



Candidate Information
VICE PRESIDENT– INCLUSION
(Head of Inclusion and SEN Strategy)

GEMS EDUCATION

Head office, Dubai

September 2018 or later for the right
candidate



GEMS Education – The Group

For over 55 years, GEMS Education has approached its educational offering from a unique perspective. GEMS first school was founded in 1969 by educators and it was run by educators. It was this school that defined our approach to education. It was an approach built around listening to the community and tailoring our schools to meet the community's needs.

GEMS Core Values

All GEMS schools provide a solid academic foundation and a rich extra-curricular programme supplemented by an educational programme that includes four core principles. These core principles, Global Citizenship, Pursuing Excellence, Growing by Learning and Leading Through Innovation, are part of the planned curriculum and are part of the DNA of our schools.

They are not symbolic, we live and breathe them. We encourage independent learning, empowering students to take on responsibility. Through our values our students become confident, tolerant, resilient people of integrity, capable of both leadership and compassion. Through various initiatives, GEMS students also develop a social conscience. They are taught the values and responsibilities needed to become active members of the community.

Pursuing
Excellence



Leading
through
innovation

Global
Citizenship



Growing by
Learning

Our Mission, Vision & Ambition



Why do we exist?

To put a **quality education** within the reach of **every child**



What do we want to be?

A powerful catalyst to **change the world**, for the **better**



What will success look like?

Educating **5 million** students by 2024... and positively impacting the lives of **500 million** more

Vice President – Inclusion – The Role

At GEMS Education, we believe that quality education is about ‘preparing for life’. The GEMS approach to learning is one which focuses not only on academic excellence but also helping students develop their character, creativity, values, personal leadership and the spirit of enterprise necessary for them to achieve their full potential as global citizens and leaders of the future.

As Vice President - Inclusion you will be an instrumental part of the Education Team in the GEMS School Support Service, based at our Head Office in Dubai . The School Support Service works closely with our schools to offer services, advice and guidance and covers all aspects of school operations including School Improvement and Professional Learning, Enrolments, Marketing, People and Organisation including recruitment, Finance, Procurement, maintenance and facilities and Internal Audit. The role of VP – Inclusion will work closely with the Chief Education Officer and VP – Education to design and implement the GEMS Strategy for Inclusion across our schools in the Middle East. In the UAE and Qatar alone GEMS have approximately 50 schools, the majority of which are 3-18 years and cover a wide range of curricular including National Curriculum for England, American Curriculum, International Baccalaureate, and Indian Curriculums – CBSE and ICSE. We have some of the most successful schools in the region.

It is important that GEMS develop an inclusion strategy for, and with our schools that puts us at the forefront of what is being delivered in the region and exceeds expectations set out in the Dubai Inclusion Framework for delivering in 2020 and beyond.



The GEMS Difference



THE GEMS DIFFERENCE



We are
passionate
educators
Trusted for over
55 years



Our

#teachersmatter
most at GEMS

Everyday, over
20,000
teachers *dream big*
and
push boundaries...

Making a difference
to over **250,000**
students and families
We are the
educator of choice



GEMS students have
won over **1550**
international, regional and
local awards for academics,
sports and the arts...

Accepted into
980 universities
across **48 countries**
including...

12 of the top 15
in the world, and
7 of the top 8
Ivy League...

Over **20,000**
GEMS alumni are
changing the
world for the
better



Over **6,700**
GEMS students
have received
scholarships and
concessions...

Our philanthropic arm,
The Varkey Foundation,
campaigning for and
supporting initiatives
that *change lives*



varkeyfoundation.org

Vice President Inclusion

Job Description

Job Purpose

GEMS is the leading provider of high quality education across the world. Our schools in the UAE aim to be the best. It is important that all of our schools are rated as outstanding and continue to develop as Centres of Excellence. We can ensure this by recruiting and retaining the best quality staff, nurturing and developing innovation and using cutting edge technology and research to inform our practise. The role of Vice President Inclusion Lead will play a crucial role in ensuring that these goals and standards are met and developing and implementing an inclusion strategy that is at the forefront of provision in the Middle east and beyond.

This role reports and is accountable to the Chief Education Officer for the strategy, outcomes and standards achieved across group and is responsible for the embedding the process and accountability through the SENCOs/Inclusion leads in our schools.

Primary Accountabilities:

- Provide leadership and direction on Inclusion and SEND strategy for all schools, working in conjunction with the education cluster leads. Ensure the schools articulate and consistently apply the GEMS philosophy and Core Values base.
- Responsible for relevant SEND strategy and related development and action plans for schools in line with the relevant Inclusion Framework and its full implementation by 2020 including a monitoring plan moving forward.
- Provide strategic direction, develop and disseminate all policies and protocols ensuring that GEMS is at the forefront of best practice and leads on Inclusion.
- Improve student outcomes and narrow the student attainment gap for all (identified) students, across all phases, ensuring students fulfil their highest potential.
- Co-construct a systematic and consistent approach to the collation and analysis of Inclusion data and a rigorous monitoring of attainment and progress ensuring appropriate intervention and action where necessary.
- Build the capability and infrastructure of the schools to meet current and future challenges.
- Lead CPD, briefings, projects and activities for Principals, SENCo network and individual schools where appropriate.
- Ensure compliance with all regulatory authorities and external agencies and foster positive relationships.

Job Description

Strategy leadership and management

- Propose and recommend an appropriate business and implementation plan for achieving educational and financial objectives, after consultation with leadership colleagues.
- Establish a robust organizational structure for the delivery of inclusion across the organisation, in agreement with Chief Education Officer in order to deliver the strategy.
- Lead the implementation of the inclusion strategic plan ensuring it adheres to the overall GEMS mission, strategic plan, and targets.
- Lead Professional Dialogues and appraisal for relevant staff members and identify key talent for educational and business development in relation to SEND.
- Develop and broker relevant school-to-school support and professional development opportunities.
- Support the development of inclusion requirements for new and existing schools
- Work with colleagues to recruit appropriately qualified SEND staff in new and existing schools while keeping in mind the need for succession planning and talent management.

Working with GEMS Governance

- Provide Chief Education Officer with appropriate, timely and relevant information and advice to enable them to exercise their responsibilities and ensure decisions are well informed, clear and implemented.
- Ensure that GEMS meets all its legal and regulatory responsibilities and requirements for the schools the VP is responsible for.
- Review and develop as required, policy proposals and initiatives for the Chief Education Officer's discussion and decision.
- Attend and lead meetings as required by your line manager.

Education Leadership

- Ensure there is a consistent focus on high standards of student achievement and continuous student and school improvement where SEND is concerned.
- Ensure effective implementation (and ongoing review) of GEMS learning and assessment frameworks that use benchmarking and value-add data, to monitor and report student progress and achievement.
- Ensure that there is relevant and flexible curriculum supported by creative, responsive approaches to teaching with appropriate teacher intervention as part of a positive and constructive learning environment.
- Develop educational strategies to secure equity of educational outcomes to enrich the school as a learning environment for its students, families and the wider community.

Job Description

Financial Planning and management

- Be responsible to Chief Education Officer for the inclusion budget; ensure that expenditure is controlled in line with budgets as approved by the Board.
- Work with Chief Education Officer to provide comprehensive, regular reports on the revenues and expenditure.

Risk management

- Identify and evaluate the risks to GEMS people (clients, staff, management) property, finances, goodwill, and image; and implement measures to mitigate risks.

Promotion and representation of GEMS

- Promote GEMS; representing it effectively and positively to all internal and external stakeholders, and seek opportunities to expand its role.
- Must support the growth of new and existing schools with the movement of employees to new roles.
- Maintain effective networks with all principal supporters and stakeholders.
- Work with schools, in an entrepreneurial, collaborative and flexible way, ensuring that the expertise within the whole school system is fully audited, utilised and quality assured.
- Ensure GEMS (organisation, values, and achievements) is presented in an appropriate and professional manner to its customers and stakeholders.

The list of responsibilities is indicative only and not exhaustive. The Cluster Lead is expected to carry out all such additional duties as are reasonably commensurate with the role

Vice President Inclusion Person Specification

KNOWLEDGE AND QUALIFICATIONS

Essential:

- Relevant subject and/or education degree at Bachelor level, and evidence of continued professional learning
- Outstanding practical and personal knowledge of inclusion and SEND in schools, education systems and educational leadership.
- Outstanding expertise, experience and philosophy in further developing the culture and ethos of the organisation in sustaining high standards, and a clear understanding of strategies for improving these in the Inclusion arena
- A genuine understanding of pedagogy linked to new technologies within C21st learning environments

Desirable:

- Masters Degree
- Professional SENCO qualification
- International collaboration or have worked internationally

EXPERIENCE

Essential:

- A proven track record of highly impactful and innovatory leadership, and understanding of all-through (3-18), Primary and Secondary education, demonstrating continuous and sustainable improvement in becoming outstanding organisations
- Currently working in inclusion leader across multiple schools in a Multi Academy Trust, Local Authority or other SEND provision.
- Excellent communication skills and strategies that will motivate and inspire experienced Inclusion/SEND colleagues and Principals
- Demonstrable experience in providing a far-reaching vision to drive ambition, culture and direction; and setting high expectations to truly inspire, empower and motivate leaders to deliver outstanding and innovative learning experiences for students of all abilities

Person Specification

SKILLS AND PERSONAL ATTRIBUTES

Essential

- A global mind-set, sound cultural understanding, and ethos to lead both staff and students to continually strive for excellence within a diverse multi-cultural setting
- Outstanding ability to think and act at a strategic level whilst maintaining a focus on academic rigour and quality.
- Skilled in networking and able to motivate other leaders.
- Outstanding analytical skills and ability to synthesise complex information, summarise and draw appropriate conclusions and make decisions.
- Outstanding ability to understand, interpret and present multiple school performance and financial data to all stakeholders.
- Have the confidence, sensitivity and resilience to both inspire and celebrate high performance and to constructively challenge under performance where necessary.
- Have the ability to maintain emotional equilibrium in light of professional pressures and deadlines.
- Outstanding financial awareness, commercial acumen and operating experience
- Outstanding ability to deal with change and ambiguity and motivate colleagues in periods of uncertainty

Key Performance Indicators (KPIs) - Measurable

- Attainment and achievement outcomes beyond international standards for students of all ages across the cluster schools
- To sustain Ministry inspection and accreditation outcomes at the highest level in meeting all criteria for all cluster schools
- To achieve outstanding ratings in all cluster schools by 2020.
- To ensure optimum enrolment targets for students in each school
- Schools meet Customer Satisfaction survey thresholds for staff, students and parents
- Achieve agreed profit and revenue targets (EBITDA) across all schools.
- Meet the quality and performance standards set for all GEMS schools for internal review and KHDA/DSIB standards for external inspection
- Cluster schools to achieve 100% compliance measures with KHDA and external agencies
- Cluster schools to maintain a “Robust” rating with internal and external audit

How to Apply

To apply for this position please visit our careers site and apply online (Ref: 1551)

<https://careers.gemseducation.com/gems/VacancyDetail.aspx?VacancyID=132139>

by the closing date of Friday 1st June 2018.

If you are successful in the shortlisting process you will be invited for a Skype interview.

Second stage interviews will be an interview with member of the Education team. Final face to face interviews and assessment to be agreed.

Due to the volume of applications received, only successfully shortlisted candidates will be contacted.

If you wish to discuss the position in more detail before submitting an application please do not hesitate to contact us at principalrecruitment@gemseducation.com and we can arrange a suitable time to contact you.

Remuneration

A competitive package is on offer to the successful candidate including visa costs, medical insurance, free school places for dependents and annual flight allowance.

Our Founder

Sunny Varkey

The Founder of GEMS Education, Mr. Sunny Varkey has guided the company's remarkable expansion. A visionary education entrepreneur, his formula for creating schools of excellence includes an enterprising blend of high education standards, innovation and customer service.

Our Founder believes passionately that all children have a right to a quality education. In his ongoing mission to effect qualitative change in society, his philanthropic commitments have helped improve the lives of thousands.

He believes that education is the most important issue in the world today because of the effect education can have in reducing conflict, prejudice, poverty and intolerance. He also believes passionately that we must lift education standards worldwide.

At the heart of the challenge is the fact that there is a global shortage of good schools. In the developing world, too often there are no schools at all. Our Founder believes that the private sector can work with governments, powerfully, to invest in building more good schools and in turning round those that are weak. If the two sectors work together, he believes we can move much more quickly to create schools that inspire children, schools which value scholarship and develop character, schools which spare no effort in preparing young people for tertiary education and a happy and prosperous life.



Our Manifesto

To those
who give...

Our People

Never forget,
what you do is
incredible.

You touch
hearts.

You ignite
minds.

You open
eyes.

You encourage
laughter and joy.

Every day, the world
is a little better...
because of you.

TOGETHER,
WE ARE
GEMS
EDUCATION



To those
who trust...

Our Families

No child will be
left behind, nor held
back from
their potential.

No challenge will
be too daunting.

No opportunity
will be missed.

No effort will be
too great to protect,
inform and prepare
your child not for
the future.

But rather,
to be the future.