

APPLICATION PACK FOR THE POST OF

VICE PRINCIPAL (ACADEMICS) **Aitchison College, Lahore, Pakistan**

The College is the leading day and boarding school in Pakistan with 2,600 pupils



5 to 19 years • Boys day and boarding School



Required for September 2017 or as soon as possible

www.aitchison.edu.pk

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Anthony Millard
CONSULTING

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Background

Aitchison College

Aitchison College, located in Lahore, South Asia, is one of the most prestigious educational institutions of its kind, with 2,600 boys aged five to nineteen. Having celebrated its 130th Anniversary this year, Aitchison College is renowned for its beautiful gardens spread over almost 200 acres of parklands in the centre of Lahore. It enjoys fine buildings immersed in splendid playing fields and natural surrounds. Amongst the College's fine facilities are a unique amphitheatre and an equestrian centre. Continuing to develop, in 2017 the college will open its first cricket and swimming academies for elite training.

Established in 1886, Aitchison College has retained its character over the years, maintaining the public school tradition of providing quality education that uses academic, sports and co-curricular activities as tools for character development. Although the initial emphasis when the school was founded was on educating only the sons of the elite of the province, this has given way to a diversified curriculum which is more suited to an egalitarian mix of pupils drawn from all parts of Pakistan. The school's core purpose is each pupil's achievement in the fields of determination, knowledge and adaptability.

The curriculum at Aitchison College is based on the Cambridge University Syndicate Ordinary 'O' and 'A' levels. The College will moving to introduce the IGSCSE examinations in 2018 and the International AS and A levels in 2020. The College is accredited by the University of Cambridge, and prepares students for the University of Cambridge International (CIE) examinations. They are committed to an academic programme that challenges boys and prepares them for seamless transition between year levels and across all three schools: Junior, Middle and Senior. The College admits boys on the basis of academic merit and general suitability, and they are required to sit an admission test, and then be interviewed.

Aitchison College are seeking to appoint a Vice Principal (Academics) to play a major role in the College's already developing curriculum from Year 2 to Year 13. The success of this appointment will be key to the Principal's strategy to modernize and enhance the College's academic offering so that it will compete on a world class basis. The successful candidate will join a top school at an exciting time in its history. The college wishes to give the appointee the autonomy to make a difference within a strong management team. If you are an experienced educator or an ambitious one on the rise, this is a posting you will truly enjoy.

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The Appointment:

The successful candidate will take overall responsibility for the leadership, organisation and management of the Academic life of the College to develop and deliver:

- A strategic vision and provide inspiring leadership for the life and work of the College and realise the potential for its development
- Academic rigor developed in all aspects of the College's teaching and learning
- A commitment for excellent education and a passion for, teaching and learning which realises the full potential of the pupils and that meets the expectations of parents and the College community
- Visionary leadership for the development of the College in conjunction with key staff and incorporating key performance indicators
- Key relationships with all elements of the College including the Boarding Houses
- The recruitment and procurement of effective use of resources (teachers, facilities and teaching materials) in the delivery of educational excellence
- The annual academic college budget and to demonstrate an understanding of how to assess and review the cost effectiveness of major spending decisions in terms of educational standards and the quality of education
- A style that is calm yet decisive, positive and constructive, and which engages diverse talents by modeling the type of leadership expected in a school of distinction.
- A strong working relationship with the Principal

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Key Responsibilities

Vision and Strategic Planning

- Lead the College in academics, its pupils and staff, in a clear, articulate and engaging manner.
- Working with the Principal to develop the overall vision for the College and its provision for pupils and parents
- Work with the Principal and the various College's leadership teams to ensure effective implementation and monitoring of the School's Annual Development Plan
- Ensure all staff in the School are aligned to, and working with the vision in the expectation that it should guide all that is done in the School
- Oversee the production of an Academic timetable.
- Work closely and strategically with the Heads of School in providing direction and support for Heads of Departments and strategic educational developments in all three schools.
- Work closely with the Bursar in constructing an annual teaching and learning budget

- Aitchison's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check.

Education

- Create an environment within the College that puts pupil achievement at the heart of all that the College does
- Continue to develop a broad curriculum for the College, taking into account the needs, aptitudes and ambitions of all pupils at all ages and bring deep understanding of International Curricula to bear upon pedagogy and pupil-teacher interactions.
- Review the curriculum annually and ensure that it is delivered through an effective timetable and outstanding, visionary and creative teaching
- Set challenging but realistic educational targets that maintain and develop Aitchison College in academic progress, and ensure that those targets are met or exceeded

- Establish procedures, in consultation with the Principal for monitoring, evaluating and reviewing the quality of learning, teaching, pupil development and achievement
- Work closely with the University Guidance Counselor in terms of national and international university placement programmes.
- Manage subject selection choices with the Head of Senior School.
- Support the role of ICT and its increasing relevance in the classroom and through the College portal.
- Maintain a close and constructive relationship with educational boards and associations, in particular CIE and the British Council.
- Maintain a close connection with local universities and in particular, LUMS and the ALI Institute for teacher Training.
- Ensure that the timetable is responsive and supportive of the needs of a broad, engaging curriculum.

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Pupils

- Lead the pupils with inspiration, vision and enthusiasm, encouraging whole-school commitment and shared responsibility for the success of the College
- Develop the College's special ethos matching each pupil's potential to the full, ensuring that pupils' personal development is effectively promoted through the curriculum
- Promote the development of all pupils as independent thinkers and learners with respect for learning
- Maintain the College's high standards of discipline and honesty.
- Promote a culture that is formal and is based on compassion, mutual trust and respect and is a culture that is transparent, clearly defined and consistent
- Contribute to weekly assemblies and manage presentations and award ceremonies for the Principal—including whole school assemblies in the Amphitheatre.
- Participate, as appropriate, in teaching pupils at the College or in other activities involving pupils in and outside of the classroom

Staff

- Appoint staff of the highest calibre and manage their performance in line with best practice through the provision of appropriate induction, training and Personal Review systems
- Promote and support the professional development of all staff in accordance with the agreed policy and take full advantage of all professional development opportunities offered by the College
- To bring a sense of cohesion, confidence and teamwork in how the College operates on a day-to-day basis for all staff giving careful attention to the quality and response of academic support and acceleration.
- Hold and chair regular meetings with staff, but also to be seen 'on the ground' interacting with staff on a daily basis.
- Delegate responsibilities according to the College Organogram and in a way that ensures that agreed outcomes can be achieved.
- Oversee the effective use of a Senior Administration whose task it is to monitor parental enquiries and student performance.
- Liaise with Heads of Boarding to maintain close links between the day school and boarding houses, especially the effectiveness of Prep/homework.
- Guide teaching staff in pedagogy and how to meet agreed performance based outcomes.
- Oversee the quality and relevance of Staff Handbooks
- Promote the well-being of the staff to maximise their professional contribution and satisfaction

Communication

- Have the ability to articulate a vision for Aitchison's College to pupils, parents and the wider community
- Meet with the Principal on a weekly basis and provide written monthly reports on curriculum, teaching and learning initiatives.
- Work strategically with other Heads of School, playing a key role in the workings of the College Management Committee chaired by the Principal
- Provide information and advice to the Principal on all aspects of the School
- Communicate with parents on the pupils' performance, working with them and staff to enable pupils to achieve their full potential
- Operate good communication channels throughout the College at all times to ensure effective interaction between all stakeholders and engage parents in the role of education by engendering confidence in the College's programmes, strategic vision and mission as a school of broad excellence.
- Stay well informed of current and future trends in international education, ensuring they are understood and incorporated into the College Development Plan and adopted as a model of best practice as appropriate.

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Aitchison College -1911

Person Specification

Requirements and Development

The successful candidate will:

- Be a visionary and inspirational educationalist and have proven ability in managing all aspects of teaching and learning
- Possess high quality and proven experience of academic leadership and set alongside a keen and contemporary awareness and interest in general educational issues at all age groups
- Demonstrate an outstanding flair for communication and demonstrate the ability to function in an environment with a demanding parental body
- Hold a mature and incisive grasp of management issues - understanding the importance of change management, blended with the capacity to communicate succinctly, politically sensitively and effectively
- Be analytical, capable of independent research, experienced and adept in ICT applications
- Have highly developed interpersonal skills, be a good listener and have team player qualities; genuinely sensitive to the ideas and needs of others

- Be committed to thinking strategically and planning systematically
- Remain sensitive to the values that should pervade the College in a manner that expresses total integrity and probity and remain aware and sensitive to the culture of the College and the context within which the school operates in Pakistan.
- Have energy and excellent problem solving abilities
- Have expertise in the management of change
- Have an understanding of the College's distinctive ethos and how this contributes to the life and success of the school.

Experience

- Demonstrable success in academic leadership within an outstanding state or independent school, having held significant responsibility for curricular and academic matters
- Proven success in building, leading and participating in successful teams
- Be able to demonstrate that you have managed the special challenges and privileges likely to be faced when operating and managing in a prestigious school in Lahore.

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HOW TO APPLY

Closing date: TBC

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' 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 or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact Nigel Woolnough on +44 (0)7717 580189 or nigel@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 Heads, Bursars, Marketing and Development Directors advice is provided on governance, management structures, development planning, marketing / PR and fundraising.

Their clients range from nationally known independent schools to state comprehensive schools, from 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