

APPLICATION PACK FOR THE POST OF

# PRINCIPAL

The British School in Tokyo



Co-educational • Day • Ages 3 to 18 • IAPS • Accredited Member of COBIS



Required for August 2019

[www.bst.ac.jp](http://www.bst.ac.jp)

**a3c**  
Anthony Millard  
CONSULTING



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## About the School

The British School in Tokyo (BST) was established in 1989 and is a leading school in Asia which has moved ahead strongly under Brian Christian's leadership and is now poised for further substantial and exciting development. The Board of Governors at the BST is seeking to appoint a new Principal following the retirement in August 2019 of Brian Christian, who has given outstanding service to the school for the past seven years.

The school is committed to providing a British-style international education of the highest quality.

Located in the centre of one of the most exciting cities in the world, the school's strong reputation for high quality holistic education is well established and it is a truly international co-educational school with over 1000 students aged between 3 and 18, representing over 65 different nationalities.

In their Inspection Report of March 2015, BST received the highest grade, Excellent, in all 8 categories at every age level. The school is well known internationally for its high academic standards, for the care they take with each individual student of any ability and for the happy, multicultural environment that they provide for learning and play. The English National Curriculum provides the basis for smooth progression and easy transition between the Primary and Secondary sectors, and examination results have been outstanding in recent years.

Over recent years the school has established its reputation internationally and has made significant progress in building a secondary school which provides an attractive option for students versus competition from other schools in Tokyo and boarding schools in the UK.





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BST is planning to open a brand new Primary School in the heart of the city for up to 900 students soon after the 2020 Olympics (2022/23). Although detailed plans have already been finalised, the successful candidate as Principal will have responsibility for the successful implementation of the plan to develop the new Primary School and will work closely with recently appointed Head of Primary in bringing this exciting project to fruition. In addition, the successful candidate will also have responsibility for planning the long-term future of the Secondary School.

Governed by a non-profit trust, the school exists to provide an outstanding British education in English to a growing and increasingly diverse international

community of both short and long term Tokyo residents. Committed to a non-selective admissions policy, the school aspires to become a leader in the provision of a first class values-driven international education based on the English National Curriculum.

The BST is an Accredited Member of COBIS, following their ISI inspection reports from 2012 and 2015, in both of which they were judged to be 'excellent' in all categories. At their next inspection due in 2020 they will go through COBIS's Patron's Accreditation system.

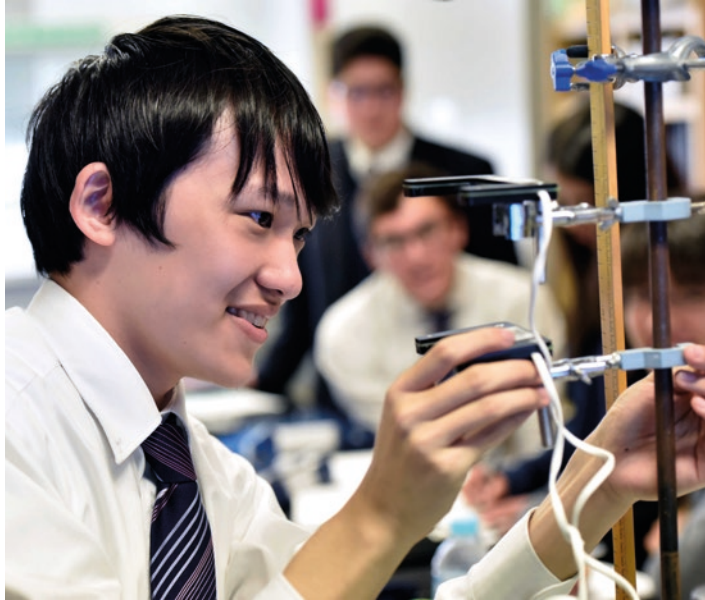
With the Rugby World Cup being hosted in Autumn 2019 and the Olympics and Paralympics in Summer 2020, Tokyo is an exciting place to be.





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### The Board is now seeking a new Principal who will:

- have proven success in school leadership coupled with an international perspective; and be an experienced educator who is inspired by British educational values but not constrained in their thinking, curiosity or leadership, able to steer an original & distinctive course with assurance;
- be a creative and strategic thinker capable of combining academic rigour, excellence and extra-curricular provision while having the ability to attract, inspire and nurture the most passionate and creative teachers and educational leaders with the energy to deliver excellence, foster collaborative and respectful relationships;
- be adept at handling longstanding and new relationships with partner organisations, government and other key stakeholders, recognising that this often means being sensitive to the nuances of working within a Japanese context. To be an impressive ambassador for BST in Tokyo and be able to perceive how this can inform BST's unique opportunity;
- have the experience to successfully oversee the organizational evolution of a growing school, not only on the educational side but also property, facilities and operational expansion as well as the patience and sensitivity to adjust to an unfamiliar legal & regulatory environment.



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### The Role

This is a very demanding but immensely interesting job – a wonderful opportunity for someone with energy, who enjoys leadership, has a passion and vision for education, can manage a large organisation, and likes working in an international context. The ideal candidate will have excellent interpersonal and communication skills – a ‘people person’ able to motivate and inspire.

It is a job for someone who likes working in a dynamic, modern and developing organisation, where there is a real opportunity to make a contribution and to positively influence the lives of a wonderful set of students.

#### To be successful in this role the candidate should be:

- an experienced and inspirational leader with an open and inclusive style;
- a progressive and modernising thinker who can build a vision for the continuing development of the school.

#### We are looking for a candidate who has:

- an overriding commitment to and passion for the education, well-being and development of young people from 3 to 18 years;
- outstanding communication skills and style, demonstrating enthusiasm and energy;
- the ability to deal with all the financial, business and strategic aspects of operating a group of schools;
- an appreciation of, and interest in, the role and potential of advancing technology and its impact on developments in learning in education;
- an international outlook and an appreciation of the richness that a diversity of cultures brings to a British school context.



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### Qualifications and experience

- proven track record of success and achievement in academic leadership, as well as excellent skills and proven results as a classroom practitioner;
- experience in successfully developing, implementing and monitoring strategic plans;
- proven track record of success in developing relationships with stakeholders as well as building and leading teams;
- experience of prioritizing effectively in a busy and demanding environment with the stamina and energy to deliver all of the school's plans;
- an international background with recent experience and understanding of the UK education system;
- university degree; any management or leadership qualification would be an advantage.





## Professional Leadership and Management

- foster a culture of excellence across the school to guard the school values based upon mutual respect and the BST learner profile;
- ensure that the ethos and values of the school are sustained and that excellent relationships between staff, students and parents are a continuing priority;
- provide overall leadership to all staff, valuing them amidst a culture of dedicated engagement, openness and a sense of involvement as part of an academic community;
- continue the development of a strong, cohesive and proactive Senior Leadership Team;
- oversee the implementation of policies and procedures to ensure a culture of continuous development and improvement for all teaching and non-teaching staff;
- ensure that the appropriate policies and procedures are in place to recruit, develop, reward and retain staff of the highest calibre.





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### Financial and Operational Management

- oversee the overall management of the school in every area;
- in conjunction with the senior educational leaders, work with the Bursar and the Operations Director to make a significant contribution to the strategic and financial planning of the school;
- ensure appropriate deployment and overall management of all resources;
- manage, monitor and review the range, quality and quantity of resources in order to improve the quality of teaching and learning.

### External Engagement

- Work closely with the Head of Marketing to ensure that creative marketing strategies are in place to publicise the school, reinforce its brand and reputation;
- Ensure positive relations with current and prospective parents, whilst fostering links to the local community (including government, local universities, other educational providers, embassies and businesses);
- Develop a friendly, constructive and increasingly engaged relationship with alumni;
- Continue to explore potential fund raising opportunities.

This post is subject to an enhanced DBS check or International Child Protection Check.

The School recruits without prejudice as to religion, gender, race, nationality, colour, creed or age.

An attractive package including accommodation will be extended to the successful candidate.

Further information about the school is available on the School's website [www.bst.ac.jp](http://www.bst.ac.jp)



## HOW TO APPLY

**Closing date: Monday 30 April, 2018, 10:00 GMT**

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now' 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 Anthony Millard on +44 (0) 7768 687052 or Natasha Watson on +44 (0) 7423 431132 or email [anthony@anthonymillard.co.uk](mailto:anthony@anthonymillard.co.uk) or [natasha@anthonymillard.co.uk](mailto:natasha@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)

