

APPLICATION PACK FOR THE POST OF

DEPUTY HEAD OF PRIMARY

NEW CAIRO BRITISH INTERNATIONAL SCHOOL
CAIRO, EGYPT



For January 2018



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NCBIS, a not-for-profit NGO, is a leading British International School in Cairo and was the first in Cairo to gain full accreditation from the Council of International Schools (CIS). NCBIS is an IB World School, an Executive Member of COBIS and a member of BSME. It was inspected by the Independent Schools Inspectorate (ISI) in 2012 and another inspection will take place in 2018.

Currently there are over 60 nationalities at NCBIS, with English the teaching and playground language, and by statute, they must maintain an overall ratio of 62% expatriate children to 38% Egyptian/dual national pupils, unlike most schools in Cairo. This sets them aside as a truly international school and provides a wonderful opportunity for international mindedness within the classroom. Class sizes could reach a potential 24 pupils in Primary School in some year groups, but our aim is for a maximum of 22.

Founded in 1978 for the purpose of educating English speaking foreigners, NCBIS has grown in size and changed site but remains proud of its sense of community. While the present school site can accommodate more students, the Board of Directors made a strategic decision to limit the school enrolment to 815 students in order to maintain a safe and spacious school environment.

NCBIS strives to provide a holistic education based on the types of learning which are important for students in the 21st century.

The Primary School is non-selective with 355 students on roll, catering for learners from Nursery (aged 3-4yrs) to Year 6 (aged 10-11 yrs), providing them with a transdisciplinary education.

NCBIS are an IB Primary Years Programme school and deliver the English National Curriculum through an inquiry based approach. At NCBIS, pupils can experience the joys and challenges of learning, as teachers guide them to develop skills and attitudes essential for their future. Creativity and curiosity are fostered as expanding minds wonder, question, and eagerly tackle new challenges.

Generally small class sizes allow the well trained, professional teachers and teaching assistants to focus on individual student needs. Children experience active, well supported and resourced lessons often driven by their own questions. Classes have regular opportunities for outdoor learning as well as educational visits to locations around Cairo. NCBIS also attach great importance to the thriving extra-curricular programme which engages students in sport, the arts and service activities.

The school is well resourced and has very good facilities. It is located within a secure walled campus, at the heart of the quiet residential suburb of New Cairo.

The Primary School and the Dutch stream share the main Primary building, housing 21 classrooms, a library resource centre and additional Learning Support bases.



The NCBIS mission is:

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

Vision Statement – in 2021 NCBIS is

An international school of renown that provides an education of excellence by which students are prepared for a rapidly changing world where skills, values, attitudes and attributes are as important as knowledge. This education enables students to fulfill their academic, sporting and artistic potential and develop a positive and creative mindset that enables them to achieve success at school and in later life. This is achieved in a happy atmosphere and safe and stimulating physical environment that is conducive to academic learning as well as personal and social growth. NCBIS will continue to be celebrated for its warm and caring ethos and its positive contribution to a sustainable and just world.

Values:

NCBIS is guided in all its actions and decisions by its commitment to:

- Providing quality education in a safe, secure and caring environment.
- Ensuring choice and challenge both within the curriculum and the extra-curricular programmes.
- Promoting academic and personal achievement.
- Inspiring intellectual curiosity, critical thinking and enthusiasm for learning.
- Developing each student's unique talents to help them achieve their potential.
- Maintaining an internationally diverse community of open-minded people.



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Job Description

Employed by: NCBIS to support the vision, positive ethos and policies of the school.

Responsible to: The Head of Primary

Grade: Leadership Scale

Key duties of the Deputy Head (Academic) role:

A. Safeguarding duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the teacher's role within the school.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the Deputy Head teacher's role.
- To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the teacher may have in relation to safeguarding and/or child protection.

B. Strategic direction and development of the school

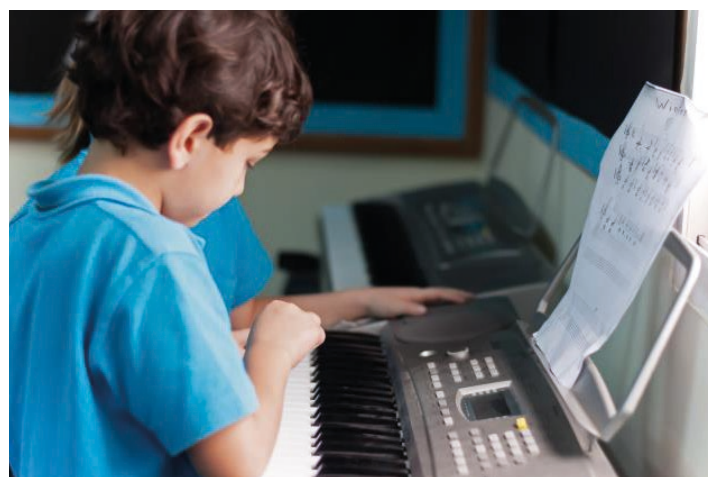
- Supporting the vision, positive ethos and policies of the school.
- Supporting the review and implementation of the school development plan and taking sole responsibility for appropriately delegated aspects of it and monitoring progress towards their achievement.
- Supporting the evaluation of the effectiveness of the school's policies and developments.
- Supporting all staff in achieving the priorities and targets that the school sets for itself and to provide staff with support and guidance.
- Leading effective school improvement initiatives.

C. Teaching and learning

- Being an in school expert of pedagogy, assessment and the curriculum.
- Having a full understanding of the English National and Early Years Curriculum.
- Leading on pupils' personal development, behavior and welfare.
- Assisting in the monitoring and evaluation of the curriculum alongside the Head of Primary.
- Being responsible with the Primary Leadership for improving the quality of teaching and learning across the school.
- Driving improvements in children's progress rates throughout the school and promoting high levels of achievement for all.
- Ensuring consistent and accurate records are maintained throughout the school and statutory and school policies are met and the monitoring of these.
- Providing leadership, development and management of the teaching and learning of all pupils.
- Modeling excellence in all areas of teaching including: planning, teaching, marking, behaviour and assessment.
- Actively promoting effective teaching and learning practices across the school.
- Providing excellent coaching for both new and experienced teachers.
- Developing and monitoring of a broad, balanced and relevant curriculum, which is accessible to all pupils.
- Supporting the Head of Primary in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development and academic needs are met.
- Developing links with parents, other schools, educational institutions and the wider community in order to enhance teaching, learning and personal development of all pupils.

D. Assessment and reporting

- Taking a lead role in monitoring and evaluating standards across the whole school, including the analysis of attendance, punctuality and performance data.
- Analysing assessment data and sharing this in an accessible way with staff, governors and parents.
- Tracking pupil progress, highlighting areas of concern, planning interventions and ensuring these actions have a positive impact on attainment and progress.



E. Leading and managing staff

- Supporting the Head of Primary in the appointment, deployment and development of staff to make effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Be the line manager for teachers (and where appropriate support staff) as agreed with the Head of Primary.
- Supporting the Head of Primary in developing positive working relationships with and between all staff and provide and sustain motivation.
- Leading groups of staff in developmental activities, delegating appropriately and evaluating outcomes.
- Implementing the school's performance management policy.
- Supporting the Primary Leadership Team to lead and manage the CPD of all teaching staff.
- Supporting the CPD programme for support staff.
- Managing the induction of new teachers, teaching assistants and volunteers, as requested by the Head of Primary.

F. Other specific responsibilities

- Acting as a "critical friend" and providing effective professional challenge and support to the Head of Primary.
- Providing information and advice to the Head of Primary and governing body and support proper accountability processes throughout the school.
- Arranging staff cover and notification of staff absences.
- Leading on operational matters, including parent teacher meetings, reports, start and end of term arrangements.
- Leading on transition arrangements within and beyond the school.
- Undertaking any other professional duties which may reasonably be delegated by the Head of Primary.

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APPLYING FOR THIS POST

Key dates:

Closing date: Friday 29th September

If you would like to have an informal discussion about this post or the school, please contact Liz Gibbs on liz@lsceducation.com.

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
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact liz@lsceducation.com.

The New Cairo British International School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.

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