Application pack for the post of

Head of Primary (KB Site)

International School Brunei

INTERNATIONAL SCHOOL BRUNEI
FOUNDED 1964
Everyone Excels

An international, coeducational day and boarding school for children aged 2 - 18 years



Required for August 2018

International School Brunei

http://www.isb.edu.bn

recruitment@ac.isb.edu.bn

Kuala Belait Site

Mailing address:

Jalan Utama Salambigar, Kg Sungai Hanching,

Berakas 'B', BC 2115.

Brunei Darussalam

Accredited by Council of International Schools

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Background

International School Brunei was established in 1964 as a not-for-profit organisation with a Board of Directors to oversee the development of the school - a status that exists to this day.

The school operates on two sites: one in the capital Bandar Seri Begawan and another in Kuala Belait, 100 km's away in the south of the country. The school has strategic plans to expand both sites and in 2015 the Bandar site moved to a brand new 22 acre site on the outskirts of Bandar Seri Begawan. Plans are now in hand to develop and expand the Kuala Belait site from its present total of 150+ students.

We offer Early Years Foundation Stage (EYFS) education from Nursery(2yrs), Reception (4 years) and the National Curriculum of England from Year 1 (5 yrs old) to Year 8 (13yrs) followed by IGCSEs (14-16yrs)and the IB Diploma programme in the Pre-University section (16 - 18yrs).

ISB is non-selective, and currently has over 1400 students from over 45 different nationalities (*including many members of the Brunei Royal Family*). Despite the mixed intake, academic results in the Bandar site secondary section are outstanding, with the most recent IGCSE results placing the school in the top 3% of all schools for progress and attainment. IB Diploma results are consistently above the World Average, and over the years students have attended such universities as Oxford, Cambridge, Durham, Yale and Princeton.

Person Specification

It is expected that the Head of Primary (KB) will demonstrate a range of qualities, qualifications, skills and experience which will enable him or her to build on the achievements of ISB as one of the foremost inclusive international schools in the region.

The candidate will have experience of working happily and successfully in all or with most of the following:

- A diverse student and staff body
- A school with an inclusive admissions and teaching and learning ethos
- A fast moving educational environment
- New school build experience
- A school which expects the highest standards from all members of its community but offers compassion, understanding and support at all times
- An institution which develops, promotes and has implemented innovative education ideas and practices
- An institution which pursues holistic education and/or values based education, fitting our "Everyone Excels" ethos.

Most importantly, the successful candidate is expected to have a successful track record in recognising and promoting highly-effective teaching and learning, to hold qualified teacher status, a good university degree (preferably a higher degree) and to show evidence of continuous professional development.

Skills

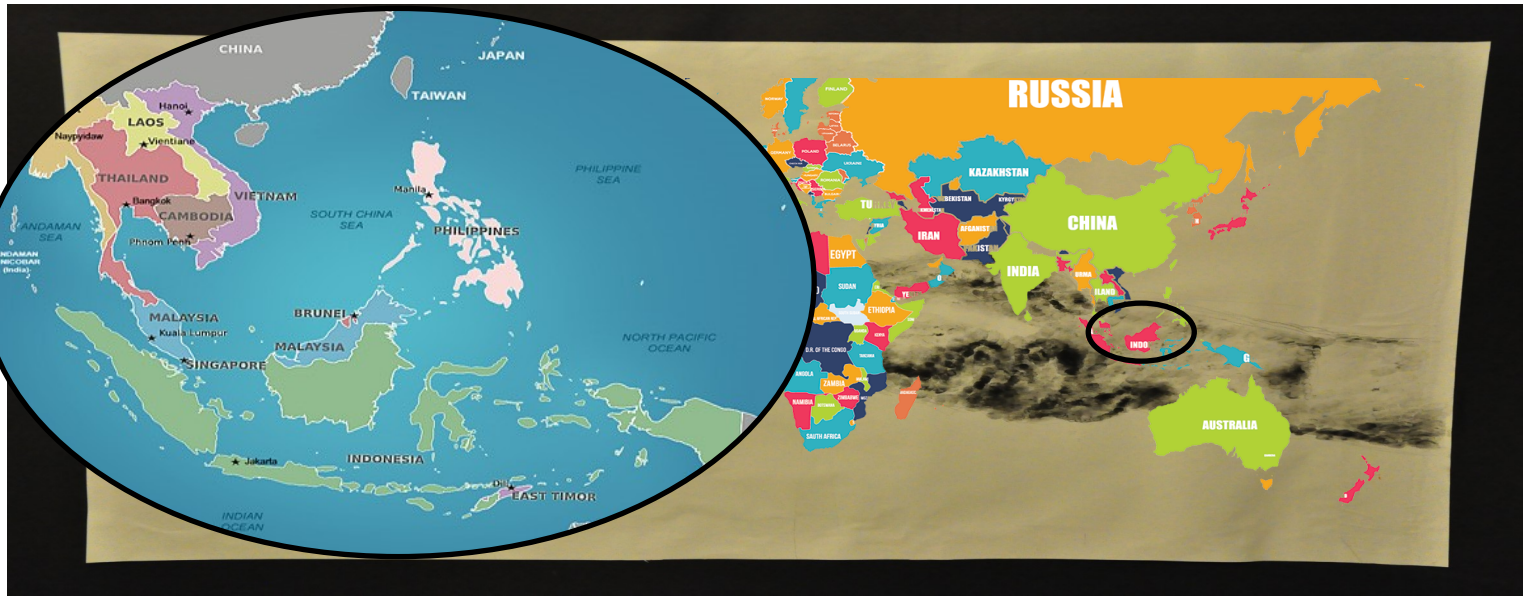
- Excellent interpersonal skills, including communications with a variety of audiences, diplomacy and persuasiveness in front of stakeholders; present and potential
- Rapid and well-founded decision making; the ability to balance the need for careful risk analysis with expediency
- Clear and evidenced leadership qualities.

Personal Professional Qualities

- A positive, can-do attitude and real determination to succeed
- Flexibility and adaptability
- Resilience

APPLICATION PROCESS

International School Brunei



- The ability to combine a long-term vision with a proactive approach
- High level organizational skills and an eye for detail, particularly as oversight of a school build will be needed
- A sense of humour and appreciation of diversity and the need for sustainability education
- A deep interest in other people, a desire to create a strong team and a sense of mission.

How to Apply

Interested candidates are invited to email the HR Manager at maziz@ac.isb.edu.bn if they have any pre-application questions.
The deadline for receipt of application is December 15th 2017.

Please submit the following documents:

- A CV documenting your employment history to date, your qualifications and your personal information.
- A letter of application detailing why you wish to work at ISB, the impact you have had in your current and previous roles and how this would be of benefit to the ISB community.
- The names and contact details (including a telephone number) for three line management referees, one of whom must be your present line manager.

The 3 documents should be emailed to **MAziz@ac.isb.edu.bn** in one single PDF file.

The Application Process

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received, within two working days of sending it, please contact the HR Manager: maziz@ac.isb.edu.bn
- Selected candidates will have preliminary face to face or Skype long list interview week commencing **January 2018**
- Selected shortlist interviews are planned to be held at the School shortly thereafter.

ISB is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced Disclosure and Barring Service (formerly CRB) check, satisfactory references and medical clearance.

The Employment Package

The salary package reflects our commitment to ensuring we attract applicants of a high calibre:

- Attractive salary and benefits package (Brunei is also a tax free environment)
- Gratuity Payment
- Settling in and baggage allowance
- Up to a maximum of three free school places at the school
- Free housing
- Annual return flights to country of origin.

Visas and Immigration

Upon appointment, the school's HR department will be in contact with you to arrange all of the necessary visas and to take you step by step through the immigration process. Employees will arrive on a temporary visa, but will usually have their permanent visa finalised within 3 weeks of arrival.

Living in Brunei

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Housing Repairs

As housing is provided by the school, the Operations Department will deal directly with the landlord, and organise the payment of rent, deposits and the provision of utilities (though staff pay the utility bills - see previous page).

Even after you have moved in full support is provided. Repairs are all organised directly by Operations (in conjunction with the landlords of course), and the bills are taken care of by the school. Furthermore our Operations Department are available around the clock (including during holidays) to deal with any issues that arise. Furniture is provided, along with a very good starter pack of pots, pans, crockery, cutlery and bed linen etc.

Upon Arrival

Your flights will be booked and organised by HR, and a member of the HR staff will meet you at the airport. From there, you'll be taken to your accommodation, where your hire car will be waiting. Within your house, Operations will have provided a small shopping basket of standard items (milk, bread, butter, cereals, coffee, tea etc), but will also contact you a few days before to see if there's anything specific you'd like to order in advance. You'll be given a cash advance to deal with any incidental expenses during your first month.

HR will also then support you in the first few days, by taking you to shopping malls and showing you some local restaurants and some of Brunei's tourist sites. There is no obligation for this support, and you are free to dip in and out as you wish.

Domestic Help - Maids

The term for a domestic maid in Brunei is an 'Amah'. The majority of staff employ an Amah (though it's by no means compulsory) on either a full time of part time basis. If you decide to employ a full time Amah, then you will need to complete a series of paperwork/ visa requirements, but as with everything else, ISB's HR Department will assist with providing the necessary assistance. This is not required if you employ a part time Amah.

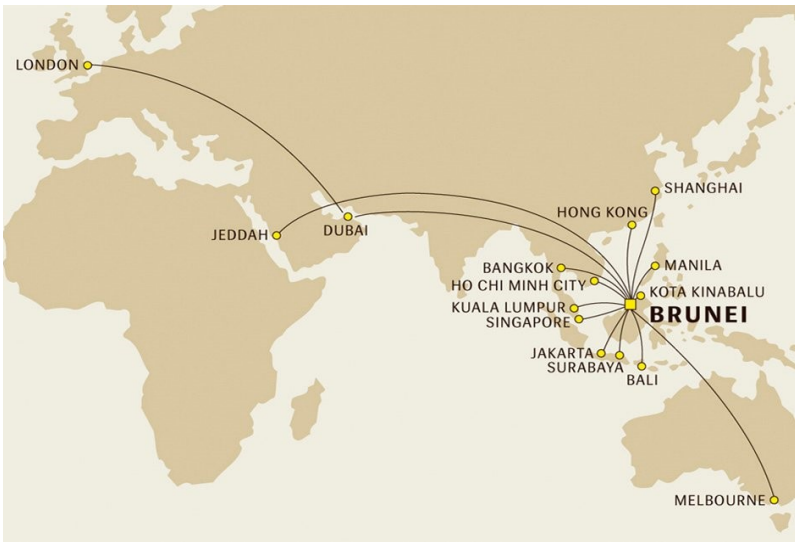
The majority of Amahs are either Filipino or Indonesian. In general, Filipino maids tend to be Christian and will therefore be willing to cook with pork and won't be offended by alcohol. The majority of Indonesian Amahs will be Muslim and you should therefore not expect them to touch non-halal food (either for cooking or cleaning up purposes) and they will often prefer to work in families where alcohol is not prevalent. Of course, there are exceptions to both of these generalisations.

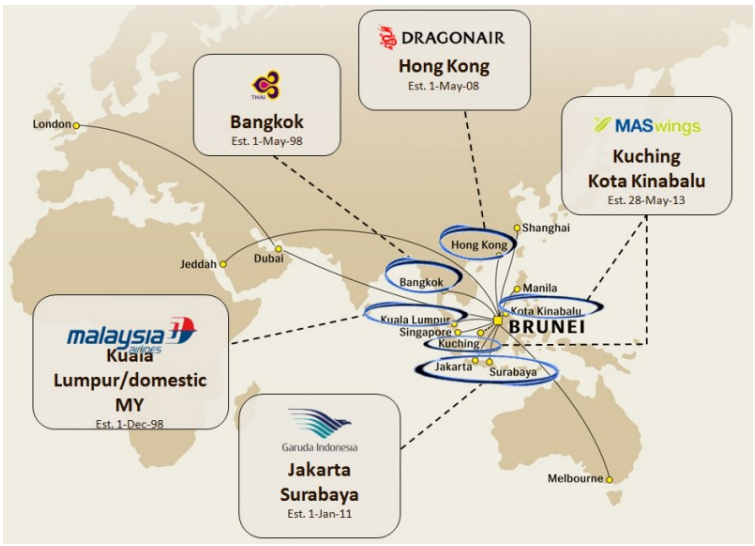
A full time Amah will often be 'live in' though some do have accommodation of their own and travel to and from work each day. A full time Amah will normally be expected to do the household cleaning, washing, ironing and cooking, and many are also happy to undertake childcare duties. However, it is important to agree expectations at the start for everyone's benefit.

Finding an Amah can be stressful, particularly if you want someone who will support with childcare. However, there is a good grapevine within school, and failing that there are several agencies who will help for a small fee.
Finding a Part Time Amah can often be even more difficult, since they will be employed by someone else, who will need to be willing to share them. However, on a short term basis (upon your arrival) many teachers will be willing to 'lend' their Amah for a couple of hours a week until you get organised.
You can expect to pay between $500 BND and $650 BND per month for a full time Amah.

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Things to do in Brunei (1)

Travel

First of all, there's no getting away from it - the best thing about living in Brunei is its proximity to the rest of South East Asia and the travel opportunities this provides. ISB staff regularly visit Bangkok, Singapore, Hong Kong, Kuala Lumpur, Bali and the numerous Thai and Malaysian Islands. These are accessible as weekend destinations (due to the lunchtime finish on most Fridays) or as longer stays during the school holidays. Destinations such as Australia, China and Japan are easily accessible, since all are on the direct flight routes from Brunei.

Miri, a holiday resort in Malaysia is only two hours' drive away, and this opens up further travel opportunities as it's a hub airport for Air Asia. Routes from both Brunei and Air Asia can be seen at the top of this page. Further opportunities are provided by Cebu Pacific, Malaysian Airlines and Singapore Airlines.

You don't have to leave Brunei to travel somewhere new. Even though it's the smallest country on the island of Borneo (along with Malaysia and Indonesia), approximately 90% of Brunei is still virgin Rainforest. The opportunity to undertake a river trip is not to be missed, with the abundance of wildlife



unrivalled anywhere else on Earth. Temburong National Park, which has one of the highest canopy walks in the world is only a short river boat ride away, and the Empire Hotel and Country Club, one of the most expensive hotels in the world (it cost over Seventeen Billion US Dollars to build), is only 15 minutes from school, and an overnight stay costs less than $150 BND for Brunei residents.



Wildlife

There's no getting away from it, the abundance of wildlife in Brunei is simply spectacular. Whilst most creatures stay away from residential areas, a vast array of birds and geckos are a daily sight. If bigger animals are more your thing, a trip to the local Supermarket (which by the way sells a wide range of western brands), will provide hours of pleasure as you sit in the car park watching the monkeys playing in the trees and occasionally on the roofs of parked cars. Crocodiles, snakes, Proboscis monkeys and larger lizards are all easy to spot if you join a jungle trek or a river cruise. It's not unusual to be delayed for a minute or so on the morning commute to work, as you stop the car to let a five foot monitor lizard cross the road!

Shopping

Brunei is not well known as a shopping destination, and for good reason! Whilst it's possible to get everything you need for daily living, and air conditioned shopping malls do exist, designer clothes (other than sports brands) are not readily available.

For most people, this is just a suitable excuse to book a weekend in Singapore, Bangkok, Kuala Lumpur or Hong Kong!

Living in Brunei

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Things to do in Brunei (2)

Sport & Fitness

There is a wide array of sports available in Brunei, though most don't advertise themselves very well. As always, it's a case of asking the right questions to secure the right information.

There are some excellent golf courses, along with tennis, football, tag rugby and all manner of sports in between. You just have to be prepared to go looking for what you'd like.

If fitness or a spa is more your thing, then the Royal Brunei Airlines Recreational Club may be what you're looking for, or alternatively an annual membership at the Empire Hotel and Country Club. Both offer a wide range of gym sessions, swimming pools, Golf and various other activities.

The Royal Brunei Yacht Club is very popular with staff, since it allows the consumption of alcohol on the premises (unusual in Brunei), and also offers swimming, sailing and restaurant facilities.



Cinemas

A trip to the cinema is a very cheap afternoon or evening out (though nothing costs much in Brunei anyway). Films tend to be released in English around the same time as the US release date, often considerably in advance of the UK release date. A family trip to the movies, including tickets, drinks and popcorn costs around $20 BND (film tickets are approximately $2.50 each).

Eating Out

A national pastime in Brunei and most staff eat out (or order a take-away) on a regular basis. There's a wide array of cuisines on offer, including Indian, Thai, Chinese, Cantonese, Malaysian, Arabic, Italian and a few UK options (such as genuine UK style Fish & Chips), if you know where to look. A main meal (Asian style) costs between $2 and $10, depending upon where you choose to eat. And although Brunei is a Muslim country, it is possible to get Pork products in some restaurants. Furthermore, whilst Brunei is officially a dry (no alcohol) country, some restaurants are happy for you to take your own.

There's also a selection of fast food available, such as McDonalds, Pizza Hut, Burger King and KFC.

Alcohol and Sharia Law

A google search for 'Brunei' will almost certainly deliver a series of articles surrounding Sharia Law and a popular (and erroneous) headline relates to the banning of Christmas! In 2014 the country adopted Sharia Law, which included some public restrictions on decorations. It's perfectly acceptable to have a Christmas tree in your own home, and to celebrate Christmas with carols and singing. Many restaurants and hotels even serve Christmas Lunch!

Alcohol is not available for purchase inside Brunei, but it is perfectly legal for non-Muslims to import alcohol each time they enter the country. As such, many staff will undertake a 'border crossing' trip into Malaysia at the weekend (about a 20 minute drive), to buy alcohol. There is then an official declaration form which must be filled in at the border. Each adult is allowed to import 12 cans/bottles of beer and either 2 litres of wine or spirits each trip, though 48 hours must elapse between each trip.

None of this should detract from the fact that Brunei has strict laws, but it's important to note that not everything you read is true! Ex-pats are highly regarded by Bruneians, and the vast majority of ex-pats respond in kind by being tolerant and respectful.

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Cost of Living

Living in Brunei is much less expensive than in most countries, but that does not mean it's any less civilised or developed. If you read up to this point, you'll have realised that Brunei is a rapidly developing country, which already has a vast array of activities on offer to keep residents happy.

Brunei is ranked 202 (out of 314) in the current Cost of Living Index produced by Numbeo. This places the country at a lower cost of living than almost all western cities, and even lower than places such as Lebanon, Ghana and the Maldives! In contrast, GDP per Capita places Brunei 13th in the World, above the USA, Hong Kong, Canada, the UK, Germany and Japan, and only one place below Switzerland.

Once the cost of rental(which is covered by the school) is taken into account, the local purchasing power for Bruneian residents is extremely high. Most teaching couples (including those with children) enjoy a very favourable lifestyle with lots of travel opportunities, yet they still manage to save a reasonable amount of money each year (some save one salary each month).

Banking

Upon arrival, the school will assist new employees in opening a bank account . This is the same bank used by the school and therefore ensures that salaries are transferred in a timely manner each month.

As with all modern banks, the bank offers the full range of online banking, as well access the credit cards and loans for it's customers.

Some teaching couples opt for a joint account, whilst other opt for two individual accounts. Either is acceptable, and the school will arrange for a representative of the bank to sit with you and talk through the various options available.

Creature Comforts

Most teachers have a yearning for something from home when they join an International School. It takes about two to three weeks for post/parcels from the UK to be delivered in Brunei, and parcels have to be collected from the main post office (which is a ten minute drive from school).

However, whilst foodstuffs with international brands can be bought in most supermarkets (as they are made across Asia under license), genuine UK versions of things such as Cadbury's Chocolate, Yorkshire Tea, and Christmas Pudding, can still be bought in the Naafi shop, which is part of the British Army Garrison, based in Kuala Belait, about an hour's drive from school. Many staff opt to stop here on the way back from a weekend break in Miri, in order to stock up on creature comforts. It's possible to buy all manner of UK brands such as Iceland, Waitrose and Tesco, at prices only 5-10% higher than the UK.

Weather

Brunei is a genuinely tropical country, which is unsurprising as it's located only 4 degrees North of the Equator and on the edge of the World's largest untouched rainforest. The temperature is pretty stable all year round, ranging from 28C to 33C each day, and from 24C to 26C overnight.

Rainfall charts suggest that it's a very wet country, but this does not tell the whole story... it does rain daily at times, but mostly overnight. Rain is also torrential - it rarely lasts for longer than 45 minutes, but during that spell an average of 10-15mm of rain will fall.

Flooding is very rare, since drains are well maintained, and most houses are built on elevated land. Indeed, it's often impossible to tell if it's been raining less than an hour after a torrential storm.

Summary

Hopefully this brochure has given you a flavour of what Brunei has to offer and what to expect. But it is only a flavour - the true beauty of Brunei Darussalam has to be experienced to be appreciated!