******

**Haileybury Astana: Appointment of a Director of Studies**

**Candidate information**

**The Role of Director of Studies**

Are you interested in joining the staff of a rapidly expanding and ambitious school located in one of the most interesting capital cities in the world?

We are looking to appoint an enthusiastic Director of Studies to join our expanding school. Haileybury Astana recently received authorisation to introduce the IB Diploma programme from August 2017 and is an all through school with its first iGCSE results this summer. We have a number of key challenges in setting up new assessments systems in both primary and senior schools as we move towards implementation of CEM systems and a general review of processes. This gives a unique opportunity for a new DOS to be involved at the heart of planning in a forward thinking school. The DOS will have a key role in overseeing effective implementation and tracking of data supported by a range of other staff. The school uses SIMS Independent as its MIS and support and expertise is also available from our sister school in Almaty which has been established longer and offers an A level programme in an all through school. As part of the preparation for the introduction of the IBDP, a number of experienced IB teachers have been recruited and other teachers sent for IB training as required. The school is well resourced and all teachers have their own fully equipped classrooms with interactive whiteboard.

The DOS will have a key role in training staff, line managing Heads of Dept and leadership of teaching and learning at the school supported by the IB Co-ordinator. They will have a vital role in overseeing Performance Management and will be a key member of our Senior Leadership team. It is an ideal opportunity to really make a mark in a dynamic and established school which has a great future ahead.

Knowledge of the National Curriculum and IGCSE – and experience of teaching them - will be an advantage, as will an understanding of the requirements of the IBDP and experience of teaching at least one IBDP subject. Most important will be a passion for teaching and learning and the drive and energy to enthuse pupils.

Our aim is to appoint excellent staff who will work hard, be good team players, support the ethos of the school and bring something new to the strong Senior School team at an exciting time in the school’s development. Applicants should be native English speakers and hold a recognised teaching qualification. The majority of our teachers are from the UK, some with prior international experience and others with none, but we also have staff from other parts of the world who add to the international flavour of the school.

Haileybury Astana already enjoys an excellent reputation locally and offers an education equal to that of the best schools in the UK and around the world. Our teachers receive a very competitive remuneration and benefits package which includes a tax-paid salary, generous accommodation allowance, excellent health care and annual return flights.

For an informal tour of the city please follow the link below which takes you to the COBIS award winning video made by our Y3 pupils.

<https://www.youtube.com/watch?v=vcJgnh6FT6M>

For further details, please visit our website [www.haileyburyastana.kz](http://www.haileyburyastana.kz) under the Staff tab.

To apply, please email your CV and a covering letter, along with contact details of three referees to Kathryn Walsh at Haileybury UK [Astana.Recruitment@haileybury.com](mailto:Astana.Recruitment@haileybury.com)

Initial interviews will be held via Skype.

**Closing date for applications: 10th March 2017**

**Haileybury Astana**

Haileybury Astana opened in September 2011, following the successful opening of Haileybury Almaty in 2008. Both schools have strong ties with Haileybury UK, a long established and successful independent school. The financial backers of Haileybury Astana aspire to the standards of the best UK independent schools. They take a keen interest, motivated by the desire to see the school fulfil its potential. As we are a not-for-profit organisation, all operating surpluses are reinvested in the school. The majority of governors are also governors of Haileybury UK and therefore bring with them a wealth of experience. They visit the school twice a year. The pupils are approximately 75% local and 25% expatriate and the medium of instruction is English. The quality of English of the local pupils has improved significantly in the past two years. Prospective pupils have to pass an entrance test to take up a place in the school. The children here are pleasant and hard-working and a pleasure to teach.

As a young school, Haileybury Astana is still growing and evolving. The school is already established as the leading school in Astana and pupil numbers have increased by 50% in just over two years. Pupil numbers currently stand at about 490 and will continue to grow. The school already enjoys excellent facilities, with plans for further construction projects in the future. Our oldest pupils are currently in Year 11, so our first IGCSE cohort will sit their IGCSE examinations in May/June of this year. We passed our IB accreditation visit in December and we our first IB cohort will start their courses in September 2017. Teachers who come to work here need to share our vision - which is to provide a high quality education to prepare our children for tomorrow’s challenges - and ideally be committed to remaining beyond their initial two-year contract period. In return we are committed to the training and development of our staff.

**The City of Astana**

Astana is the visionary capital of Kazakhstan, a rapidly growing city of about 800,000 people. Located on the River Ishim which flows across the Sarayarka Steppe, Astana is a testament to the aspirations of modern Kazakhstan. The city is split by the river into two distinct halves; the Right Bank is home to the old city with a variety of styles of building from the Tsarist, Soviet and Independent periods and has the urban buzz of any densely packed city. The Left Bank of the city is a new world of futuristic skyscrapers and ambitious architecture, all of which is highly modern and quite spectacular. These include the Baiterek and the Khan Shatyr, the largest tent in the world containing a shopping and leisure complex which includes an internal monorail, log flume and even a beach in the roof.

Astana has been the capital of Kazakhstan since 1997, replacing Almaty in the south. The city has become a magnet for the young, well qualified and ambitious of Kazakhstan and other nations, giving Astana a genuinely cosmopolitan, transnational flavour. There is a wide selection of restaurants, clubs and bars across both halves of the city.

Astana is very much a garden city with an extensive provision of parks and outdoor spaces. The displays of flowers in the summer months have to be seen to be believed. The river provides a highly attractive focus for the city, with pleasant bank-side walks to be enjoyed in summer and opportunities for ice-skating and snowmobiling during the winter months. The surrounding countryside provides excellent opportunities for trekking, downhill and cross-country skiing and cycling, enabling the adventurous to explore the lakes, forests and the endless steppe.

Astana International Airport in is well served by a range of carriers with direct flights to many global hubs (London, Paris, Frankfurt, Kiev, Moscow, Istanbul, Abu Dhabi, New Delhi, Beijing, etc.) with new destinations being added regularly. There is a tri-weekly direct flight from Astana to London, which takes around 6 hours.

**Living in Astana**

Astana has all the advantages of a capital city with few of the disadvantages. Traffic is light for most of the day and you will never find yourself in a crowd. The range of cafes, bars and restaurants is similar to that of any Western European capital and you will instantly recognise many of the products on sale in supermarkets. Some goods you can buy in the UK are hard to get and there may be one or two things you will miss, but on the whole shopping and cooking here are straightforward. The cost of living is similar to that of the UK, with some goods being relatively cheap here and others more expensive, especially imported electrical goods. Kazakhs love children and Astana is both safe and welcoming for children. Crime of any sort is rare and violent crime almost unheard of. Families can and do walk through the city in the evening without encountering any problems. There is a good and inexpensive network of buses in the city, though you can get to many places on foot. Taxis are plentiful and cheap, with journeys costing between 500 and 700 Tenge (about £1-1.50).

The biggest challenge in Astana is the extremes of weather. It is hot in the summer months and very cold in the winter, though frequent periods of high pressure give rise to clear, blue skies throughout the winter which allow you to enjoy the dramatic scenery. Although the winter temperatures sound daunting, it is a dry cold, and with the right clothing you will encounter few difficulties.

An increasing number of locals in Astana speak English but learning some simple transactional Russian is worth the effort, as this is the language used in shops and restaurants. Using some Russian and being able to say please and thank you in Kazakh will be appreciated. Kazakhstan is quite bureaucratic, which can be frustrating, but Haileybury teachers enjoy the support of an excellent administration team, who are at least bilingual and in many cases trilingual. They will, for example, take care of all the paperwork involved in opening a bank account. Teaching assistants are also nearly all trilingual and many have teaching qualifications. Spouses are not permitted to work in Kazakhstan, unless they have been formally offered a job and are therefore sponsored by a recognised employer. There is a growing ex-pat community here and it easy to build up a circle of new friends and acquaintances relatively quickly. There are no gated communities here and virtually all expats in Astana have friends in the local community. Staff turnover is low and most teachers are on their second or third contracts.

**Terms and Conditions**

Contracts are for two years and can be renewed for one, two or three years by mutual agreement. Teachers receive their salaries tax paid, so earn significantly more than in the UK. Basic salary is calculated according to the number of years of relevant experience post qualification to a maximum of £35k. There is a generous gratuity payable at the end of each two-year contract. In addition to the basic salary, teachers are paid an extra 10% to contribute to a private pension scheme should they wish to do so. One annual return flight to the country of residence and a generous baggage allowance at the start and end of contract are also included. This includes spouses and dependent children if applicable. There is plenty of excellent accommodation in Astana and teachers receive a housing allowance which will cover the cost of a good apartment in the city centre. The school offers the highest level of healthcare protection through BUPA and staff here have 24/7 access to high level medical care delivered by English-speaking practitioners via SOS, local clinic. Teachers have free bus travel to and from work and free lunches. Staff children can attend the school assuming that they meet the entry criteria and places are available. Fees are not charged for the children of staff.

**Application procedure**

Applicants should hold a recognised teaching qualification and be native English speakers. Applicants should send a current CV, including photo, with the names of at least two referees who have knowledge of their work as a teacher, one of whom should be their current or most recent employer. The school is committed to the safeguarding of children and undertakes careful vetting of potential new employees to ensure that there is no reason why they should not work closely with children.

Initial interviews will be by Skype. Second round interviews, if required, will take place in the UK in early February. The deadline for applications is 4.00pm GMT on **Friday 10th March** Applications should be addressed to the Headmaster and sent to Kathryn Walsh at Haileybury UK at [Astana.Recruitment@haileybury.com](mailto:Astana.Recruitment@haileybury.com)

**Jonathan Ullmer MBE**

**Headmaster Designate**

**February 2017**

|  |  |
| --- | --- |
| ***astana_blue.jpg*** | **HAILEYBURY ASTANA**  JOB DESCRIPTION: DIRECTOR OF STUDIES |

**Post:** Director of Studies **Responsible to:** Headmaster

**CORE RESPONSIBILITIES:**

1. To assist the Headmaster in the recruitment of staff.
2. To assist the Head and Deputy Head with the smooth running of the school.
3. To lead on the implementation of the school’s staff appraisal and CPD policies.
4. To keep abreast of curricular developments in the UK and worldwide and brief SLT members and staff on these as and when appropriate.
5. To attend all SLT, leadership & pupil progress meetings and staff briefings.
6. To undertake other duties as the Headmaster may reasonably direct.

**SPECIFIC AREAS OF RESPONSBILITY:**

1. To assist in the recruitment of staff by determining the school’s annual staffing needs and where required be involved in the interview process.
2. To develop and produce an annual curriculum plan to include an analysis of the school’s staffing needs.
3. To ensure the production and adherence to high quality schemes of work in line with the promotion of Haileybury Habits. To ensure these SOW are regularly reviewed and updated with copies and resources readily available on line to staff.
4. To produce and ensure the timely publication of an annual whole school timetable including exporting it to the school’s MIS and its effective ongoing operation.
5. To produce, publish and ensure an effective annual assessment and reporting schedule is implemented with regular checks throughout the year.
6. To ensure high quality reports are produced for parents at least twice per annum and to ensure effective quality assurance systems are in place to check these, liaising with other senior staff and KS Managers.
7. To develop a robust system of data management including external baseline and internal assessment data to ensure effective and systematic target setting, pupil tracking and value added data analysis takes place at all levels.
8. To ensure SEND & G&T pupil tracking systems are in place.
9. To provide regular and effective line management to lead and inspire subject leaders.
10. To Chair the Heads of Dept meetings and School Improvement Group in line with agreed priorities to include, but not limited to, the production of an annual Results Analysis report produced with full involvement of subject leaders; effective monitoring of high quality teaching and regular updating of schemes of work in line with agreed guidelines. To ensure these groups are fully involved in walkthroughs and lesson observations using agreed proformas. To ensure termly work scrutinies take place involving Heads of Dept, KS Managers and Senior staff.
11. To ensure underachievers are identified on a regular basis, using regular data entries on SIMS to highlight issues and ensure every underachieving student has a regularly updated action plan.
12. To produce regular reports for SLT from SIMS Independent tracking and analysing key groups and alerting senior staff as to trends and issues. Ensure the full role out and use of SIMS Independent to staff so the system is used by all teachers in the most effective manner.
13. To initiate and lead staff training, analysing data from walkthroughs and observations to help set the agenda for training needs. To ensure comprehensive staff training records are maintained and monitored. To oversee external trainers invited to the school and that their time is utilised to the maximum. Ensure training budgets are reviewed and managed and reflect core school priorities.
14. To oversee, coordinate and monitor primary and secondary homework timetables and work sampling arrangements in liaison with the Head of Primary / KS Managers and the IB Co-ordinator.
15. To meet with parents as needed and review academic progress.
16. To line manage the IB Co-ordinator and work with them to deliver the learner profile throughout the school and agree with them core priorities for the school improvement group to discuss with senior staff.
17. To oversee Year 10 and 12 options processes and arrange curriculum literature and options evenings to guide parents and students.
18. To lead and assist on production of curriculum booklets and A5 leaflets about the work of the school.
19. To deputise for the Deputy Head on cover arrangements as required.
20. To oversee all aspects of the Examinations Officer’s work and prepare invigilation timetables during examination periods. To review all exam entries in a timely manner to ensure students are not entered for exams in which they are unlikely to achieve success
21. To oversee entrance testing procedures in conjunction with the Registrar.
22. To contribute to teaching in the college, leading by example in the delivery of excellent lessons.

**EAL**

All staff of Haileybury Astana must remember that, in addition to the responsibilities set out in this Job Description, they are also teachers of EAL to all pupils. Many pupils at HAS have English as a second language, and so it is important that if they are to achieve their maximum academic potential, that they take a proactive approach to reflect upon how they can further encourage pupils to develop their English language. All staff must follow and promote any EAL policy and procedures as set out by the school.

**Signatures:**

Director of Studies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headmaster:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

The successful candidate is likely to have most of the following:

## Qualifications

* Excellent degree with QTS or equivalent
* Evidence of study at Masters level or beyond and / or NPQH is desirable

## Experience

* Evidence of successful experience in managing data including external baseline and internal assessment data is essential
* Significant leadership experience in either whole school improvement initiatives at primary or secondary sector, with an equal aptitude and desire to acquire both
* Sound teaching experience and successful results

## Personal qualities

* A clear vision for, and commitment to, delivering the highest standard of education
* Presence which inspires others
* Ability to use a variety of leadership styles to inspire and lead others
* Excellent interpersonal and communication skills including the ability to communicate verbally with, and write reports for, a range of stakeholders including Governors and Shareholders
* A commitment to principle centred leadership and respecting others
* Ability to work well independently and under pressure to meet targets
* A commitment and enjoyment of working towards a whole school ethos at all times
* Ability to develop and maintain excellent working relationships with all members of the school community
* Sound judgement and integrity
* Ability to use creativity, enthusiasm and a positive attitude to problem solving
* Good health, stamina, resilience and a sense of humour

## Professional Competence

* Exemplary ICT skills is essential
* Experience of working with data to drive whole school standards is essential
* Headship potential
* Thorough knowledge and understanding of current education, leadership and curriculum issues
* Understanding of, and ability to, implement whole school development planning, policies, monitoring and evaluation strategies to raise standards
* Thorough understanding of the cycle of appraisal, target setting and identification of CPD needs of self and others to improve standards
* Thorough knowledge, understanding and ability to manage a wide range of operational related matters likely to effect the smooth operation of a school
* Ability to efficiently organise staff, others and resources