

# Pesant

werving & selectie

## Job profile

**Team Leader**  
**havo onderbouw**  
**lower secondary school**



**Wolfert Tweetalig**

Openbare school voor tweetalig vwo en havo | Bilingual Secondary Education

**Job profile**  
**Team Leader at Wolfert Bilingual**  
**(1,0 fte; S 12+)**

*Wolfert Bilingual School is looking for a Teamleader (HAVO onderbouw – lower secondary school). A strong professional who gives a recognizable face to the program for students during their first years of secondary education. The job profile contains a short description of the school, the position being advertised and the qualities that a potential candidate needs to have. More information about the school can be found at [www.wolfert.nl/tweetalig](http://www.wolfert.nl/tweetalig).*

**Wolfert Bilingual – background information**

As part of Wolfert van Borselen – a group of schools within the city of Rotterdam – Wolfert Bilingual provides bilingual secondary education in preparation for the Dutch HAVO and VWO certificates. The school prides itself on offering many subjects entirely in English and boasts a curriculum that includes subjects not usually taught at secondary schools in the Netherlands (i.e. Art and Design, Drama, Philosophy, Global Perspectives and Global Politics). Educational visits to e.g. Ireland and the UK are organized regularly, and through its close contacts with bilingual partner schools in Germany and Spain, the school provides interesting exchange opportunities. In sum, students willing to go that extra mile and keen to prepare for a life of active global citizenship will find the bilingual program offers excellent opportunities for maximizing talent development.

As well as seeking to provide a rich, internationally-oriented environment, the school strives to enable its 1100+ students to achieve excellent results. This requires highly skilled employees who are committed to the success of both the students and the school. The teachers work together to achieve the common learning objectives in the students' curriculum by developing learning paths with active links between the different subjects to ensure coherence and a holistic understanding of the material. The teachers have a broad experience in a diversity of didactical areas. Furthermore, they are actively involved in the wellbeing of each individual student. They are capable of providing individualistically targeted syllabus content and pedagogical strategies for each student, thus ensuring that each student is challenged at his or her individual pace and level. Most teachers at Wolfert Bilingual hold first-degree teaching diplomas - a statutory requirement for teaching up to secondary school higher exam levels (HAVO/VWO) in the Netherlands.

Wolfert Bilingual strives to develop new initiatives to further the standard of education at the school. One recent key initiative has been the introduction of 21<sup>st</sup> century ICT skills into the classroom: all students work with MacBooks and the school uses interactive student software. The school is one of the few 'regelluwe' (low regulation) schools in the Netherlands. Therewith, the school participates in an experiment to provide a greater scope for its own initiatives; they are given permission to deviate from certain law and regulation with the aim of examining whether this leads to better quality or greater purpose in education.

The school works with a system that allows teachers to alternate between the HAVO and the VWO streams. Teachers are organized into core teams - also in subject departments - and within each core team some teachers take on the added responsibility of being tutors ("mentors") who are deeply involved in the wellbeing of their tutees. Tutors also provide career-counselling services (LOB) to their tutees, guiding them in their future academic choices. The school considers it important that students should be able to switch academic options even after an initial choice has been made.

### **Job description**

It is the school's ambition to acquire the label "Excellent School" for its HAVO-department and to maintain this label for its VWO-department. As a Team Leader at Wolfert Bilingual you are a key player in the pursuit of this ambition. Our Team Leaders share the responsibility for the quality of education and support students during their first years at Wolfert Bilingual.

Core tasks include:

1. evaluating progress with students, their parents, mentors and teachers,
2. improving the team spirit amongst the staff,
3. raising the profile of the departments both within the school - and externally,
4. managing communication with parents,
5. organizing information sessions,
6. organizing evening and weekend activities – especially during the international exchange program with the partner schools,
7. offering career counselling to students,
8. and sharing responsibility for PR and marketing the school's HAVO Department.

Additionally, each Team Leader leads and inspires a team in the effort to further develop and embed ICT in the lessons, ensuring its correct implementation. The introduction of formative assessment will necessitate an adjustment in the pedagogical and didactical methods used for testing the students' knowledge. The aim will be to guarantee a continuous learning trajectory – one that makes the transition from the first three years (onderbouw) to the last two years (bovenbouw) as seamless as possible.

### **Team Leaders profile**

A Team Leader boasts excellent communication skills in both English and Dutch. They are able to discern the various dynamics within the teams, and can handle difficult situations in a sensitive way. The Team Leaders will set about introducing reforms into HAVO onderbouw, taking into account the need for more flexibilization and customization. One must pay attention to the 'hands-on-mentality' of the HAVO colleagues. The HAVO department's mission is to ensure acquisition of the label "Excellent School" within approximately two years. The Team Leader needs to be creative and they must feel comfortable working in a dynamic and flexible environment. He/she is driven by educational innovation and is able to inspire the team members to push boundaries. This leader works close together with the other Team Leaders.

### **Organization, responsibilities and competences**

The board of the school consists of the principal ("rector") and four Team Leaders. Team Leader HAVO onderbouw is the direct manager of the teachers and mentors in the first three years of the HAVO or VWO stream. He/she is responsible for guiding the teachers as well as ensuring a high quality of education and care for students in the department. The supra-departmental portfolios are divided among members of the board. This Team Leader's portfolio may include the recruitment and selection of students, the promotion of Wolfert Bilingual at primary schools, the embedment of the 21<sup>st</sup> century skills and ICT in the classroom and the guidance of students in their academic choices.

To qualify for the position, the applicant needs to meet the following requirements:

- you speak both near native-level Dutch and English or you are willing to professionalize your skills within a limited time,
- your skills are at academic level,
- you have teaching experience, as well as qualities needed for a managing/coordinating role in a secondary school environment,
- you are passionate about HAVO students,
- you have affinity with the development and implementation of ICT in the school curriculum and/or with the students security policy.
- you like flexible work hours and are therefore also available during evenings and weekends for various PR events.

Furthermore, you have the following competences and skills:

**- Unifying leadership**

You have the ability to fuse the diverse views, perspectives and interests of members of your team towards common goals and agreements. Your approach is aimed at connecting different parties. You instantly recognize critical situations and you are able to resolve them adequately. Unifying diverse opinions of various stakeholders is something you are good at and you make employees, students and parents feel committed to Wolfert Bilingual. With your communication skills, you enhance a culture of cooperation in your team.

**- Educational leadership**

You have a clear vision of the latest organizational and educational developments in the secondary school environment as well as in surrounding society. You proactively leverage these societal trends and innovations to improve your organization, using your up-to-date knowledge to co-direct the educational and organizational choices of Wolfert Bilingual. Your input pushes your team to strengthen the existing educational developments in your department, and inspires it to work on areas for improvement.

**- Organizational sensitivity**

You are able to distinguish the various interests within Wolfert Bilingual, and you successfully take these into account when forming your judgement and making decisions. You are accessible, approachable and visible in the school. You know what is happening in the lives of your students and staff members and you recognize the impact and consequences of your own actions. You instinctively know how employees feel about each other and you are capable of handling difficult situations in a sensitive way. Your behavior shows that you respect individuals and you recognize their talents and qualities.

**- Self-consciousness**

You are a decisive leader, capable of leading innovations and managing the organizational implementation of existing processes. You are not afraid to let your voice be heard, taking a strong leadership role if the situation requires it. This means that 'you do what you say, and say what you do'. You make well-thought-out choices and set priorities for your team, and are able to gather a wide base of support for your plans and initiatives. You monitor and guide decision-making and implementation processes to ensure successful outcomes. Being a strong leader, you are not afraid to confront a team member who fails to meet deadlines or who infringes the rules of the school and terms of his/her contract.