



**High School Principal (Dover Campus)**  
August 2017

EDUCATION  
LIKE NO OTHER

# The opportunity



## Report to

Head of UWCSEA Dover

## Main working relationships

Head of UWCSEA Dover, Principals of Infant, Junior and Middle School, Vice Principals, IBDP Coordinator, Director of Boarding, Head of High School Service, GAP Year Coordinator, Heads of Department

## Main responsibilities

- the education and welfare of the students and teachers in the school and for the ethos of the High School; the ethos, in turn, must be consistent with the defined philosophy and ethos of the UWC movement, the College as a whole and the UWCSEA profile
- the implementation of the College and Campus Strategic Plan within the guidelines of the Head of UWCSEA Dover
- maintaining a good quality relationship between parents of the school, both through regular communication about the performance of their children and by more generally ensuring that they are well informed, valued members of the community
- leading the five elements of the Learning Programme across the High School
- the effective and day-to-day running of the High School
- ensuring relevant budgets are spent and managed in accordance with the ethos and fiscal parameters of the College

## Direct reports

12

## Teaching staff

140

## Student population

1275

# General role description

The High School Principal is the pedagogical and organisational leader of the High School. The High School Principal, working with the members of the High School Leadership Team, is responsible to the Head of UWCSEA Dover for the learning programme within the High School. As such, the High School Principal has responsibility for the quality of the High School's educational programmes and the professional practice of its personnel.

The High School Principal will also work as a member of the Dover Campus Leadership Team and the wider College Learning Leadership Team to ensure unity of purpose within the campus and the College as a whole.

# Knowledge, experience and leadership capabilities

## Required qualifications/domain knowledge

- a degree and professional teaching qualification is essential: a higher degree desirable
- experience of leadership, ideally in an international environment
- knowledge of international curricula, their delivery and assessment
- awareness of current issues and trends in education
- an understanding of the budgetary process and financial management within a school
- understanding of the principles of organisational culture and behaviour
- knowledge of the role of technology within the school environment
- knowledge of instructional supervision and evaluation
- knowledge of the role of team dynamics within the school environment

## Personal attributes

- fluency in English and excellent communication skills: written, spoken and in presentations; some level of proficiency in a second language would be desirable
- a passion for international education
- outstanding interpersonal skills: a good listener with a collaborative management style
- honesty, integrity, compassion, and a good sense of humour
- reflective
- ability to develop a sense of community and generate trust with all constituent groups
- strong organisational and proven problem-solving skills
- proven ability to develop and lead talented staff and high achieving students
- ability to think strategically
- cultural sensitivity



# Leadership capabilities



## **Vision and strategy – supporting mission and values of UWCSEA, planning and goal setting**

- displays strong organisational and operational leadership
- coordinates the establishment of strategic priorities for the High School
- sets priorities for needs of the whole community within the framework of the College's Strategic Plan

## **Supporting the learning community – resourcing, motivating, monitoring**

- drives and displays innovative approaches to curriculum planning where required
- demonstrates effective but sympathetic approaches to performance management and professional development
- allocates resources fairly and effectively within given financial constraints

## **Collaboration – empowering others, coaching for success, leading others**

- coaches individuals within the team and is alert to needs
- contributes to effective succession planning
- engages all members of the community
- leads by influence rather than authority where possible
- fosters an environment where creativity flourishes
- sets clear boundaries and expectations providing freedom for the team to work effectively

## **Communication – ensuring sensitivity and building consensus**

- articulates policy, purpose and priorities to the community and externally
- sets and implements a tone conducive to effective communication
- proactively seeks to address issues

# Tasks

## Leadership

- acting as a role model for students and teachers
- developing an environment in which students are challenged and a sense of purpose and enthusiasm for learning and student leadership underpins all that students do
- supporting the Head of UWCSEA Dover in articulating and sustaining UWCSEA's educational aims, ensuring that the High School is providing an exceptional experience for the students and that the balance between the five elements of the UWCSEA Learning Programme is supported and maintained
- maintaining the UWCSEA High School's reputation for excellence, and cherishing its special culture while, at the same time, ensuring that it continues to grow and evolve as a dynamic learning environment
- encouraging innovation amongst the teachers and students in the High School and fostering a spirit of cooperation between the two campuses
- inspiring teachers to continue to develop their own skills through appropriate professional development, in order to share responsibility and accountability for maintaining high standards throughout the High School
- working with the Head of UWCSEA Dover and other members of the Campus Leadership Team in the development and implementation of the Campus Strategic Development Plan, the achievement of the strategic goals, and reporting to the Head of UWCSEA Dover on operations

## The pastoral care of the students

- directing the work of the Vice Principals and Heads of Grade who should be the first contact with the teacher, student and parent/s
- creating a caring, orderly environment and a sense amongst the students that the pastoral team will offer assistance; students should feel that their strengths are always appreciated even at times when weakness has become a cause for concern
- managing the arrival and departure of students, both administratively and in human terms is a key pastoral responsibility

## The Principal will ensure that optimum learning is taking place through each of the five elements of the UWCSEA Learning Programme

### Academic

- maintaining standards of excellence and academic rigour within the High School
- contributing towards innovation and the development of the UWCSEA curriculum
- overseeing the work of the Vice Principals to ensure revision, development and evaluation of the academic curriculum
- monitoring the performance of students and ensuring that assessment and reporting procedures are followed





### **Service**

- overseeing the work of the Head of Global Concerns, the Head of Local Service and Gap Year Coordinator so as to ensure that maximum opportunities are offered to students in Service and in Leadership
- encouraging teachers to become involved in service by promoting the programme as a key element of a UWCSEA education

### **Pastoral**

- being responsible for the overall welfare of all High School students from admission to graduation
- developing harmonious relationships with families to ensure that the students are supported in achieving their aspirations but at the same time recognising that we wish to develop autonomous individuals who will become responsible citizens
- working with senior colleagues to ensure there is a sense of community within the High School; this community should be characterised by trust, integrity, self-discipline and care and consideration for others; students should feel valued and supported
- dealing with serious disciplinary cases
- working with the Vice Principals and Director of Boarding to ensure the successful assimilation of our National Committee students into the College community and that optimum benefit is derived from their presence within the College
- assisting the Admissions department with student admission and leaving processes
- working with the Head of UWCSEA Dover on the Scholarship Programme for High School students

### **Activities**

- working with the Dover Campus Leadership Team and senior colleagues to ensure that the Activities programme is maintained and continually developed
- overseeing that all students have opportunities to develop a range of interests and talents

### **Outdoor Education**

- supporting the work of the Outdoor Education department in ensuring that all students in the High School take part in meaningful Outdoor Education experiences, including the NYAA programme; Grade 11 Project Week; Grade 10 FIB and Grade 9 programmes

## The Principal will contribute to the smooth and efficient operation of the Campus by

### Management of human and other resources

- participating in the development of the High School budgets and overseeing the efficient and cost-effective use of resources
- participating in the recruitment and appointment of High School teachers where appropriate
- delegating effectively the day-to-day operations of the High School to line managers and establishing an effective mechanism to oversee operations
- overseeing the Professional Learning Programme within the High School to ensure the quality of teaching and learning
- participating in the appraisal of teachers and where appropriate deal with issues of teacher performance
- in conjunction with the Campus Leadership Team, ensuring that all teachers have opportunities for professional development

### Communications

- taking a leading role in communicating with parents through Principal's Forums, weekly newsletters and other channels, both formal and informal
- liaising effectively with representative groups within the College: for example, the Parents' Association; the Student Council; the Global Concerns Executive
- overseeing the quality of publications in the High School

### Facilities

- overseeing the facilities specifically utilised by the High School and working with the Facilities and Operations department to ensure that they are maintained to a high standard

## Teaching commitment

The High School Principal has a teaching commitment of three hours per week.





# About UWCSEA

## UWC mission

The UWC movement makes education a force to unite people, nations and cultures for peace and a sustainable future.

## UWCSEA educational goal

We educate individuals to embrace challenge and take responsibility for shaping a better world.

## UWCSEA ambition

UWCSEA will be a leader in international education. We will have a worldwide reputation for providing a challenging, holistic, values-based education with an emphasis upon academic achievement, service to others, environmental stewardship, teamwork and leadership.

## UWCSEA community member profile

The UWCSEA learning programme provides a breadth of opportunity that enables learners to develop the qualities and skills of the UWCSEA profile. The profile is derived from our mission and supported by current research in education. Through the development of these skills and qualities, members of our community lead by example, embrace challenge and take responsibility for shaping a better world. While each quality and skill is identified separately, they are interconnected and impact each other.

### Qualities

- Commitment to care
- Principled
- Resilient
- Self-aware

### Skills

- Critical thinker
- Creative
- Collaborative
- Communicator
- Self-manager

## The UWC movement – a history

*"I regard it as the foremost task of education to insure the survival of these qualities: an enterprising curiosity, an undefeatable spirit, tenacity in pursuit, readiness for sensible self denial, and above all, compassion." – Kurt Hahn*

The UWC movement was founded in 1962 by Kurt Hahn, a German educator, whose ideas were crystallised by the destruction he witnessed during the first and second World Wars. In 1958 Hahn was inspired by the cooperation between former adversaries he witnessed at a NATO Staff Conference. He was convinced that education should prepare young people for a life with service, leadership and meaningful action at its heart. By educating young people from around the world together, he thought that future conflicts could be prevented. From this belief in the power of education to change the world, the UWC movement was born, with a mission to make education a force to unite people, nations and cultures for peace and a sustainable future.

Today, there are 17 UWC schools and colleges around the world, with UWCSEA in Singapore the largest of these. As well as providing an international education

for young people living in Singapore, each year the UWC movement and UWCSEA provide scholarships for more than 100 students from all over the world to attend UWCSEA. In the words of Nelson Mandela, Former Honorary President, UWC International: *“The striking thing about the United World Colleges is that they embrace the entire world across all divides of race, history, culture, wealth, religion, economic status and political belief.”*

The first UWCSEA campus on Dover Road was opened in 1971 by then Prime Minister, Lee Kuan Yew, under the name of Singapore International School. In the late 1990s, the Dover Campus gradually expanded its age range from a secondary school to include primary and kindergarten students. By 2007, it had grown to a school of 3,000 students from over 90 nationalities. Opened in 2008, the East Campus now has 2,500 students from Kindergarten to Grade 12 on a dedicated campus in Tampines. The first Grade 12 class from East Campus graduated in 2014.

### UWCSEA students

Students at UWCSEA are selected through a process that takes a holistic view. Previous school reports and references, as well as the student’s potential to contribute, support and participate fully in the life of the College are all taken into account. Where appropriate, entry tests and English language assessments are required.

The 5,558 students enrolled at the College in 2016/2017 represent 99 nationalities and speak 56 different first languages.

### Student numbers 2016/2017

School	Dover Campus	East Campus	Whole College
Infant School (K1–G1)	286	327	613
Junior School (G2–G5)	671	671	1342
Middle School (G6–G8)	780	602	1382
High School (G9–G12)	1275	946	2221
Boarders (G8–G12)	190	162	352

### The UWCSEA learning programme

The UWCSEA learning programme has the UWC mission as both our inspiration and our goal.

With our mission and educational goal as starting points, and basing our practice on learning principles that tell us when learning is most effective, we have developed an holistic learning programme, consisting of five elements: academics, activities, outdoor education, personal and social education and service. Through this programme, students develop the skills and qualities of the UWCSEA profile, while helping them to fulfil the UWC mission to make education a force to unite people, nations and culture for peace and a sustainable future.

### Academics

At UWCSEA, students experience the joy of intellectual engagement and the satisfaction of scholarly pursuit. Through the academic element of the programme,





they gain an understanding of the connections between individual subjects and how to solve complex problems using different approaches.

UWCSEA is an IB World School, offering the IB Diploma Programme in Grades 11 and 12. Our K–12 academic curriculum is shaped by our mission and educational goal and guided by the UWCSEA profile and learning principles. Learning goals in languages, mathematics, sciences, the Arts, humanities, technology and physical education build logically through each grade, preparing students for the next academic challenge. UWCSEA offers the (I)GCSE programme in Grades 9 and 10, with students who enter in Grade 10 taking a Foundation IB (FIB) course.

### Activities

The College offers an extensive Activities programme to students. More than 900 activity events take place across both campuses each week. The programme is divided into sports, arts (dance, drama, music and visual arts), leadership, clubs and special interests. It is designed to provide students with opportunities to explore new interests, develop their strengths and pursue their passions. Activities invigorate the life of the College by bringing students together for creative, athletic, leadership and other endeavours.



### Outdoor Education

The opportunities for learning at UWCSEA extend far beyond the classroom as students take on experiential challenges that build resilience, collaboration and leadership. Our Outdoor Education programme offers an incremental progression of age-appropriate experiences to students across the K–12 curriculum. Whether on a forest adventure in Malaysia in Grade 3 or trekking in Nepal in Grade 9, students develop confidence in their physical abilities and emotional resilience to withstand difficult situations.



### Personal and Social Education

There are opportunities for personal and social development in all elements of the UWCSEA learning programme, but the importance of this aspect of the student experience is recognised by our dedicated Personal and Social Education (PSE) programme. The PSE programme supports students in dealing with the personal and social challenges that all young people face. From younger students identifying and celebrating mastery of new skills to Grade 12 students using their self-knowledge to select their path after graduation, the PSE programme is a dedicated time for students to explore their identity and place in the world.



### Service

The Service programme empowers students to become aware, able and active contributors to the community. Students become involved in College Service, where they offer a service to other members of the school community; in Local Service, where they connect with members of the Singapore community; and in global service, which incorporates Global Concerns (GC) projects, the Initiative for Peace and our extensive Gap Year programme. GC is a dynamic initiative enabling students to put their ideals into action by working to support causes and communities through direct links with partner organisations outside Singapore. The greatest impact of the Service programme is on our students, as they put their ideals and values into action and grow as compassionate people and active agents of change.

# The benefits

---

As well as a competitive remuneration package, UWCSEA offers high levels of professional development and the satisfaction of working with remarkable young people in a climate of innovation, collaboration and collegiality.

Teachers arriving from overseas will be provided with a housing allowance, flights on arrival and at the end of each two-year contract, baggage allowance and medical insurance. It should be noted that the medical insurance is provided within industry-standard limits.

Teachers arriving from overseas are entitled to tuition fee exemption at the College for up to three children. Teachers' children are subject to the same admission standards as all other applicants. It should be noted that provision for learning support is limited in scope.



# How to apply

---

Applicants who wish to discuss the role in more detail before applying, please email your enquiries to [staffing@uwcsea.edu.sg](mailto:staffing@uwcsea.edu.sg).

To submit your application, please complete our [online application form](#).

