NITA MUKESH AMBANI
JUNIOR SCHOOL
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# NITA MUKESH AMBANI JUNIOR SCHOOL (NMAJS) CAMPUS: A HUB OF FLEXIBLE LEARNING SPACES AND INNOVATION









At NMAJS, our campus embodies cutting-edge educational design, built on the principles of flexibility, transparency, and personalized learning. Spanning 340,000 square feet, the campus integrates Primary, Middle, and High School sections within one cohesive building, ensuring smooth transitions between school levels while catering to the distinct needs of each age group.

Flexibility is at the heart of our design, with adaptable furniture, movable walls, and dynamic groupings that create versatile spaces. These environments empower students to engage with learning in ways that suit their individual needs and preferences. Open areas encourage collaboration and foster a strong sense of community among students and staff.

Our innovative moving walls allow entire floors to be reconfigured into expansive spaces for learning, reflecting our commitment to evolving alongside future educational philosophies. The campus features well-resourced libraries, multifunctional science labs, and specialist classrooms for languages, music, drama, and dance.

State-of-the-art facilities, including editing and recording studios, a full-size multipurpose hall, a fully equipped workout room, and a sensory space, promote both creativity and physical well-being. Inviting dining halls and parent and staff lounges provide spaces for relaxation and social interaction.

In addition, maker labs, a robotics field, and collaborative commons further enrich this vibrant learning environment. NMAJS is more than just a school—it is a space where creativity, innovation, and adaptability thrive, empowering students to grow into future-ready leaders.

**SCAN QR CODE** **TO VISIT SITE**

# Job Description of Head of Middle School

## Role Summary:

The Head of Middle School at Nita Mukesh Ambani Junior School is a senior leadership position responsible for the overall academic, pastoral, student-life and strategic leadership of the Middle School, comprising Grades 6 and 7 within the MYP Programme. The Head of Middle School is responsible for ensuring the overall academic success, wellbeing, engagement and development of students while fostering a positive, inclusive and enriching learning environment.

The Head of Middle School reports directly to the Head of Junior School and provides leadership, direction, coaching and performance management to the Head of Learning and Head of Student Life, both of whom report directly to the Head of Middle School. The Head of Middle School is responsible for ensuring effective integration between academic learning, student life, wellbeing, pastoral care and student support across Grades 6 and 7.

The Head of Middle School works closely with the Head of Junior School, Dean, Head of Secondary School, MYP Programme Coordinator and other stakeholders to advance the school's mission, vision and strategic initiatives. The Head of Middle School also works closely with the Head of Secondary School to ensure a smooth and well-planned academic and pastoral transition from Grade 7 MYP into Grade 8 IGCSE.

In consultation with the Board, Dean, Head of Junior School and other school leaders, the Head of Middle School participates in developing the NMAJS values, vision, mission, goals and Strategic Plan. S/he is then responsible for translating agreed strategic priorities into clear objectives, programmes and measurable outcomes for the Middle School.

This position plays a crucial role in driving instructional excellence, student wellbeing, faculty development and a culture of continuous improvement. The Head of Middle School provides visionary leadership, develops the capacity of the Head of Learning and Head of Student Life, and contributes to the advancement of innovative teaching and learning practices.

A working knowledge of the IGCSE programme will be considered an added advantage, ensuring a seamless academic transition for students as they progress from Grade 7 MYP into Grade 8 IGCSE.

## Core Responsibilities:

- Provide strategic leadership, direction, coaching and performance management to the Head of Learning and Head of Student Life, ensuring clear accountability for the academic, pastoral and student-life outcomes of Grades 6 and 7.
- Establish clear priorities, expectations and performance standards for the Middle School and ensure that the Head of Learning and Head of Student Life align their respective functions with these priorities.
- Provide guidance and support to the Head of Learning in developing and implementing effective instructional strategies, curriculum practices and assessment approaches.
- Provide guidance and support to the Head of Student Life in developing and implementing effective pastoral, wellbeing, student engagement and student leadership programmes.
- Monitor the overall quality and effectiveness of academic, pastoral and student-life provision across Grades 6 and 7.
- Review student achievement, progress, wellbeing, attendance, behaviour and engagement data with the Head of Learning and Head of Student Life to identify trends, priorities and areas for improvement.
- Ensure that appropriate academic, pastoral and student support interventions are implemented for students requiring additional support.
- Foster a culture of collaboration, professional growth, accountability and shared responsibility across the Middle School.
- Ensure that faculty development and professional learning are aligned with student needs, school priorities and current research in teaching and learning.

- Collaborate with school leaders and administrators to ensure alignment of Middle School practices with the school's mission, vision and goals.
- Maintain working knowledge of the IGCSE programme and liaise closely with the Head of Secondary School to support a smooth, well-planned transition for students moving from Grade 7 into the IGCSE curriculum in Grade 8.
- Ensure effective transition planning from Grade 5 into Grade 6, including academic, pastoral, social-emotional and student-life considerations.
- Contribute to the development and implementation of initiatives aimed at promoting innovation and excellence in teaching, learning, student wellbeing and student experience across the school community.

## Oversight of MYP Leadership (through the Head of Learning and Head of Student Life):

### Academic Leadership (via the Head of Learning):

- Provide strategic direction and oversight for instructional leadership and curriculum fidelity for the MYP (Grades 6 and 7), ensuring alignment with IB frameworks and NMAJS standards of excellence.
- Ensure curriculum alignment and academic continuity across the transition from Grade 5 (PYP) into Grade 6 (MYP), and from Grade 7 (MYP) into Grade 8 (IGCSE).
- Oversee professional learning, mentoring and instructional coaching for MYP faculty through the Head of Learning.
- Monitor MYP student achievement, progress and targeted academic interventions, in coordination with the Head of Learning and Student Support Team.
- Ensure effective use of assessment and student-performance data to inform teaching, intervention and school improvement.
- Support the integration of social-emotional learning and adolescent-development strategies into the MYP academic programme.
- Establish procedures for regular curriculum review and development, including alignment across the MYP and preparation for the IGCSE curriculum.
- Monitor the quality and impact of instructional leadership and faculty development within the Middle School.

### Pastoral Leadership (via the Head of Student Life):

- Provide strategic direction and oversight for the Pastoral Care and Well-being Framework for Grades 6 and 7, including the Advisory Programme and age-appropriate life-skills curriculum.
- Monitor the effectiveness of pastoral systems and interventions in supporting student wellbeing, belonging and engagement.
- Oversee MYP student leadership bodies, including Student Council, House Captains, Well-being Ambassadors and other student voice platforms.
- Ensure appropriate co-curricular and extracurricular programming for Grades 6 and 7.
- Monitor MYP student behaviour, attendance, participation, engagement and wellbeing trends, with responsive support systems.
- Ensure structured support for transition points into and out of the MYP, particularly Grade 5 to 6 and Grade 7 to 8.
- Promote student agency, voice and leadership across the Middle School.

### Educational Leadership

- Lead with a mission and vision that focuses on desired results for student learning, development, wellbeing and engagement.
- Provide visionary leadership in curriculum development, implementation and evaluation, ensuring alignment with the school's mission and the MYP framework.
- Oversee, through the Head of Learning, the delivery of high-quality instruction and assessment practices that promote student achievement, engagement and wellbeing.
- Foster a culture of continuous improvement, encouraging innovative and effective teaching methodologies.
- Lead and develop the Head of Learning and Head of Student Life as effective leaders within the Middle School.
- Collaborate with instructional leaders and teachers to develop and implement professional development programmes that enhance instructional practices and student outcomes.

- Stay abreast of research-based best practices in education and promote their thoughtful integration into the school's instructional strategies.
- Energize the school community with clear, contemporary and contextual guiding statements aligned with the IB MYP mission and the school's commitment to high expectations.
- Regularly communicate the achievement of the school's mission and vision through evidence of measurable progress, celebrate student and faculty achievements, and use information to identify further improvements.
- Use data to support change and effectively lead innovations that result in improved learning, engagement and wellbeing.
- Use a definition of learning, developed from the school's shared culture and context, to guide curriculum planning, instruction and assessment and to promote student agency and meaningful application of learning.
- Ensure a coherent curriculum derived from agreed student outcomes and rooted in best practices to support the achievement of all students.
- Establish procedures for regular curriculum review and development, including alignment across the MYP and preparation for the IGCSE curriculum.
- Collaborate with the Leadership Team to focus the agenda, attention and discussion on substantive, strategic and symbolically important issues for the school.
- Liaise with the Head of Library to ensure that research-based pedagogical methodologies, information literacy and school learning resources are used effectively to implement and support the MYP curriculum.

**Human Resource Leadership**

- Provide direct leadership, coaching, mentoring and performance management to the Head of Learning and Head of Student Life.
- Contribute to the performance review and professional growth of faculty and staff within the Middle School, in coordination with the Head of Learning, Head of Student Life and Head of Junior School.
- Establish clear expectations for professional practice and ensure accountability for agreed performance standards.
- Ensure that recruitment and retention practices are aligned with the school's mission, vision and values and reflect the school's unwavering commitment to child protection.
- Support the development, communication and implementation of personnel policies for all categories of staff within the Middle School.
- Implement performance appraisal processes which include ongoing coaching, mentoring and feedback to promote professional learning and growth.
- Address performance concerns directly, respectfully and in accordance with school policies and procedures.
- Create a climate that supports collaboration focused on improving learning and student outcomes.
- Identify and develop leadership capacity and succession opportunities within the Middle School.

**Community, Communication and Relationships**

- Cultivate positive relationships with families, students, staff and the wider community to achieve partnerships that benefit student outcomes.
- Create a climate of trust and evidence-based professionalism, honouring commitments and handling conflict directly and respectfully.
- Effectively communicate the school's Mission, Vision and values to the school community.
- Promote teacher-student interaction that is appropriate, purposeful and characterised by mutual respect.
- Establish channels of communication that promote mutual understanding, compassion and collaboration among all community members.
- Ensure that concerns raised by students, parents or staff are addressed appropriately, transparently and in a timely manner.
- Represent the Middle School positively within the wider school community and in relevant external engagements.

**Student Welfare and Engagement**

- Prioritize Child Safeguarding in all aspects of the day-to-day operations of the school, ensuring a robust policy and procedure is well understood by all community members and establishing regular professional training for all adults on campus with regard to Child Protection.
- Promote a safe, nurturing, inclusive and respectful learning environment that supports the academic, social and emotional development of students.
- Ensure, through the Head of Student Life, that effective systems are in place to monitor and respond to student wellbeing, behaviour, attendance, participation and engagement.
- Collaborate closely with the Student Support Team to ensure effective coordination of services and support for students with additional learning and developmental needs.

- Facilitate regular review of student progress, interventions and support plans in collaboration with the Head of Learning, Head of Student Life and Student Support Team.
- Provide strategic oversight to ensure that appropriate and inclusive accommodations and modifications are implemented to meet the unique needs of students requiring additional support.
- Serve as an advocate for students requiring additional support, ensuring their voices are heard and their rights are respected.
- Collaborate with parents, teachers and support staff to develop effective strategies and interventions that address the specific needs of individual students.
- Monitor the academic, social-emotional and behavioural progress of students requiring additional support and ensure that interventions are reviewed for effectiveness.
- Foster strong relationships with students, parents and the wider community, actively seeking their input and involvement in the school's activities.
- Promote student voice, agency, leadership and meaningful participation in the life of the Middle School.

**Strategic Planning and Implementation**

- Contribute to the development and implementation of the school's strategic goals, ensuring that the Middle School's objectives are aligned with the wider school strategy.
- Lead the development and implementation of Middle School priorities and action plans in consultation with the Head of Junior School and relevant school leaders.
- Monitor progress against agreed objectives and ensure that appropriate action is taken where required.
- Participate in decision-making processes related to budgeting, resource allocation, staffing and educational policies affecting the Middle School.
- Collaborate with other school leaders to ensure a cohesive approach to curriculum, instruction, assessment, student wellbeing and professional development.
- Ensure continuity of learning and student experience between the PYP, MYP and IGCSE.
- Monitor and evaluate the effectiveness of programmes, initiatives and policies, making data-driven decisions to drive continuous improvement.
- Identify emerging risks and opportunities affecting the Middle School and develop appropriate strategies in consultation with relevant school leaders.
- Provide regular strategic updates to the Head of Junior School and, as appropriate, the Dean & CEO on the performance, priorities, risks and progress of the Middle School.

**Administrative**

- Implement and monitor all policies and regulations.
- Review and analyse student performance, wellbeing and engagement data and periodically apprise the Head of Junior School and, as appropriate, the Dean & CEO on the progress of the Middle School.
- In consultation with the Head of Learning, Head of Student Life and/or Programme Coordinators, develop a teaching allocation for each class and division within the academic calendar of the school, considering the availability of teacher resources and students' choice of subjects.
- Contribute to and review information for the preparation of the school diary, staff handbook and policy manual.
- Supervise preparation of school publications such as the school magazine, newsletters and relevant Middle School communications.
- Approve the leave of teachers based on the school's leave policies and delegated authority.
- Supervise and contribute to the orientation and presentations in the Middle School section, in consultation with the Head of Student Life and Programme Coordinators.
- Extend academic and divisional support in the admissions process by conducting admission tests and interviewing prospective students in consultation with the Admissions Committee and the Dean & CEO.
- Provide regular reporting through the appropriate reporting structure on the development, performance and progress of the Middle School.
- Perform other duties as assigned by the Head of Junior School and/or Dean & CEO.

## Safeguarding Commitment

In accordance with the school's commitment to adhere to the International Task Force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, the Head of Middle School will be required to demonstrate an unwavering commitment to promoting and safeguarding the welfare of children and young people in the school, including attending regular professional training on compliance with international safeguarding policies.

The Head of Middle School will ensure that safeguarding remains central to the culture, policies, procedures and daily operations of the Middle School and that all members of the Middle School community understand and uphold their safeguarding responsibilities.