



Application Pack

# Head of Senior School

Job Reference: HOSSFT0219

Published: 18 February 2019



**ST GEORGE'S**  
BRITISH INTERNATIONAL SCHOOL

## A Message from the Principal



**It gives me great pleasure to introduce St George's - one of the leading and most academically successful British International Schools in Europe.**

At St George's we are proud of our rich history of providing a world-class education to both expatriate and internationally-minded local families in one of the world's most iconic cities. Our community - uniquely in Rome - represents more than 80 different nationalities and this infuses our school with vibrancy, inclusivity, tolerance, respect and support.

Our highly-qualified team of teachers includes many leading educationalists and experts in their field who inspire the pupils to genuinely be the best they can be. As a leading school, we are committed to not only recruiting and retaining the very best teachers, but also to ensuring that we constantly develop and improve the education they provide for our pupils through a focus on training, coaching, research and innovation.

Our close links with the world's highest performing and most aspirational universities ensure Georgians are filled with ambition and have the highest possible expectations for their future. Whilst our (I)GCSE and IB results are among the best of any school of its type in the world, and are comparable with leading independent schools in the UK, we believe that a truly outstanding education is about so much more than just examination results. Our focus on **the nine Cs** ensures our pupils become highly successful individuals who are equipped to excel whatever the global economy of the future looks like, but who are also proud of who they are and their own unique combination of qualities, talents, passions and challenges.

Our rich programme of extra-curricular activities allows pupils to develop a wide range of interests beyond the curriculum. Our sports facilities are without parallel in the city. Our performing arts and music productions are breathtaking in both their ambition and scope. The artwork that adorns the school would not look out of place in any professional gallery. And, perhaps unsurprisingly for a school with such close links to the city's diplomatic community, we have consistently excelled on the international stage in our Model United Nations endeavours.

Above all, however, we are proud of the young people we are helping to develop at St George's. Our pupils are welcoming, polite, compassionate, independent and entrepreneurial. They are also convinced that they have the capacity to make a difference in this world. Nowhere is this evidenced more clearly than in the excellent work that the pupils put into the school's orphanage in Zambia.

Thank you for your interest in joining our team.

**Mr David Tongue BSc (Hons), PGCE, MSc**  
Principal, St George's British International School



## Head of Senior School

### The Post

Following the current post holder's appointment as Principal of Robert College in Istanbul, after seven years of outstanding service at St George's, the Principal wishes to recruit an experienced, well-qualified and inspirational Head of Senior School to lead the continued success and further development of this thriving section of the school.

The Head of Senior School will lead and manage the day-to-day matters of the Senior School. S/he should be an adaptable and innovative leader, a good motivator, communicator and administrator, and should be capable of managing key aspects of a high-profile and academically successful British international school. The post holder would be a key member of the school's Strategy Team along with the Principal and the Heads of each of the two Junior Schools.

### Personal Skills

- § Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents
- § Be a creative problem-solver who can manage ambiguity and uncertainty
- § Consistently demonstrate the values and behaviours expected of a Head Teacher
- § Possess excellent understanding of teaching and learning practices and curriculum development and prevailing trends in global and British education
- § Be able to recognise development needs and able to coach to improve performance, create opportunities and provide support for career advancement aiming to bring the best out in others especially amongst Middle and Senior Leaders

- § Be understanding of the needs and issues facing all stakeholders within the school community
- § Be an exceptional organiser and administrator
- § Be IT competent
- § Possess powers of diplomacy and persuasion
- § Have the ability to develop and foster teamwork
- § Be competent in monitoring and evaluating teams and individuals
- § Have the ability to think strategically and to contribute to the strategic development of the Senior School
- § Be persistent and see tasks through from beginning to end

### **Leadership, Management and Strategic Planning**

- § Setting, in conjunction with the Principal, the vision, aims and priorities for the Senior School
- § Driving the realisation of the Senior School vision, aims and priorities
- § Deputising for the Principal in his/her absence
- § Reporting to the Principal on all matters pertaining to the Senior School
- § Leading and managing the day-to-day operations of the Senior School
- § Leading and managing the Senior School Leadership Team
- § Leading the production of the Senior School Development Plan to inform the overall School Development Plan
- § Leading the teaching staff in the delivery of outstanding academic achievement in the Senior School
- § Overseeing the implementation and development of the Senior School curriculum
- § Overseeing the coordination of the Senior School Activities programme
- § Overseeing the resourcing of the Senior School and devolving the Senior School budgets in consultation with the Principal and the CFO
- § Assisting with teaching staff recruitment, induction, appraisal and professional review within the Senior School

### **Leadership, Management and Strategic Planning**

- § Leading the self-evaluation processes within the Senior School by ensuring adherence to the school's self-evaluation timetable and the collection, analysis and storage of the required qualitative and quantitative data
- § Taking responsibility for the effective performance of teachers working within the Senior School
- § Taking responsibility for the academic progress and welfare of all pupils in the Senior School
- § Ensuring the effective supervision of pupils within the Senior School
- § Monitoring pupils' academic and pastoral progress in the Senior School
- § Ensuring the effective collection and moderation of all Senior School assessment data

### **Communication**

- § Maintaining and developing effective relationships with Senior School parents through regular and efficient communication and frequent parent workshops
- § Overseeing the collection and dissemination of all information relating to the Senior School for the purposes of marketing and communications
- § Overseeing all aspects of formal reporting to parents for pupils in the Senior School
- § Managing parent consultation meetings for pupils in the Senior School
- § Overseeing the production of the Senior School sections of the staff and parent handbooks



- § Overseeing the production of the Senior School curriculum guide

### **Formal Qualifications/Experience**

- § A good UK Honours Degree (or equivalent)
- § A distinguished record of teaching and senior leadership experience
- § A strong record of professional development
- § Relevant recent experience as a Head or Deputy Head teacher
- § A Masters-level or equivalent degree in Education or Educational Leadership would be desirable



## How to Apply

<b>Closing date for applications</b>	<b>30 April 2019</b>
<b>Start date</b>	<b>September 2019 or January 2020</b>
<b>Job reference number</b>	<b>HOSSFT0219</b>

Short listing will commence immediately after the closing date.  
We reserve the right to appoint before the closing date.  
Early application is strongly encouraged.

Please complete the Application for Employment Form available at  
[www.stgeorge.school.it/employment](http://www.stgeorge.school.it/employment)

Please submit your completed application via email to [jobs@stgeorge.school.it](mailto:jobs@stgeorge.school.it), inserting the  
**job reference in the title of the email.**

Within the application form, please include a statement outlining your strengths and stating why you wish to be considered for the role. Please indicate your curriculum strengths and extra-curricular interests. Please do not submit a CV or send certificates or testimonials at this stage.

Please note that, as well as a face-to-face or Skype interview, the selection process will include another form of assessment, which may include a video lesson, administrative test, demonstration of practical skill, a presentation etc. if relevant.

Shortlisted candidates will have references taken up prior to interview.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity, qualifications and professional status;
- A safeguarding check;
- Receipt of at least two satisfactory references (one of which should be from your current or most recent employer);
- Verification of medical fitness (completion of a medical declaration).

## Equal Opportunities

St George's is an equal opportunities employer. Discrimination will not be made on the grounds of race, ethnicity, religion, age, nationality, marital status, sexual orientation or other basis.

## Salary

The successful candidate will receive a salary and benefits that are highly competitive in the international sector and consistent with the status that St George's holds as an HMC school.