

About Brookes Moscow

Brookes Moscow is a member of the Brookes Education Group (BEG), a global family of IB World Schools, that cater for local families and expatriates. Brookes Moscow opened its doors to students in September 2018 to offer full education based on the International Baccalaureate curriculum to children from 2 to 18 years old. In May 2022 we had our first ever Diploma Programme examinations and we celebrated our first graduating cohort at the end of the academic year.

We are an inclusive school that caters to a range of needs and abilities. Our mission is to support students in a caring environment and give them opportunities to learn about themselves and to take action in areas they are passionate about.



We believe that our main asset is our multicultural staff, people who can maintain a warm, welcoming and inspiring environment, who are interested in constant professional development and who contribute to and enhance our success.

We believe in the IB philosophy and teach all three programs PYP, MYP and DP through English.

Therefore, we look for talented, professional, ambitious and positive-thinking people to join our team and share our values.

If you are interested in working with a dynamic, unique and fast-developing international school, please apply below!

For more information please visit - www.moscow.brookes.org



Job Profile – Head of Science Department

The position of Head of Science reports to the Middle and High School Principal. The Head of Science is primarily responsible for the safety of students and staff in Science labs and classrooms. The Head of Science is required to create a positive and supportive learning environment and develop activities so that students are able to practice in a meaningful context. The Head of Science will be expected to manage the delivery of Science to students with a range of different ages, abilities and capabilities, both setting high standards and ensuring that subject teachers meet the school standard.

Requirements:

- Fully Qualified Teacher with 5 years minimum of IB MYP / DP teaching experience, major preferably in Chemistry or Biology, Physics;
- No less than 2 years of leadership experience in an IB continuum school;
- Expertise in teaching and assessment of the relevant subject;
- Experience with MYP eAssessments and/or DP Examinations;
- Experience with using ManageBac;
- IB trained in relevant subject and certificates obtained;
- Commitment to the values of the continuum of an IB education;
- Willingness to commit to pastoral care, for example through homeroom tutorage;
- Fluent verbal and written communication skills in English;
- Ability to be flexible in an ever-changing world of education;
- Positive and innovative mindset even in challenging situations;
- Expectations of high standards of learning and behaviour from students; and the ability to challenge all students on an individual basis;
- A willingness to contribute to the wider school community;
- Caring nature towards students and families;
- Compliant with Child Safeguarding Requirements. Plays an active role in communicating behaviour standards.

Responsibilities:

- Investment and participation in both MYP and DP core components.
- Follows the school timetable and provides lessons in an appropriate learning space.
- Commitment to Pastoral Care, both inside and outside the classroom, with a willingness to address issues at first point of contact.
- Plays a full part in the role and responsibilities of a Homeroom Tutor, providing meaningful daily activities linked to ATL skills.

- Sets, records and maintains high standards of teaching and learning, challenging all students on an individual basis.
- Monitors Science Department teachers' performance and provides recommendations for improvement and professional development.
- Continually sets high standards for subject teachers to follow, in all aspects of school performance.
- Undertakes lessons observations of subject teachers with further feedback provision.
- Devises high quality unit planning, adhering to the latest IB standards and practices.
- Organises and carries out subject-specific planning and assessment standardisation across all year groups.
- Plans and executes learning experiences, tailoring these to specific learning needs and styles through visible differentiation in every lesson.
- Regularly sets appropriate and high-quality formative and summative assessments, with effective feedback uploaded to ManageBac, as per agreed expectations.
- Meeting all internal deadlines, both departmental and wider school.
- Take the initiative in terms of understanding the key school systems - ManageBac, Google Suite, Toddle, MyIB and other subject/role specific platforms.
- Maintains a live Performance Management Portfolio that contains evidence of teaching standards and professional development.
- Ensures all curriculum content is planned and delivered to a high standard, with students ready to sit external assessments at the end of both MYP and DP programmes.
- Assesses the quality and suitability of all resources and tasks set within the department.
- Leading a weekly Subject Lead meeting and updating Middle and High School Principal and MYP/DP Coordinator with key subject information.
- Responsible for monitoring student progress, identifying children with specific learning needs and devises appropriate subject-specific strategies inclusively leasing with Key Centre for additional support to students if required.
- Acts as a point of contact for subject-specific events.
- Supports staff with parental engagement as and when necessary.
- Ensures subject staff are following school policy and procedure, including, but not limited to - assessment, inclusive access, language, academic integrity.
- Keeps abreast of educational developments, communicating these with IB Co-ordinator and Middle and High School Principal.
- Identifies and manages talent within the department, providing development opportunities as appropriate.
- Identifies and supports underperforming staff members, updating Middle and High School Principal accordingly.

- Manages the departmental budget according to school policy.
- Ensures school facilities are used and well maintained.
- Takes responsibility in ensuring that subject displays are of a high standard, regularly updated and showcase student evidence of learning.
- Performs subject-specific Results Analysis for all key assessment periods.
- Sets key departmental targets for the academic year after Results Analysis.
- Ensures educational visits happen in every year group and tie in subject-specific requirements.
- Assigns proof readers for subject reports and ensures that all reports are written, checked and proof-read before deadlines. Takes responsibility for quality of reports and holds underperforming staff accountable.
- Organises at least one subject-specific assembly per term.
- Willingness to 'step up' in the absence of School Leadership.
- Assess and monitor student progress and provide targets so that all learners can see success and improve.
- Use assessment & reporting methods that show student's achievement in relation to learning outcomes.
- Provide clear and constructive feedback to students and their parents (both subject and Homeroom), families and caregivers.
- Ensure that marking, feedback, and targets are completed according to the reporting schedule.
- Meet report deadlines, completed to a high standard & a commitment to quality assurance of others' work.
- Reads, understands and complies with school policies and procedures, reporting to the relevant individual if necessary on a case by case basis.
- Organise a timetable for the school lab technician and ensuring that the Science classrooms meet Health and Safety requirements, in accordance with Russian laws.

Benefits:

- Competitive pay and compensation package;
- Annual performance related bonus;
- Free breakfasts & lunches;
- Housing provided;
- Travel allowance;
- Relocation support (visa and tickets);
- Medical & Dental insurance;
- Use of Sports Facilities in School - Yoga Classes, Stretching and Team Game;
- Additional activities and corporate discounts outside school.