

APPLICATION PACK FOR THE POST OF

PRINCIPAL

SEOUL FOREIGN BRITISH SCHOOL

SEOUL, SOUTH KOREA

Co-educational | 1,500 students | 3 - 18 years | FOBISSEA | CIS | WASC | IB World School



SEOUL FOREIGN SCHOOL
INSPIRING EXCELLENCE. BUILDING CHARACTER - SINCE 1912

For August 2018



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Seoul Foreign School was founded in 1912, and after more than a century of growth and development it is now a leading school in the Asia Pacific region and one of the most respected international schools in the world. Along with its rich history, it benefits from being located in one of the world's most thriving cities for business and culture. Seoul Foreign School is a not-for-profit school, and is based upon Christian faith. It is highly regarded as an academically rigorous school and is fully accredited by WASC, inspected by BSO and is a member of CIS. The School is also proud to be an active member of FOBISSEA, APAC and EARCOS.

Established as part of Seoul Foreign School in 1981, Seoul Foreign British School (SFBS) is the oldest British curriculum school in Seoul. SFBS follows the English National Curriculum at the primary level followed by IGCSEs. It offers a distinctly British curriculum yet in a truly international context. Its curriculum has been adapted to reflect the international nature of its students and its location in South Korea. SFBS embraces its international diversity with its 280 students representing approximately 30 nationalities. The British School has recently undergone an inspection through BSO (British Schools Overseas).

Overall, Seoul Foreign School is structured as an Elementary, Middle and High School (K-12), as well as the British School (R-Y9) and each of these sections has its own Principal. The Elementary and Middle School follow the IB PYP and MYP programmes and in the High School, all students take the IB Diploma Programme.

Seoul Foreign School's mission, centred in Christ, is to inspire educational excellence and promote Christian values, personal integrity and responsible global citizenship through a dynamic international experience. The School's vision is to be the premier choice of the international community in Seoul, and is proud to be known for its students and alumni who strive for excellence and maintain an intrinsic love of learning. Seoul Foreign School enrolls students from all religious backgrounds and welcomes them as integral members of the School's diverse community.

Seoul Foreign School has a unique and caring environment characterized by high expectations, genuine commitment, expert instruction and exceptional outcomes. The School is proud to send its graduates to excellent colleges and universities across the globe, including some of the most competitive and selective schools in the world. Seoul Foreign School nurtures the whole child. Its students become graduates who are leaders in the global community, experts in their fields, and serve their communities and nations through meaningful social contributions.

The School Board and Head of School are currently seeking to appoint an effective, inspirational and dynamic Principal for Seoul Foreign British School to commence in August 2018. This is a key role in leading and managing the British School, ensuring the achievement of excellent educational standards, promoting and safeguarding the welfare of its children, and being part of the dynamic Senior Leadership Team of Seoul Foreign School.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com. To apply for the post, please visit www.lsceducation.com and submit your up-to-date CV and a letter of application. The letter should incorporate how you meet the person specification, why you are applying for the position and what particular attributes and qualities you would bring to the role.

Key Dates

Closing date: 11 September 2017

Longlist interviews: 13-15 September 2017
(in London or by Skype)

Shortlist/Final interviews: 19, 20 October 2017 (at Seoul Foreign School, South Korea)

Seoul Foreign School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.





Job Description

Role

To provide effective, dynamic and inspirational leadership for the students, staff, faculty and community of Seoul Foreign British School.

Responsible to:

The Governing Body and SFS Head of School

Primary Purpose of the Role

- To lead and manage the school.
- To ensure the achievement of excellent educational standards.
- To promote and safeguard the welfare of our children.
- To be part of the dynamic Senior Leadership Team of SFS.

Ethos and Vision

- Promote a culture of encouragement, support and challenge in order to achieve the highest possible educational standards.
- With the support of staff, the Governing Body and the Senior Administration of SFS, the Principal will shape a vision for the School which reflects its educational and Christian values.
- Ensure this vision is clearly and effectively articulated, shared and understood. Translate this vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Act as a proactive ambassador and primary promoter of the British School to the international community.

Leadership and Management

- Develop, motivate and lead all staff to achieve the highest professional standards
- Build a collaborative learning culture within the School and actively engage with the Elementary, Middle and High Schools.
- Manage change effectively.
- Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.
- Work with Head of School and CFO to develop a budget that maximizes school resources.
- Maintain sound procedures for the security, supervision and maintenance of the School environment ensuring that all health and safety regulations are met.
- Manage your own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel.
- Work with Governors to develop and deliver the British School Strategic Plan.
- Advise the Governing Body as required, forming a pro-active and effective working partnership with them.
- Ensure that all responsibilities delegated by the Governing Body are implemented.
- Work with Senior Administration to ensure the school premises are fit for purpose for current and future needs including site development.
- Undertake other such duties as may be reasonably expected by the SFS Head of School and School Governors.
- Meet the annual targets set with the SFS Head of School.



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Teaching, Learning, Curriculum and Standards

- Lead in the design and implementation of a curriculum, which inspires and engages all pupils.
- Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.
- Challenge and remedy under-performance.
- Provide nurturing and attentive pastoral care for all pupils.
- Ensure exemplary standards of behaviour and attendance.
- Monitor, evaluate and review classroom practice and promote improvement strategies; aim for consistently outstanding learning and teaching.

Communication and Consultation

- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Regularly attend events and functions to ensure the high profile and promotion of the British School.
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders.
- Regularly and effectively communicate the progress of every child's learning to the relevant stakeholders.
- Work with the Governing Body to provide information on all relevant aspects of the School, its progress and intended development.





Person Specification

The School Board and Head of School are looking to appoint a Principal for Seoul Foreign British School who is a highly committed and experienced professional, to lead the continuing success of the School. The ideal candidate will be/ have:

- An experienced leader, with a proven background in change management.
- A team player who can contribute to a dynamic senior leadership team.
- A decisive manager who can make difficult decisions in the interest of the organisation.
- A confident and genuine communicator who can instil trust among the faculty and parent body.
- A creative thinker who can build on the significant strengths of the British School.
- An educationalist who understands how to recognize and develop quality teaching and learning.
- An ambassador who can promote and celebrate the British School in the expatriate community of Seoul.
- A disciplined and organized administrator who can effectively manage a school budget.
- A global citizen who truly understands the benefit and importance of international education.
- A leader who can be part of and help promote the Christian ethos of the School.

The successful candidate will, above all, have three essential qualities:

- A sense of humility that allows them to always put the interests of the school before their personal gain.
- A deep hunger to consistently develop and improve Seoul Foreign British School.
- An ability to connect, work with and inspire those around them.

These job details are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.

Remuneration Package

A highly attractive and competitive remuneration package will be offered to the successful candidate.



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If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com.
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'.
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application, quoting quote SFBS.
- Click on 'Submit'.
- We will be in contact with you shortly after the closing date for applications.
- If you encounter any problems with this process, please contact edward@lsceducation.com.

References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for, within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com



Living In Seoul

Seoul is one of East Asia's biggest and most exciting cities; it is ranked as the 4th largest city in the World. Bustling and vibrant, it is characterised by a mixture of the old and the new. Its towering skyscrapers and multi-lane highways surround historic palaces and temples, and huge modern shopping complexes compete for trade with street hawkers selling traditional snacks from the back of push-carts.

At night the city comes alive, bursting with late night shoppers looking for bargains at the many night-markets, post-work diners fill karaoke bars and restaurants, and the city is illuminated by a sea of neon and gigantic TV screens.

Seoul's population is almost 10.5 million accounting for 21 per cent of the country's total population (the figures rise to 22 million, or 46% of the total population, if you include greater Seoul). This means there is little space, so be prepared for crowds - imagine London at rush hour, the only difference is that in Seoul rush hour can happen at any time!

Eight mountain peaks surround Seoul and just north of the city is Bukhansan National Park, a forested mountain park of granite peaks and cliffs with numerous Buddhist temples and fantastic views. The city centre itself is dominated by the mountain of Namsan, which provides natural relief from the cars and concrete of the city, with its parks, walking trails and indoor botanical garden. Its peak tower is also a useful navigation tool. The Han River bisects the city separating the older downtown city to the north from the trendier newer southern districts. In the warmer months its banks host a number of recreational activities including a cycling and running track, in-line skating facilities, archery, kite-flying, fishing, water-skiing and even a sailing club.

The city has an excellent public transport network including the clean, cheap and reliable subway. Most journeys within the city cost around 60p (\$0.9) and longer journeys of up to 45-minutes to suburban Seoul around £1 (\$1.5). Taxis are plentiful and very cheap; a 15-minute journey usually costs around KRW6,000 (about £3 (\$4.5)). A good way to see the country is by taking the "KTX", Korea's high-speed train network that runs regular routes from Seoul to Busan and other cities. The journey from Seoul to the port town of Busan on the South East Coast takes under 3hrs. Tickets cost about £30 (\$45) each way and can easily be booked online via the English language website.

