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The Independent Association of Prep Schools

GREENSTEDS SCHOOL
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Greensteds International School – Nakuru - Kenya

Vacancy for September 2020

Greensteds is a co-educational boarding and day school (IAPS and CIS) following the National Curriculum of England & Wales from Early Years to IGCSE, and A level.
We welcome applicants for the following position falling vacant in September, to join our dynamic and supportive teaching staff:

Head of Science

Greensteds School is situated 140 km north of Nairobi, in the heart of Kenya's Rift Valley and within ten minutes' drive of Lake Nakuru National Park. The School is set in a rural secluded, 50-acre site and is one of the leading International boarding schools in Kenya serving internationally-minded parents all over the world.

Greensteds has a strong academic record yet places equal emphasis upon a commitment to the wide-ranging extracurricular programme. Our Sports department complements and supplements our academic programme and teachers are expected to contribute in one or more of these areas

Our aim is to provide an enjoyable and challenging learning experience where students are able to acquire all the skills and knowledge necessary for them to become future leaders of good character, ready to make a difference in a global society.

Job & Person Specification: Head of Science

The successful candidate will be able to teach at least one Science subject across the whole Senior School (Year 7-13), including IGCSE and A-Level.

The department consists of 3 full-time specialist teachers and 2 qualified lab technicians

We are a non-selective school with a relatively wide ability range. Being able to inspire pupils of all abilities is essential.

The willingness to take a full and active part in all aspects of a thriving and progressive school is vital, including the ability to coach team sports and/or take an active part in the wider co-curricular programme
The post holder will be accountable to the Head of Faculty.

The teacher is expected to:

- Be punctual for school and lessons
- Attend all assemblies and register students when required
- Plan schemes of work, prepare lessons, set homework and mark work done by the students
- Integrate technology within lessons to enhance instructional delivery.
- Set examinations, provide assessments and tests as necessary, write reports and monitor the progress of the students
- Record weekly the marks, grades achieved by the students
- Attend staff meetings and in-service training out of working hours
- Communicate regularly with parents through e-mail, telephone and parent-teacher conferences.
- Maintain professional competence in instructional techniques and in specialized teaching through in-service education activities and self-selected professional growth activities.
- Supervise students
- Accept a reasonable number of school duties outside normal teaching hours
- Participate fully in the School's programme of extra-curricular activities
- Take an interest in and be involved with the pastoral welfare of children and bring to the notice of the Senior Management Team, children with particular difficulties
- Plan ahead the needs of his/her teaching subject or subjects; provide the school bursar with lists of books and equipment and their costs and produce invoices for goods purchased
- Supervise discipline and standards of behaviour and dress code within School by maintaining a high standard and setting a personal example in all these matters
- Assist as necessary with entrance examinations, yearly examinations and external examinations held in the school
- Hand over all books, keys and records as and when required by the School
- Undertake a mentoring or training role in the supporting of other teachers

Applicants should have:

- At least a Bachelor's Degree in Science (BSc./B.Ed.) or related field and a teaching qualification. Relevant Master's Degree will be an added advantage
- Experience in teaching the National Curriculum of England and Wales up to A-Level.
- High level of creativity and experience in heading a department/faculty in a BNC school
- Have or apply for an ICPC or Good Conduct Certificate
- Willingness to contribute fully to the boarding and extracurricular life of a busy, full boarding school.

Greensteds offers a competitive salary, reflective of the level of responsibility and the experience of the successful candidate, with generous allowances for any additional responsibilities candidates may be asked to take on. In normal circumstances, teachers are offered in-patient and Out-Patient medical insurance and school fees reduction for their children. Onsite accommodation may also be available.

Applicants should e-mail a CV with a covering letter addressed to the Headmaster stating their teaching specialism and contact details of at least 2 referees (one being your current/most recent employer) to recruitment@greenstedsschool.com

Applications are welcome as soon as possible
Closing date 29th January 2020
Interviews will take place from the week commencing 3rd February 2020
Due to the volume of applicants, only shortlisted candidates will be contacted

Please note that communication about interviews is done strictly through email.

Greensteds International School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share that commitment. Employment is subject to suitable background checks, including the receipt of satisfactory references, one of which must be from the most recent employer.