

APPLICATION PACK FOR THE POST OF

## HEAD OF SECONDARY

NEW CAIRO BRITISH INTERNATIONAL SCHOOL

CAIRO, EGYPT

3 – 18 years • ENC, IB • 705 students • Co-Educational



For August 2018



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NEW CAIRO BRITISH INTERNATIONAL SCHOOL, CAIRO, EGYPT

NCBIS, a not-for-profit NGO, is a leading British International School in Cairo and was the first in Cairo to gain full accreditation from the Council of International Schools (CIS). NCBIS is an IB World School, an Executive Member of COBIS and a member of BSME. It was inspected by the Independent Schools Inspectorate (ISI) in 2012 and another inspection will take place in 2018.

Currently there are over 60 nationalities at NCBIS, with English the teaching and playground language, and by statute, they must maintain an overall ratio of 62% expatriate children to 38% dual national students or foreign passport holders, unlike most schools in Cairo. This sets them aside as a truly international school and provides a wonderful opportunity for international mindedness within the classroom.

Founded in 1978 for the purpose of educating English speaking foreigners, NCBIS has grown in size and changed site but remains proud of its sense of community. While the present school site can accommodate more students, the Board of Directors made a strategic decision to limit the school enrolment to 815 students in order to maintain a safe and spacious school environment.

NCBIS strives to provide a holistic education based on the types of learning which are important for students in the 21st century.

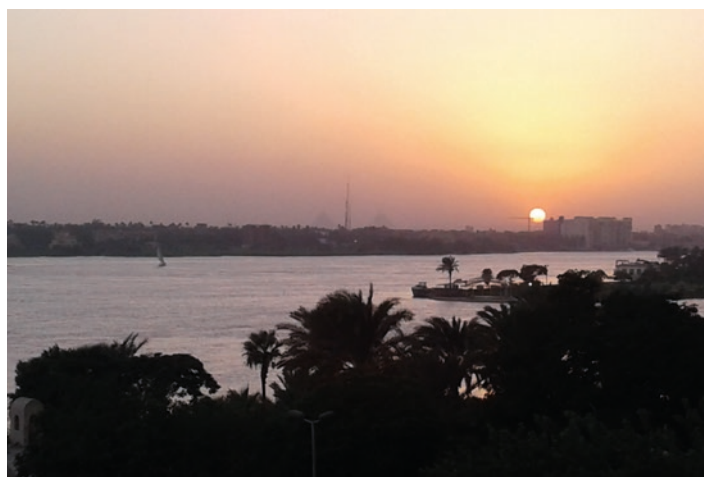
The Secondary School is non-selective with 365 students on roll, catering for learners from 11 to 18 years old and providing them with a transdisciplinary education.

NCBIS deliver the English National Curriculum through an inquiry based approach. The senior students have the opportunity to take the prestigious IB Diploma, an internationally renowned programme of study that opens the doors to the best universities in the UK and around the world.

At NCBIS, pupils can experience the joys and challenges of learning, as teachers guide them to develop skills and attitudes essential for their future. Creativity and curiosity are fostered as expanding minds wonder, question, and eagerly tackle new challenges.

Generally small class sizes allow the well trained, professional teachers and teaching assistants to focus on individual student needs. Children experience active, well supported and resourced lessons often driven by their own questions. Classes have regular opportunities for outdoor learning as well as educational visits to locations around Cairo. NCBIS also attach great importance to the thriving extra-curricular programme which engages students in sport, the arts and service activities.

The school is well resourced and has very good facilities. It is located within a secure walled campus, at the heart of the quiet residential suburb of New Cairo.





## Job Description

### Core Purpose:

To provide inspirational leadership to the Secondary School to secure continuous school improvement in line with the School Strategic Development Plan (SDP).

### Key aspects of the role

In line with 'The National Standards of Excellence for Headteachers' (Department for Education 2015) the successful candidate will be expected to:

- Have a positive impact on the quality of teaching and students' achievements.
- Lead by example.
- Secure a climate for the exemplary behaviour of pupils.
- Set standards and expectations for high academic standards.
- Encourage a climate which recognises differences and respects cultural diversity contributing to greater Global Understanding.
- Deploy staff and resources effectively and efficiently.



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### Person Specification

#### Essential

- Proven successful experience in Senior Leadership and school improvement.
- An understanding of excellence in education
- Inspection/accreditation experience.
- The ability to work strategically
- Knowledge and experience of the English National Curriculum, GCSE/IGCSE and post-16 programmes.
- An understanding of excellence in pastoral care, including a thorough knowledge of safeguarding and student welfare.
- Excellent written and oral communication skills.
- Proficiency in use of IT.
- Experience of managing a whole school budget.

#### Desirable

- A relevant post-graduate qualification e.g. NPQH, a Masters degree in Education.
- Experience of the IB Diploma programme.
- Ability to market/promote the Secondary school in the wider community

### Remuneration Package

- Competitive tax free salary.
- Tax free accommodation allowance.
- Annual flight return tickets for employee, spouse and up to 2 dependent children.
- Baggage allowance upon assignment and at end of assignment.
- International medical cover for employee, spouse and up to 2 dependent children.
- Free transportation to and from school for employee.
- Remission on school fees for dependent children.





## APPLYING FOR THIS POST

### Key dates:

**Closing date Friday 9th February.**

**Final interviews in Cairo:**

**Wednesday 28th Feb and Thursday 1st March.**

If you would like to have an informal discussion about this post or the school, please contact Liz Gibbs on [liz@lsceducation.com](mailto:liz@lsceducation.com).

If you are keen to apply for the post:

- Visit the LSC Education website at [www.lsceducation.com](http://www.lsceducation.com).
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact [liz@lsceducation.com](mailto:liz@lsceducation.com).

*The New Cairo British International School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.*

## References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

## Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

## Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at [www.lsceducation.com](http://www.lsceducation.com).

## LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at [www.lsceducation.com](http://www.lsceducation.com)