

GD GOENKA WORLD SCHOOL JOB DESCRIPTION

“Shape young minds, while shaping your own career.”

1. JOB TITLE

Head of PROGRAMME –IBDP (HOP–IBDP)

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: Academic Head / Vice Principal / Principal

Supervises: Subject Teachers, Lab Assistants, and Academic Support Staff

3. JOB LOCATION / POSITION TYPE

Sohna

4. JOB PURPOSE / SUMMARY

The Head of Programme (HOP) is responsible for providing academic leadership and strategic direction to the department, ensuring high-quality teaching, effective curriculum implementation, and strong student outcomes. The HOP plays a key role in mentoring teachers, driving innovation in pedagogy, and maintaining academic excellence in line with the school’s vision and board requirements.

5. ABOUT THE ORGANISATION:

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances high professional standards with a deep sense of belonging and care. Collaboration, continuous learning, and recognition of contributions are central to

our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organisational culture is not just about building great careers but about shaping meaningful lives.

Vision: Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission: We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values:



Team Centric – We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is unified effort, strengthening our community and amplifying impact.

Harmonious – We remain adaptable yet grounded, creating an environment where diverse perspectives coexist in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

Resilient – Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into steppingstones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

Innovative – We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward-thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

Versatile – We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

Empathetic – Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

6. KEY RESPONSIBILITIES

The responsibility of the HOP would include, but are not limited to –

ADMINISTRATIVE

Carry out the necessary tasks outlined in the programme list of coordinator's responsibilities, including registration of students, coordinating with the Finance Administrator for the payment of invoices, monitoring of deadlines, dispatching necessary documentation and organization of the examination sessions.

Ensure that the school and its students comply with all applicable programme regulations. –

- Make copies of relevant programme publications available to all staff.
- Support teachers and students in preparing for the programme examinations.
- Make provision for appropriate liaison and support upon the publication of results.

TEACHING AND LEARNING CURRICULUM

- Leading the department in developing and improving teaching and learning.
- Establishing priorities and goals for the department that integrate with and support the GDGWS Mission and Vision and the School Development Plan.
- Planning curriculum includes developing and maintaining schemes of work in consultation with colleagues within the department and across the whole school (vertical and horizontal planning) and in line with the requirements of the IBDP policies and procedures.
- Maintaining and developing assessment practices including oral assessment, standardization and moderation strategies in line with the segment policies and procedures as well as GDGWS policies and procedures.
- Analyzing and evaluating examination and other student performance data and reporting results to the HOP.
- Monitoring and evaluating teaching and learning within the department in line with school policy and those of all segment guidelines.
- Liaising with colleagues in the relevant curriculum group and conducting committee meetings and other groups as necessary.
- Recommending appropriate professional development for department teachers within the subject area.

STAFF

- Planning and implementing the introduction of new teachers within the department.
- Supporting and guiding departmental colleagues in their interactions with students, parents and other colleagues.
- Identifying staffing needs in consultation with HOP & advice as requested by the Head of School on the selection of new staff.
- Conduct performance management of teachers within the department by lesson observations, personal interviews and other practices as developed by the school.

MANAGEMENT & ADMINISTRATION

- Chair periodic department meetings, providing agendas and minutes of these meetings to the Teachers.
- Liaising with HOPS with regard to examination entries and related matters.
- Liaising with the members of staff responsible for timetabling with regard to the deployment of staff.
- Managing departmental budget and resources, including updating departmental inventories, textbooks and other student learning resources.
- Contributing to various school publications, including periodicals, handbooks and websites informing parents and students of departmental programs.
- Maintaining teaching and display areas in the department hub or other teaching spaces; assisting with the management of cover work for absent colleagues in the department; liaising and collaborating with other Heads of Department as appropriate.

STUDENTS

- Overseeing students' academic progress within the department.
- Setting up, operating, monitoring and standardizing departmental marking and assessment procedures, within the framework of the IB and school policies and procedures.
- Coordinating the production of department reports including bi-monthly reports
- Establishing a common approach to homework adhering to the school policies and procedures.

7. QUALIFICATIONS / REQUIREMENTS

- Postgraduate degree in the relevant subject (B.Ed./M.Ed. mandatory for school teaching roles).
- 8-12 years of teaching experience, with at least 3-5 years in a leadership or supervisory role.

- Strong knowledge of curriculum frameworks, teaching methodologies, and assessment practices.
- Experience in teaching mentoring, curriculum planning, and student performance improvement.

8. COMPETENCIES / SKILLS

- Strong leadership and mentoring skills.
- Excellent communication and analytical abilities.
- Ability to motivate teachers and students toward high performance.
- Strategic thinker with strong organizational skills.

9. OTHER REQUIREMENTS

- Adherence to all organizational policies is mandatory.
- The elements contained in this job description are subject to amendment as the needs of the school/Organisation change.
- Any other duties that go naturally, customarily and conventionally with the work and job of HOP which are implied in the effective and smooth running of the school/organization and/or such other professional duties, responsibilities or assignments as GDG may delegate from time to time as, it may, deem appropriate.
- In addition to the above, responsibilities will include any other tasks/assignments or work assigned by the Principal / Administrator / Management / Respective CXO / Promoters.