strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School and undertake any reviews as required by the IB organisation and the CIS/NEASC accreditation bodies.
- Teach subjects at the IB Diploma level, namely Theory of Knowledge, IB Business Management and IB Economics.

Although the Head of IB is expected to work under our normal school schedule, this position will require some flexibility in terms of follow-up, administrative and student support during the Summer and holiday periods.

Head of Computer Science and Information Technology Department – from September 2018

This position requires the teaching of Computer Science and Information Technology from Years 7 to 9 and at the GCSE/IGCSE and IB Diploma Standard/Higher levels. As Department Head, the applicant must have extensive experience in leading an IT Department. Experience in coding and programming is essential. An interest in incorporating STEAM initiatives throughout the School would be an advantage.

Teacher of Mathematics from September 2018

This position requires the teaching of Mathematics from Years 7 to 9, at the GCSE/IGCSE and at the IB Diploma Standard/Higher levels, in addition to SAT Mathematics. An interest in incorporating STEAM initiatives would be an advantage.

All applicants for the above posts should hold strong academic qualifications: A Bachelor's Degree in the teaching subject and teacher training certification. Proven success, formal training and a minimum of 3 years' experience in teaching the subject would be a requirement for these vacancies. All applicants must meet the requirements for the Bermuda Teachers' License.

All applicants are asked to provide the following information: Title of the position applied for, full name, date of birth and nationality, full details of Secondary and Higher Education with dates, full qualifications with dates, full details of teaching and other experience and **three** written professional references with their contact information. One of these references should be from a supervisor at the current place of employment. The successful candidates will be expected to provide a recent Police background check that demonstrates that they may work in an organisation involving children. BHS is an equal opportunity employer.

Applications should be sent to:

Mrs. Linda Parker, Head of School
The Bermuda High School for Girls
19 Richmond Road,
Pembroke HM 08

Or by E-mail to: recruitment@bhs.bm

Closing date for applications: April 2nd, 2018

