

APPLICATION PACK FOR THE POST OF

# PRINCIPAL

Brummana High School



Co-educational • Boarding and Day • Ages 3 to 18 • Associate Member of Society of Heads - IBO - COBIS



Required for August 2018

[www.bhs.edu.lb](http://www.bhs.edu.lb)

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## About the School

Brummana High School was founded by the Religious Society of Friends (The Quakers) in 1873 and follows the ideals and values of its Quaker founders.

The School is situated on a large campus about 15 kilometres from downtown Beirut. The school has over 1000 students aged 3-18 and is also developing an international boarding department.

The School is co-educational and offers three programmes, one leading to the Lebanese Baccalaureate, a second leading to a High School diploma, and a third that concludes with the Diploma Programme of the International Baccalaureate. In addition, the school offers IGCSE programmes in several subjects.

Almost all graduates of the School aspire to degree courses at universities in The Lebanon, USA, UK and Canada.

Over its long history, the School has enjoyed a prominent position in International, Middle Eastern and Lebanese education. Its alumni have made significant contributions to the development of their nations building on the fine foundations that they have laid at Brummana High School.

The Board of Governors at Brummana High School is seeking to employ a new Principal to succeed the present Principal whose term in office expires at the end of summer 2018 after making significant contributions to the development of Brummana High School during his tenure.

The new Principal will be the highest academic and administrative authority in the School and will be responsible to the Board of Governors of BHS for all academic, fiduciary and managerial issues pertaining to the School.

The Principal should be a holder of a university degree with demonstrated success in school leadership and management. He/she should be able to sustain Quaker ethos and values within a vibrant multi-faith community.

The new Principal is expected to take up their post on August 1st, 2018.

### **The school is now seeking a new Principal who:**

- has international educational exposure
- has familiarity with the programmes offered at the school, as well as respect for different cultures and customs
- has a working understanding of Arabic and/or French in addition to mastery of English which is the main working language of the school.



## Responsibilities and Duties

### Summary of Duties:

- Professional educational leader of Brummana High School (BHS)
- Management of BHS according to the policies set by the Board
- Working closely with the Board (and particularly the Chair) to enable the Board to carry out its responsibilities.

### Details of Duties:

#### As professional educational leader:

- Guides the Board in establishing the school's mission and developing its strategic plan
- Articulates the school's mission to its constituencies
- Establishes and maintains standards of professionalism for the school

#### As school manager:

- Responsible for implementing the strategic plan by developing annual objectives for all areas of school operations, including:
  - admission, tuition and grants
  - curriculum and academic course offerings
  - class sizes
  - teaching and other staff – establishment levels, job description, salaries, employment policies
  - development plan for buildings and grounds
  - fundraising, endowments, sponsorship
- Taking a lead role in the budgetary process (the agreed annual objectives being embodied in the budget)
- Prioritizing budget proposals received from departmental heads

- Making recommendation to the finance and property sub-committees
- Ensuring that expenditure is maintained within the approved budgetary level
- Ensuring that regular reporting of operating costs takes place including the finance reports to each Board meeting and monthly reports to the Chair

#### As Administrator of the school:

- Responsible for the operation of the school under policies agreed by the Board
- Responsible for reporting to the Board about the school's operations
- Responsible for the health and safety of students and staff





## Person Specification

### **The successful candidate should be committed to:**

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the whole school community.
- Advocating, nurturing, and sustaining a school culture and instructional programme conducive to student learning and staff professional growth.
- Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- Acting with integrity, fairness, and in an ethical manner at all times.

### **Experience and Education**

- Holder of a University degree
- Demonstrated proven success in school leadership and management
- Have international educational exposure
- Familiarity with the academic programmes currently offered at the school and be proactive in developing new ones.

### **The successful candidate will also:**

- While appreciating BHS's "glorious past" the successful candidate will strive to make the future even better
- Have an understanding and sympathy for BHS's Quaker tradition with the quiet integrity and wisdom which this entails.
- Be a careful change-leader aiming at excellence in all walks of school life with determination to reinforce BHS's standing as a national and international institution.
- Be a senior educationalist with a sound commercial acumen.
- Be someone who will understand the right relationship between Board and Principal and will expect to be held accountable and will manage this key relationship in a clear and transparent way.



## Skills Required

- Be a Principal who will spearhead marketing and PR, reaching out to all corners of Lebanon and the Middle East as BHS's chief ambassador
- Be an academic with enthusiasm for IB but also capable of multi-tasking the demands of the Lebanese Baccalaureate and the English National Curriculum including the IGCSE.
- Be a skilled manager and communicator who can effectively lead a large scale and complex school of over 1000 pupils
- Be a collaborative leader, winning respect through good example and fair argument
- Be a person culturally sensitive to the strengths and issues of modern Lebanon with its diversity, different religions and position at the cross-roads of the Levant and the West
- Be someone who understands the impact and disruption political events have had on the context of Lebanon and who is not daunted by this
- Possess resilience to adapt to and enjoy living in modern Beirut.
- While perfect English is an absolute requirement some competence in French would also be valuable plus a willingness to master basic Arabic
- Have an affinity to boarding provision and possessing the drive to bring about its development

*This post is subject to an enhanced DBS check or International Child Protection Check*

The School recruits without prejudice as to religion, gender, race, nationality, colour, creed or age.

An attractive package including accommodation will be extended to the successful candidate.

Further information about the school can be found on the the School's website: [www.bhs.edu.lb](http://www.bhs.edu.lb)



## HOW TO APPLY

**Closing date: Monday 9th October, 2017**

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](mailto:nikki@anthonymillard.co.uk) or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact Nigel Archdale on +44 (0)7595 364 613 or email [narchdale@anthonymillard.co.uk](mailto:narchdale@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 Principals, Heads, Bursars, Marketing and Development Directors advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from nationally known independent schools to state comprehensive schools, to 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](http://www.anthonymillard.co.uk)

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - [www.amcteacher.co.uk](http://www.amcteacher.co.uk)