

APPLICATION PACK FOR THE POST OF

# HEADMASTER or HEADMISTRESS

The Mackay School



3- 18 years • Boys • Day • IB World School



Required for August 2018

# HEADMASTER or HEADMISTRESS

The Mackay School



## Introduction

The Mackay School is the second oldest British international school in South America, with an impressive history as a Scottish-influenced, artisan-founded school in 1857. It retains a strong and proud link with its founders and British culture and heritage, set within the rich landscape of the Chilean Valparaíso region. There are rightly ambitious plans for a new school location, designed to take advantage of its links with St Margaret's British Girls' School, build relationships with universities and develop its influence regionally, nationally and internationally.

## The Location and the School

The Mackay School is a private, not-for-profit all through Nursery to Year 13 (UK system) school of 840 boys, in Viña del Mar, Chile's fourth largest city, in Valparaíso. It has a Mediterranean climate and has an attractive array of sandy beaches, including Renaca, (the current location of the school), Miramar, Las Salinas and Casino.

The great majority of the boys and the staff in the school are Chilean. It is a member of the Association of British Schools in Chile (ABS) and the Association of International Baccalaureate Schools in Chile (ACHBI).

Mackay is an International Baccalaureate (IB) World School, which is authorised for the PYP and Diploma programmes, and will be applying for the MYP in 2019. All Chilean schools have to follow national programmes, and all boys

must take the PSU examination, an end of school leaving exam, which is the direct entry method for Chilean universities.

There is an English immersion system up until 5th grade and the PYP is taught in English. Mackay has three 'pillars' to its mission, aiming for academic excellence; bilingualism in English and Spanish and the participation in sport. Sport, especially rugby, is an important cultural aspect of the school.

In addition, Mackay has invested heavily in technology, and is a firm believer in trying to educate for the 21st century. There is a 'bring your own device' policy from 6th grade onwards.



## HEADMASTER or HEADMISTRESS

The Mackay School



### The Post

The Board of Governors know the characteristics and qualities that they are looking for:

*'Our aim is to raise boys that become honourable young men, able to conquer themselves and to act in a globalised world, by means of an education based on academic excellence, the English language and sportsmanship.'*

*In the coming years, the school will require an inspiring leader that is competent in managing the process of making the school become the best British school in Chile, leading a change programme strengthening its British traditions, its devotion to the study of humanism through liberal arts as a mean of solid formation and a distinctive approach to learning, combining both critical thinking and a positive attitude, in order to make relevant contributions to their community and country.*

*Our leader should inspire our students to excel at the International Baccalaureate Diploma, PYP and MYP programs, surpassing and distinguishing from the national standards.'*

The successful candidate must be interested and motivated to put down deep roots and lead one or two 'generations' of pupils right through the school – this is not a short-term post. The successful Head will have gravitas, support sports, arts, and music within an atmosphere that has a commitment to academic excellence at its heart; lead the education debate and discussion in the locale; foster continuing professional learning for his/her staff; develop extensive links with the Anglo-Chilean community, and be able to attract the best British teachers worldwide.

This is an exceptional post – very significant ambition is being

articulated by the Board of Governors for their school and on a truly strategic scale.

This is a post for a capable, confident and experienced professional with a track record of educational success at an equivalent or similar level in a school. The school's rich British heritage needs to be reflected in the new Head – in manner and style, as well as in experience.

APPLICATION PACK FOR THE POST OF

# HEADMASTER or HEADMISTRESS

The Mackay School



## Key tasks

- Provide clear and inspirational academic leadership across all aspects of the school and in the wider community;
- Enable very high performance in the PYP, MYP and IB programmes through effective policies and procedures, teaching and learning practice, monitoring, assessment and professional development;
- Provide a framework on academic, pastoral, extra-curricular and moral matters, to ensure pupils achieve highly and amongst the best worldwide;
- Recruit the best academic staff (with other key members of the senior team);
- Recruit pupils from current and new demographic groups;
- Work with the members of the academic senior team to ensure outstanding teaching and to monitor pupil achievement;
- Ensure that pupils are well cared for and have substantial extra-curricular opportunities;
- Work with the School Manager to ensure that finances, systems and premises are properly planned, managed and maintained;
- Nurture and motivate the school's management team providing effective appraisal and emphasis on performance management;
- Be the public face to parents, government and the local community and promote the school;
- Encourage and chair the School Council of representative pupils and appoint pupils to positions of responsibility such as being prefects;
- Keep the Chairman of the Board informed of any significant issues as they arise, and attend and report to the Board of Governors meetings;
- Develop good and amicable relationships with the community in general, and with parents in particular;
- Full time residence in Viña del Mar-Concón area.



# HEADMASTER or HEADMISTRESS

The Mackay School



## Person specification

- Proven and successful experience in school leadership likely as an experienced Head/Principal possessing the flair and energy to take on a new challenge or either as an outstanding and high-flying Deputy Head;
- A scholar capable of inspiring a deep love of British culture in pupils and the wider school community;
- Experience of working with universities to benefit pupils and staff;
- A collegiate and collaborative team-player capable when necessary of decisive management with an instinctive feel for the correct relationship between Head and Governors;
- A confident and impressive communicator who will command the interest and imagination of staff, pupils and parents. Someone who will spearhead marketing and public relations in all their facets;
- A strategic and intuitive thinker, an educationalist abreast of change with the capacity to inspire great learning and outcomes;
- A person who recognizes the international perspective of education and the importance to young people of gaining access to world-class universities;
- An IB specialist who understands the particular needs of South America, and the best candidates will possess confidence and determination tempered by the sensitivity needed to build and motivate teams in the cultural setting of Chile;
- A first-class manager who clearly prioritises, has change management skills for challenging conditions and has excellent time-management, conversant with latest ICT, for both teaching and management;
- Business literate fully understanding the importance of P / L and the need for the school to be successful in a commercial context; a natural networker who can bring both institutions and key individuals into the Mackay School for the benefit of the pupils and wider community;
- Good disposition to learning Spanish;
- A person of kindness and absolute integrity who will always put the needs of the pupils first.

APPLICATION PACK FOR THE POST OF

# HEADMASTER or HEADMISTRESS

The Mackay School



## HOW TO APPLY

**Closing date:**

**Tuesday 30 January 2018 at 1600 GMT**

**Longlist interviews:**

**week beginning 18 February 2018**

**Shortlist/final interviews:**

**week beginning 11 March 2018**

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: [nikki@anthonymillard.co.uk](mailto:nikki@anthonymillard.co.uk) or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact Dr Fiona Hammans on +(0) 44 7730 693350 or email [fiona@anthonymillard.co.uk](mailto:fiona@anthonymillard.co.uk)
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

## Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Principals, Heads, Bursars, Marketing and Development Directors, advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from nationally known independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at

[www.anthonymillard.co.uk](http://www.anthonymillard.co.uk)

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - [www.amcteacher.co.uk](http://www.amcteacher.co.uk)