

## **NORTH LONDON COLLEGIATE SCHOOL DUBAI**

*seeks a*

### **Director of Extra-Curricular Activities**

***Effective August 2019***

#### **THE UK SCHOOL**

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub'. The School opened with over 400 pupils and, now entering its sixth year of operation, has nearly 1200 on the roll. When at capacity, the school will cater for 1400 boys and girls. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and in its first year of results (after just three years of operation) achieved an average Diploma points score of 36 points per pupil, to rival top-performing jurisdictions such as Singapore. In its second year of Diploma results (and fourth year of operation) students achieved an average Diploma points score of 37 and in its third year of Diploma results (2016), students achieved an average Diploma points score of 38.

#### **THE DUBAI SCHOOL**

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem.

NLCS Dubai is an English-speaking school and is currently a candidate school for the International Baccalaureate Programme with the intention of offering the programme throughout the age range by 2019. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education, which are compulsory for all students up to the age of 16, although more

lessons are required for students of Arabic descent than for others. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and always by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are expected to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as video-conference debates and jointly-produced student publications.

As the NLCS family of schools expands (with a third overseas school opening in Singapore in 2019), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities which a group of world-class schools such as ours can offer.

## **THE ETHOS**

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating Society, to 'Mad Scientists' to 'Human Rights Society' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Sixth Form, in order to give students every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music and Drama are all of excellent quality and over seventy activities happen at lunch times and after school each day, with large numbers of students involved. In the UK, the School has produced sports players at national and regional level as well as nationally-recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts Centre in 2007, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone.

**This ethos and broad range of opportunities have already been effectively recreated at our first satellite school, NLCS Jeju, and are equally central to the offer at NLCS Dubai.**

## **THE CURRICULUM**

Our intention is that NLCS Dubai will be an "IB Continuum School" offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grades 6 to 10, and Diploma Programme in the Sixth Form. NLCS Dubai is presently an authorised IB Diploma school and a candidate

school for the PYP and MYP. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities which closely reflects that at NLCS (UK) are provided to enrich and broaden the education offered, developing the talents and confidence of students.

## **LIFE IN DUBAI**

Dubai is a thriving international hub, where approximately 90% of the c.2.5 million residents are expatriates living alongside the local Emiratis. The successful candidate will be sympathetic to and considerate of the culture of a Muslim country, in both their personal and professional life.

## **THE POSITION**

NLCS Dubai is seeking a dynamic Director of Extra-Curricular Activities from August 2019. The appointee will:

- reinforce classroom learning, allowing students to put their knowledge and skills into practice;
- facilitate the development of certain skills and the inculcation of certain values which may present difficulties in a formal classroom setting
- promote students' personal development by broadening their interests, developing their potential and providing opportunities for character formation and leadership training
- promote students' social development by offering opportunities for the broadening of their social experiences, the practice of social skills and the internationalisation of moral and social values;
- make school life more challenging and interesting

In addition to carrying out the relevant administrative duties associated with the role, he / she is responsible for the following areas:

- organising the extra-curricular programme of the school, helping to arrange and to coordinate activities as well as major school functions
- participating in the setting up of goals, directions, strategies and policies for the implementation of the extra-curricular programme
- guiding students and encouraging them to participate in the activities, and promoting a spirit of reflection and evaluation in students' approach
- implementing school strategy within the context of its extra-curricular provision
- performance management of staff
- managing and leading on standards, care and provision in the area of extra-curricular activities
- leading self-evaluation and school improvement in the in the area of extra-curricular provision
- organising and evaluating activities as well as the broader programme of activities
- ensuring and inspiring staff and student involvement in the programme

## **QUALIFICATIONS & QUALITIES SOUGHT**

***Please see Person Specification***

## **TERMS AND CONDITIONS**

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate's qualifications and experience.

## **LOCATION**

This post will be based in Dubai.

## **TENURE OF APPOINTMENT**

Three years.

## **PARTICULARS OF THE SEARCH**

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr Daniel Lewis
2. a fully completed application form - available from the school website [www.nlcsdubai.ae](http://www.nlcsdubai.ae)

The application form should contain the name, email address, postal address and day-time telephone number of two referees who may be contacted with the candidate's permission; these should be direct supervisors or persons in senior positions of responsibility – not peers - who can validate the applicant's suitability for the role.

**E-mail:** [recruitment@nlcsdubai.ae](mailto:recruitment@nlcsdubai.ae)

**The closing date for applications is 12.00pm (UAE time) on Wednesday 17<sup>th</sup> October 2018**

It is anticipated that interviews will take place during the week beginning 4<sup>th</sup> November 2018.

All UAE based candidates will be invited to NLCS Dubai prior to interview.

**PERSON SPECIFICATION**  
**DIRECTOR OF EXTRA-CURRICULAR ACTIVITIES**  
**North London Collegiate School Dubai**

NLCS Dubai seeks an enthusiastic and well-qualified Director of Extra-Curricular Activities. The primary responsibility of the appointed candidate will be to lead the design and implementation of a comprehensive extra-curricular programme that is engaging and relevant to every student at every level.

The candidate will have an international outlook and an appreciation of the richness that a diversity of cultures brings to a school. He/ She will have considerable experience in providing extra-curricular activities across a range of age groups. He/ she will be educated to degree level or above and may also have other relevant professional qualifications.

The post holder will be an outstanding practitioner who has a proven ability to lead by example and has the ability to manage, inspire and motivate others; he/she will be expected to have the following capabilities in terms of personal qualities, professional experience and skills:

**Person Specification**

*Professional Qualifications*

- Teaching qualification
- Bachelor Degree or higher
- Recent participation in continuing professional development

*Professional Experience*

- Experience of implementing a range of activities, with a track record of innovation
- Proficient and experienced at teaching, ideally with experience of the IB Diploma and/or MYP
- Recent experience of managing students from a variety of cultures
- Experience of developing and enhancing the practice of staff
- Experienced teaching to sixth form level
- Experience of developing a broad, balanced and ambitious extra-curricular programme
- A good knowledge of curriculum initiatives
- Talent for leadership by example and inspiration is essential: the successful candidate will have a strong classroom presence and be able to model excellence in all their interactions with pupils and staff

### *Personal Qualities and Skills*

- Commitment to high standards and inclusive education
- Ability to inspire colleagues and pupils
- Commitment to issues of equity and working with culturally diverse families
- Commitment to raising the achievement and standards of pupils and staff
- Courage to introduce and manage change and innovation
- A good team player and team leader
- Able to work positively and effectively with students and parents, outside agencies and colleagues
- Exemplary communication skills in English, both verbal and written
- Excellent leadership skills
- Flexible, inclusive and pragmatic style
- High level interpersonal skills
- Confident and articulate in communicating with others
- Possess good organisational skills, manage time efficiently
- Ability to show good cultural understanding and differentiation between students from various backgrounds and ability
- Substantial commitment to extra-curricular activities

Knowledge of additional languages would be an advantage

## **JOB DESCRIPTION**

### **Director of Extra-Curricular Activities**

#### **North London Collegiate School Dubai**

The Director of Extra-Curricular Activities will play an important role at NLCS Dubai. His/her principal duty will be to manage all aspects of extra-curricular provision in the School. He /she should be an outstanding practitioner who is prepared to lead by example, thus inspiring and enthusing staff and pupils in the School.

The Director of Extra-Curricular Activities is responsible for the overall strategic direction and delivery of extra-curricular provision. He/she ensures clear leadership of and a coherent ethos within the school's extra-curricular programme.

Not only do extra-curricular activities fulfil the developmental needs of students, they also contribute to the growth of the curriculum, school and teachers. They are important means to promote cross-curricular initiatives in civic and moral education, to foster the relationship between teachers and students, and to create a harmonious school climate. The successful candidate will plan and perform at the highest level with pastoral care and enjoyment at the forefront, ensuring integration and alignment of the extra-curricular programme with the overarching, school-wide standards and framework.

The Director of Extra-Curricular Activities is responsible to the Vice Principal (Curriculum) for the efficient running, development and performance of the extra-curricular programme, supporting all staff in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective extra-curricular provision and participation.

The ideal candidate will have extensive experience and success designing and implementing a dynamic and relevant extra-curricular programme for a variety of contexts. He/she needs to have a working knowledge of and interest in indoor and outdoor activities.

The responsibilities include:

- meeting regularly with staff to lead discussion and development planning
- drawing up a yearly plan for extra-curricular provision in the School
- ensuring that students enjoy a well-balanced school life through their participation in extra-curricular activities
- make recommendations to the Principal regarding the utilisation of finances, the allocation of resources and the equipment needed for the running of the extra-curricular programme
- responsible for promoting the School's extra-curricular programme. He/she should participate in setting up school clubs and in promoting new activities
- responsible for safety measures, risk assessments and ensuring that staff and students abide by appropriate safety guidelines when engaging in the extra-curricular programme
- organising leadership training courses to prepare students to guide activities
- responsibility for coordinating school trips

## **CORE RESPONSIBILITIES OF THE POST**

- To foster and support the School's ethos, values, rules and guidelines
- Oversee, manage and evaluate staff as they participate in extra-curricular provision
- Assist in the recruitment, assessment and recruitment of personnel when needed
- Identify students' interests and encourage them to form clubs through which they would meet their goals to suit their needs
- Prepare a schedule for extra-curricular activities for the year
- Maintain the record of all activities
- Liaise with the Pedagogical Leadership Team to guide the creation and implementation of effective, differentiated extra-curricular programmes
- To actively engage in self review, to confidently review and further develop the quality of the extra-curricular programme, on a regular and systematic basis
- To act upon the findings from self-review to maintain the highest quality of extra-curricular provision
- Identify and employ strategies to engage all pupils
- Liaise with parents as appropriate.
- Oversee the process for assessing, monitoring and evaluating student participation with the programme
- To encourage and organise activities and events associated with the extra-curricular programmes on offer and to organise pupil participation in both internal and external events and competitions, as appropriate
- Responsible for setting appropriate standards of health and safety and ensuring that health and safety initiatives are implemented effectively so that all students and staff maintain these standards
- Collate and maintain records of attendance in extra-curricular activities
- Plan and organise trips and excursions, such as trekking, hiking, rafting, cycling etc.
- Maintain records of students' involvement and achievements in extra-curricular competitions
- Work with the International Award coordinator in encouraging participation in the programme and ensuring the trips and expeditions are planned and delivered effectively and safely
- To foster an environment for all extra-curricular activities to run smoothly and in accordance with the school's philosophy
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*