



ST JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL



Candidate Brief

PRINCIPAL

St Joseph's Institution International Elementary School

Singapore | Co-educational | 685 students | 4 to 12 years
International Primary Curriculum



MISSION STATEMENT

*Enabling students, within a Lasallian community,
to learn how to learn and to learn how to live,
empowering them to become people of integrity
and people for others.*



WHO WE ARE

St. Joseph's Institution (SJI) International School was established as a private High School (Grades 7 to 12) in 2007. This was followed by the opening of SJI International Elementary School (Preparatory to Grade 6) in 2008. Although these two schools operate as individual schools, each with their own Principal, they work closely together to offer parents an all-through educational experience. SJI International School is part of a group of seven Lasallian Catholic schools in Singapore with a history dating back to 1852.

The realisation of the vision of SJI International was a labour of love for a team of SJI Alumni, who having benefitted so profoundly from their own education at SJI, then sought a way to offer Singaporean and expatriate children a similar life-changing experience. SJI, which started as an all-boys school, is a Catholic school founded by the De La Salle Christian Brothers in 1852. It embodies the tradition of St John Baptist de La Salle, the French priest who, in 1680, started this order of religious Brothers to provide education for poor boys in France. It is one of the oldest and most respected schools in Singapore.

SJI International School is a non-profit organisation, overseen by the SJI International Board of Governors, mainly comprised of SJI alumni. The School's patron is Dr Tony Tan, President of Singapore, who is also an SJI alumnus.

SJI International Elementary School welcomes students of all faiths to be part of its inclusive community. From its inception, the Lasallian brotherhood have dedicated themselves to bringing education to all, especially 'the last, the lost and the least', through its cornerstone values of Faith, Community and Service. Today there are about 4,500 Lasallian brothers and more than 50,000 Lasallian teachers working in more than 80 countries around the world.

SJI International Elementary School is driven by the same values as SJI even though we differ in several respects, not least because of our fully co-educational and international dimensions.

A LASALLIAN CATHOLIC SCHOOL

We are proud of our Catholic and Lasallian heritage. Being a school firmly rooted in the Catholic faith, there are many opportunities for Catholic children to explore and deepen their faith, including: weekly catechism classes as part of the extra-curricular activity programme co-ordinated by the Faith Formation Leader; classes for preparation for the sacraments of first Reconciliation and First Communion, which are celebrated in the School Chapel; and the study of Lasallian tradition and heritage within the RE curriculum.

All families are invited to attend the weekly Mass on Friday before school. Masses are also celebrated on holy days of obligation and special days. Our school enjoys a strong and active parent community and there is also the opportunity to join the Catholic Parent Support Group and contribute to the spiritual life of the school.

With children from 40 nationalities at the school, our community includes families from many different cultures, faiths and traditions. We are a school where the culture, faith and traditions of each child are respected and celebrated. The Elementary School is well known for its values education programme, the Virtues Project, which provides students with a vehicle for character development. Being non-denominational, SJI International Elementary School welcomes children from all faiths and backgrounds, regardless of the culture, faith and traditions of their family.





SJI International Elementary School's ethos, values and principles are firmly based on a Lasallian Catholic foundation, underpinned by the Virtues Project. We are a school where each individual is important and relationships are valued. Our team of caring and dedicated staff work in unity to create an environment where the children grow and develop in a safe and nurturing community.

Our children are empowered to be resilient and critical inquirers. We inspire an enthusiasm and curiosity for learning, and encourage the pursuit of excellence and achievement of personal best. We follow the International Primary Curriculum, a thematic curriculum framed by current research on how children learn best. It reflects our international mindedness and prepares our students to be global citizens.

JOB DESCRIPTION

Role:

The Principal provides effective, dynamic and inspirational leadership for the students, teachers, staff and community of SJI International Elementary School.

Responsible to:

The Board of SJI International Elementary School (through the CEO of SJI International)

Main Responsibilities

- Lead in nurturing a Lasallian Catholic ethos by building upon the legacy and successful tradition of SJI firmly anchored in Faith, Service, and Community.
- Position the School as an institution with the best student-centred programs and aspirations.
- Ensure the achievement of excellent academic standards, whereby each child is able to fully realise his/her potential.
- Exercise judicious management of all aspects of the School's operations: teacher and staff recruitment and management; student recruitment and admissions; student and staff welfare; school budget management; marketing and communications (through the Advancement and Communications Team); public relations, etc.
- Lead and manage the SJI International Elementary School on a day-to-day basis.
- Promote and safe-guard the welfare of students and staff within the context of school policies and in the spirit of the school's mission.
- Liaise with architects and outside agencies, from time to time, on aspects of the School's building and other development.
- Undertake such other duties as may be assigned from time to time.


Responsibilities

Learning and Teaching - Take overall responsibility for the leadership and management of the curriculum:

- Ensuring the curriculum is challenging, appropriate and engaging for our international student body and which prepares them for a life of future study in an ever changing world
- Ensuring our policies for learning and teaching are consistently implemented and clearly articulated to all members of the school community
- Ensuring the quality of teaching is of the highest standard, enabling each child to reach his/her full potential
- Ensuring a consistent and continuous school-wide focus on pupil achievement and assessment and use appropriate data and benchmarks to set, monitor, track and evaluate individual student progress
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies, aiming for outstanding standards of learning and teaching at all times through the exacting implementation of Professional Development, Supervision and Appraisal and other strategies
- Demonstrating a readiness to challenge and remedy underperformance

Leadership and Management

- Working closely with the CEO and Principal of SJI International (High School) as a member of the Executive Leadership Team, to ensure consistency and alignment in policies and ethos between both SJI International School (High School) and SJI International Elementary School.
- Demonstrating the highest standards of professional behaviour and acting as an ambassador for SJI International Elementary School both within the school and amongst the wider community.
- Developing, motivating and leading all staff to achieve the highest professional standards.
- Building a collaborative learning culture within the School.
- Creating a positive and visible profile demonstrating and leading good practice in every aspect of pedagogy.

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- Acting as a reviewer and mentor to specific, designated senior staff as part of the school's performance management system.
 - Recruiting all Elementary School teachers, teaching partners and administrative staff.
 - Managing own personal professional development whilst ensuring the well-being of all personnel.
 - Line managing three Vice-Principals, who currently take day-to-day responsibility for leading learning in the Elementary School.


Culture and Communication

- Building effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Ensuring that all members of the school community are provided with nurturing and attentive pastoral care based on the Lasallian tradition.
- Ensuring exemplary standards of behaviour and personal responsibility.
- Nurturing, encouraging and building on the home-school partnership.
- Consistently using and developing information systems to ensure exemplary communication links with all stakeholders, particularly parents.
- Coordinating the Elementary School's liaison with the High School to ensure smooth transitions and continuity of learning.

Policy and Planning

- Contributing to whole school policy and decision-making as an active member of the Executive Leadership Team.
- Providing Elementary School perspectives to Board sub-committees.
- Leading the construction, implementation and evaluation of the annual Primary School Development Plan.
- Ensuring policies covering all aspects of the work of the Elementary School are in place, regularly updated and accessible to members of the school community. Ensuring that, where appropriate, policies of the High School and Elementary School are aligned.

Finances and Resources

- Managing and being held accountable for the Elementary School's annual budget, ensuring appropriate resources are in place to support learning, whilst maintaining best value.
 - Ensuring all stakeholders are empowered to contribute to the budgeting process, identifying priorities and curriculum needs.
 - Ensuring all financial measures are in place, so as to achieve the highest possible levels of financial management.
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Student admissions

- Working through the Admissions Office, to ensure that all aspects of student admissions and enrolment are carried out as per Admission Policy as set by the Board of Governors.
- Working closely with the Admissions Officer to ensure we meet budget with regards to the filling of places.
- Coordinating induction and orientation, meeting and greeting prospective parents, answering questions and arranging for them to see School facilities.

Health and Safety

- Ensuring all safeguarding policies and processes are in place against all foreseen risks.
- Maintaining oversight of other health and safety matters and being proactive in reporting any perceived risks.

Facilities

- Ensuring all facilities are appropriately deployed to ensure the effective delivery of the curriculum.
- Advising on the development of the school's facilities and discuss with the ELT any suggestions for enhancing the facilities to ensure optimum use.

RENUMERATION PACKAGE

A highly attractive, comprehensive and competitive package will be offered to the successful candidate.







PERSON SPECIFICATION

The Board of SJI International Elementary School seek to appoint a Principal who is both a strongly committed and experienced professional. This individual will lead SJI International Elementary School, to ensure its continued success. The ideal candidate will be or have:

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Qualified teaching certification (Elementary School) • Degree level (or equivalent) qualification 	<ul style="list-style-type: none"> • Further professional leadership qualification 	<ul style="list-style-type: none"> • CV
Experience	<ul style="list-style-type: none"> • At least 10 years teaching experience (Elementary) • Outstanding teaching ability • Current or previous significant academic leadership experience in an outstanding Elementary School • Demonstrable evidence of highest standards of learning and teaching • Effective management of change • Leading the use of technology to improve teaching and learning • Effective line management of other staff • Previous leadership experience in coaching and mentoring 	<ul style="list-style-type: none"> • Experience of working in a wider context than an individual school • Recent experience as Principal of an International Elementary School • Previous experience of the International Primary Curriculum (IPC) • Development of innovative learning and teaching • Previous effective leadership of school self-evaluation 	<ul style="list-style-type: none"> • CV • Letter of application • Interview
Professional Development	<ul style="list-style-type: none"> • Evidence of relevant further professional development, with a recognition that life-long learning is an essential part of personal development 	<ul style="list-style-type: none"> • Postgraduate degree in education 	<ul style="list-style-type: none"> • CV • Letter of application • Interview

Criteria	Essential	Desirable	Method of Assessment
Personal qualities, skills and characteristics	<ul style="list-style-type: none"> • Build and maintain positive relationships through effective interpersonal skills • Excellent communication skills (written and verbal) • Inspire, challenge, motivate and empower others • Think creatively to anticipate and solve problems • Build on current good practice whilst moving the school forward with vision and vigour • Develop effective teamwork and be able to contribute effectively to a range of teams • Think strategically and contribute to creating a coherent school vision • Inclusive approach to education • High expectations of self and others • Manage and resolve conflict • Work under pressure, maintaining a sense of perspective • Commitment, honesty and dedication • Ability to manage own time effectively • Reliability and integrity • Resilience and tenacity 		<ul style="list-style-type: none"> • Letter of application • Interview
Knowledge / Special Aptitudes	<ul style="list-style-type: none"> • Knowledge of current educational trends, curriculum developments and educational initiatives • Clear understanding of and support for the ethos of a holistic Catholic and Lasallian school • A commitment to the principles of child-centred, inclusive education • A dedication to high standards • A belief in working in partnership and as part of an established team • Proven ability in the development of effective structures and systems • Ability to think strategically • Significant experience of school budgeting 	<ul style="list-style-type: none"> • Experience in leading a school Self-Evaluation process • Knowledge of planning and leading the Accreditation Process • Developing a school-wide creative approach to learning and teaching • Leadership experience in a Catholic school 	<ul style="list-style-type: none"> • Letter of application • Interview
Other	<ul style="list-style-type: none"> • Good health and attendance record • Outstanding references • A good sense of humour always helps 		<ul style="list-style-type: none"> • Letter • Interview • References



HOW **TO APPLY**

To apply, please upload a single pdf document including the following materials:

- A **Letter of Application**, no longer than three pages, explaining your strengths as a candidate and why you are interested in this post.
- A current **Curriculum Vitae / Résumé** not to exceed three pages.
- A **one-page statement outlining your educational beliefs and leadership style**.
- The **names, current email addresses, current telephone numbers, and positions of at least three confidential referees**. These referees must be current and recent supervisors (within the past 6 years); they should not be colleagues or peers. For a candidate who is a current Head of School, this would normally include your current Board Chairperson. Unless you clearly notified us otherwise, we will assume that by submitting this information you agree that we may contact these referees directly.

Please remember to combine all of the above materials into a **single pdf attachment**. Please upload this single pdf attachment, addressed to Dr Thiam Seng KOH (CEO of SJI International School), using the [APPLY HERE](#) link supplied on our [Employment page](#).

Key Dates:

Closing Date for Applications:	Friday, 28 July 2017
Long-list interviews:	mid-August 2017 (via Skype)
Short-list interviews:	Early September 2017 (in Singapore)

Safe Recruiting Practices

SJI International is committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. All post holders are appointed subject to satisfactory Enhanced Criminal Records Checks and checks with past employers. All short-listed candidates are also required to complete and sign an Information and Declaration Form, which includes a declaration of any previous disciplinary issues or criminal convictions.



https://www.sji-international.com.sg/about_us/employment



Advancement and Communications Office
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www.sji-international.com.sg

Enter to Learn, Leave to Serve

Elementary School | Prep 1 - Grade 6 International Primary Curriculum | CPE Reg No. 201009321K
High School | Grade 7 - 10 IGCSE | Grade 11 - 12 International Baccalaureate | Co Reg & GST No. 200607833C



A School of the De La Salle Brothers