



Candidate Information

BRITISH SCHOOL CLUSTER LEAD
GEMS School Support Services
Dubai

April 2018 or September 2018



GEMS Education – a leading education company

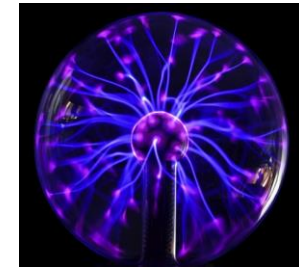
For over 55 years, GEMS Education has approached its educational offering from a unique perspective. GEMS first school was founded in 1969 by educators and it was run by educators. It was this school that defined our approach to education. It was an approach built around listening to the community and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

British School Cluster Lead - 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 Cluster Lead you will be 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, Enrollments, Marketing, People and Organisation including recruitment, Finance, Procurement including maintenance and facilities and Internal Audit.

The role of Cluster Lead for the Premium British Schools is a key role within the team, working alongside Sir Christopher Stone, Chief Education Officer – MENASA you will be responsible for 11 schools, all offering the National Curriculum for England as well as IB Diploma Programme in some schools rather than A-levels. There are approximately 14,100 students. 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. Many of the British School cluster schools are either 'outstanding' or 'very good' and our aim is for them all to be 'outstanding' in the next 2 years.



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



British School Cluster Lead 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/Cluster Lead will play a crucial role in ensuring that these goals and standards are met.

The Cluster Lead reports and is accountable to the Chief Education Officer for education outcomes and standards achieved across a designated school cluster and is responsible for the line management of Principal/CEOs in the cluster.

Primary Accountabilities:

- Provide leadership and direction for the schools within the cluster. Ensure the schools are in line with the GEMS vision and Core Values.
- Responsible for Professional Development Plan for all reporting Principal/CEOs.
- Deliver educational and financial results for the schools in the cluster and for GEMS in line with agreed business plan which includes land acquisition targets.
- Improve student outcomes and narrow the student attainment gap across the cluster.
- Ensure the Cluster articulates and consistently applies the GEMS philosophy and Core Value base.
- Build the capability and infrastructure of the cluster to meet current and future challenges.
- Ensure compliance with all regulatory authorities (DSIB, KHDA, ADEC, accreditation partners) and foster positive relationships.

Job Description

Strategy leadership and management

- Propose and recommend an appropriate business plan for the cluster in achieving their education and financial objectives, after consultation with the Principal/CEOs.
- Develop and lead the implementation of the cluster strategic plan in line with the overall strategy.
- Lead professional dialogues and performance appraisal for Principal/CEOs and identify key talent for educational and business development.
- Develop and broker relevant school-to-school support and professional development opportunities within the cluster and across the other cluster schools.
- Ensure that the cluster has the resources (human, material and financial) to operate as efficiently and as effectively as possible.
- Work closely with the project teams and other school support services to ensure that all new school projects are completed in timely manner.
- Alongside the Chief Education Officer and other school services colleagues have a key involvement in the recruitment process for Principals and Senior Leaders in new and existing schools while keeping in mind the need for succession planning and talent management.

Education Leadership

- Ensure there is a consistent focus across the cluster of schools on high standards of student achievement and continuous student and school improvement and that systems are in place to review and monitor this.
- 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.
- Ensure the CGS has a coordinated annual calendar of events and meetings pertaining to all facets of school community life.
- Ensure cluster schools are prepared for internal review and external inspection. Provide the governance at inspection meetings on behalf of the GEMS school support service.

Job Description cont

Financial Planning and management

- Work with Principal/CEOs to present an annual operating plan and budget for the cluster for approval by the Board.
- Be responsible to the Chief Education Officer and Chief Executive Officer for the overall financial health of the Cluster; ensure that expenditure is controlled in line with budgets as approved by the Board.
- Alongside the Chief Education Officer and Chief Executive provide comprehensive, regular reports on the revenues and expenditure of the Cluster.
- Support, advise and lead, as appropriate, agreed corporate initiatives and events, for example, Academy Plus, skills agenda.
- Work with the Principal/CEOs to ensure that all Value Added Schools Services that are income generating and of high quality; e.g. school photography, uniform, provide quality and value for money for stakeholders.

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



Cluster Lead Person Specification

KNOWLEDGE AND QUALIFICATIONS

Essential:

- Relevant subject or education degree at Bachelor level, and evidence of continued professional learning
- Outstanding practical and personal knowledge of schools, education systems, qualifications and assessment practices, innovation in curriculum, pedagogy 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 UK and/or IB curriculum schools
- A strong understanding of Finance, HR, Admission and Operations in driving efficiency, effectiveness and profitability within a large international setting
- A genuine understanding of pedagogy linked to new technologies within C21st learning environments

Desirable:

- Masters Degree
- 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 Chief Executive Officer, Director of Education or leader of multiple schools of a Multi Academy Trust, having led your own 'outstanding' school as Principal.
- Excellent communication skills and strategies that will motivate and inspire experienced Principal/CEOs
- 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
- Successful and demonstrable experience of parental, business, and Higher Education engagement and evidence of creating community partnerships that enhance learning

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, including EYFS, Key Stage 2, GCSE and IB examination outcomes
- To sustain DSIB/BSO inspection 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

Remuneration

A competitive package, equivalent of a six figure tax free salary, is on offer to the successful candidate and also includes housing allowance, car allowance, visa costs, medical insurance for the whole family, free school places for dependents and annual flight allowance for the family, as well as a discretionary tax free annual performance bonus.

How to Apply

Please submit a CV and letter outlining your skills, knowledge and experience to Danielle West at danielle.west@gemseducation.com by the closing date of Wednesday 10th May 2017.

Sir Christopher Stone will be in the UK on Monday 15th and Tuesday 16th May so initial interviews and exploratory conversations about the position will be arranged on these dates before a final longlist and shortlist will be put together.

Interview and assessment for the shortlisted candidates will take place in Dubai.

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 Danielle West on 07530 240558 or danielle.west@gemseducation.com to arrange a mutually convenient time to talk.

Our Founder

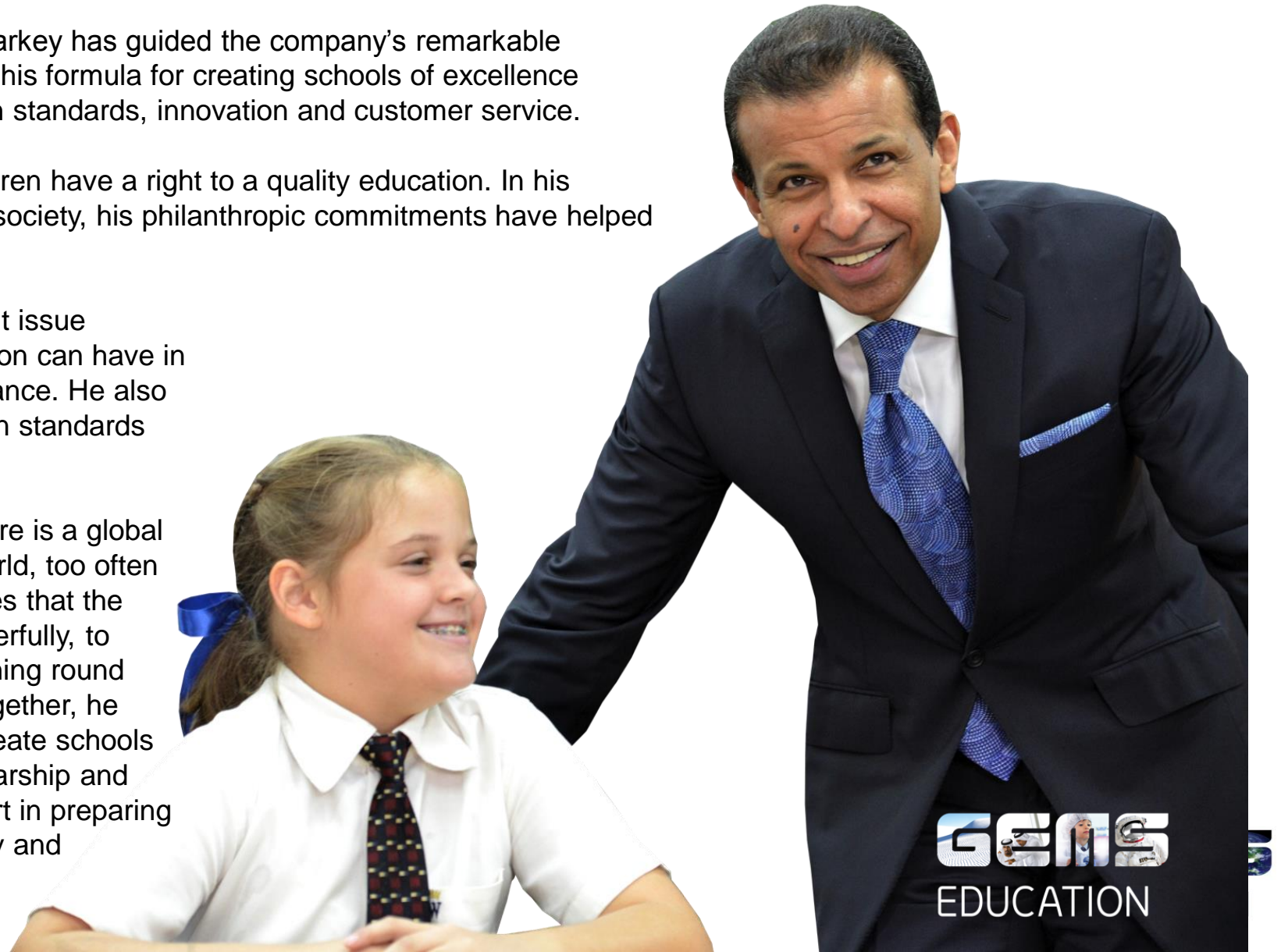
Sunny Varkey

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.



Acknowledgements and Accolades

We have recently been recognised by the Telegraph Online as one of the **Top 10 companies that could change the world in 2016**.



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.