



International School

PEARL CITY, PENANG



Candidate Information

PRINCIPAL

GEMS INTERNATIONAL SCHOOL

Pearl City Penang,

Malaysia

Required for August 2018

(or April 2018 for extended handover)



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.

GEMS International School Pearl City, Penang, offers an exciting opportunity for a proven leader to take a newly established school, in its third year of operation, through the next stage in its journey to providing educational excellence. We are seeking to appoint an exceptional individual, a candidate that is open and understanding of the local school community, has the charisma, personality and educational philosophy to drive education standards whilst developing the caring community ethos and culture of the school. As a growing school we are looking for a leader who thrives in a dynamic environment and that can develop interest in the school from the parent community, and enjoys this interaction.

The successful candidate will ideally be a proven Headteacher/Principal but consideration will be made for a Deputy Head of a successful international school.

The position will start in August 2018, although an extended handover from April 2018 would be desirable.



GEMS Education

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 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

GEMS Leaders and Teachers



GEMS Principals

The role of a principal at GEMS Education is central to shaping the direction, culture and ethos of the school and company. Our principals inspire all stakeholders to ensure excellence; giving teachers the support and confidence they need to be the very best educators, and motivating students to achieve their full potential. Parental engagement is key to the success of our schools and parents play an integral part in their child's learning.

Being a Principal in a GEMS School offers a unique opportunity to enhance and progress your career in a truly global education environment. You can expect to lead a school that has high quality facilities, work with passionate and dedicated staff from across the globe, provide for truly international minded students who have a thirst for learning, and engage with highly aspirational and supportive parents. Through the prestigious Institute of TELLAL (Teacher Learning and Leadership for All) you will be able to take advantage of and contribute to our wide-ranging world class professional learning and leadership development experiences.

GEMS Teachers

With over 14,000 teachers and education specialists from more than 80 countries, the GEMS Education team is a Global group of diverse, talented and passionate educators. We know that our staff are our greatest asset to ensuring that all students achieve their potential. We aim to recruit the most talented educators from around the world and offer unrivalled opportunity for professional learning through TELLAL.

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

GEMS International School Pearl City, Penang



GEMS International School Pearl City, Penang (GIP) provides a high quality education for pupils from Foundation Stage to Year 11 (eventually to Year 13). The curriculum is taught in English and offers an enriched Cambridge Primary and National Curriculum for England/IGCSE programme that is fundamentally a 'British International Curriculum' but has meaningfully included Malaysian subjects and components to facilitate outcomes that will see its students develop an appreciation of their home country with the competence and confidence of being global citizens. The students are mainly Malaysian from the local surrounding areas.

Our international staff teach and inspire excellence in both academic and lifelong learning skills by continually reviewing and developing a curriculum promoting student success, modelling integrity and mutual respect, while nurturing a desire for a lifelong love of learning. Our students' success will not be measured only by academic achievement, but by their broadly-defined personal achievements as well as by the impact that they make on the lives of others. GIP expects the highest professional conduct. Teachers and students alike are encouraged to work hard, to give of their best at whatever they undertake and to behave in a way that shows respect to all.

THE VISION:

To be the international school of choice for families of Penang who seek an academically balanced, demanding and rigorous education with strong core values

OUR VALUES:

We aim to be good citizens who are:

1. Respectful and inclusive, celebrating diversity
2. Aspirational and inspirational in pursuit of excellence
3. Committed to the well-being of people and of the environment
4. Open-minded, creative, resilient and reflective
5. Passionate and determined in embracing and driving positive change
6. Ethical in our actions and accountable for them

These values define who we are – the beliefs that guide our actions and behaviours. They influence the way the whole GEMS community works with each other and they are the foundation of the quality of a GEMS education.



Principal - Job Description

Purpose of the role

To develop and implement the education strategy for the school and provide operational leadership in order to achieve or exceed the schools objectives aligned with GEMS vision, mission and core values.

Key accountabilities

- **Vision, Mission and Education Strategy:** Establish the vision, mission and education strategy for the school and systemically implement long term plans in order to accomplish this within fixed timelines.
- **Core Values:** Ensure that the GEMS Core Values are embedded and lived in order to build a consistent and distinctive value framework for educating students.
- **School Plans and Budget:** Develop annual operational plans and budgets for the school in line with the long term plans, in order to realise the long term strategy, thus ensuring that the school is optimally staffed to deliver the schools business objectives of revenue and profit and improve school standards.
- **Operational Leadership:** Provide professional leadership for staff in respect of all school matters e.g. curriculum development in order to deliver consistently high standards of education.
- **Promotion and Marketing:** In liaison the marketing team, produce a clear marketing strategy and plan for the promotion of the school. Undertake parent and stakeholder marketing visits and events to secure enrolments.
- **Academic Performance Management:** Ensure high quality performance measurement for each school student in order to raise the standard of academic achievement and improve the quality of teaching and learning.
- **Compliance/inspection/accreditation:** Ensure the school enjoys productive relationships with regulatory authorities and external accrediting bodies. Undertakes ongoing evaluation and implements systems and practices to ensure the school meets Global benchmarks and requirements set out by regulatory authorities and GEMS Corporate Office.
- **Pastoral Care:** Create and foster a culture of pastoral care at every level with respect to teachers and students and promote responsible stewardship in order to ensure that the educational objectives are delivered and the morale of the school community is fostered and maintained to the highest of standards.
- **Performance Management:** Ensure that well developed performance management systems are properly implemented within the school to track the performance of teachers, administration and support staff in order to maintain and enhance expected achievement standards of school performance.

Principal - Job Description

- **School Procedures and Processes:** Establish education and administration procedures and processes in order to facilitate the school strategy effectively and efficiently and implement all standard operating procedures as identified by GEMS Corporate Office.
- **Development of the Whole Personality:** Ensure that the school experience is designed and enriched to promote the comprehensive, balanced and value based development of each student.
- **Relationship Management:** Establish and maintain good customer relationships between, students and teachers, parents and teachers, school and the community, in order to widen the educational horizons of students, build good community relations and favourably project the image of the school.
- **Resource Management:** Effectively utilise and manage all resources including staff, equipment and infrastructure in order to run a cost-effective business unit
- **Human Resource Development:** Ensure that the school is staffed with high calibre professionals who are motivated, trained, developed, engaged and retained to deliver the school's education and business objectives. Participate in the selection of teaching, administration and support staff and organise appropriate induction and training to enhance effectiveness.
- **School Information System:** Ensure that all vital information about the school and academic achievements are captured and reported to the Corporate Office so that timely and appropriate management decisions are taken.
- **School Administration:** Effectively and smoothly administer all support facilities such as transport, health services, maintenance and infrastructure in order to ensure an efficient and well run school.
- **Feedback to Parents and Students:** Provide parents with timely feedback about the academic and general progress of their children in order to create a partnership to ensure students' growth and progress. Organise parent-teacher meetings. Provide students with feedback on their strengths and performance improvement needs so they can monitor their own progress. Promote GEMS parental engagement strategy. Maintain appropriate records for this purpose.
- **Operations:** Ensure the school and GEMS standard policies, procedures, and codes of conduct are followed at all times.
- Initiate effort and energy beyond the typical work day, where the tasks require additional commitment.
- Perform other duties as requested by direct or dotted reporting line managers/supervisors

Principal - Person Specification

Core Competencies:

- Collaboration and teamwork
- Leading others
- Effective communication
- Delivering results
- Strategic thinking
- Problem solving and decision making

KNOWLEDGE AND QUALIFICATIONS

Essential:

- Relevant subject or education degree at Bachelors level and at least 5 years teaching experience including experience in school administration or First degree, supported by a degree or recognized certificate/diploma in education or education management.
- Good practical and personal knowledge of schools, education systems, qualifications and assessment practices, innovations in curriculum and teaching practice and educational leadership.
- An understanding of the importance of the culture and ethos of a school in securing high standards, and of strategies for improving these.

Desirable:

- A master's degree or higher degree in education or education management
- To have a knowledge of Malaysia and its education system

EXPERIENCE

Essential:

- Successful experience as a leader and manager in a relevant or similar education setting, curricula and system, in a progressive and reputed school(s).
- Experience of managing and using student attainment data and tracking databases to raise standards.
- Experience of improving the quality of teaching and learning through processes of monitoring and support.
- Familiarity and expertise in quality assurance, authorization, accreditation and inspection regimes where relevant (e.g. NEASC, ISI, CIS, IB, ADEC, KHDA, OFSTED).
- Experience of successfully initiating and implementing strategies to improve parental engagement in their child's learning
- 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

Desirable

- To have worked in an international school, preferably in Asia or have an understanding of international education
- To have experience of start up schools or large scale building or development projects in an education setting

Principal - Person Specification

SKILLS AND PERSONAL ATTRIBUTES

Essential

- Have the ability to think and act in a strategic way whilst maintaining a focus on academic rigour and quality.
- Skilled in networking and able to market the school effectively to parents and the target community.
- Have good analytical skills, being able to synthesise complex information, summarise and draw appropriate conclusions and make decisions.
- Have the ability to understand, interpret and present 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 in any aspect of school life.
- Have the ability to maintain emotional equilibrium in light of professional pressures and deadlines.
- Have the ability to adapt to the specifics of the local environment and community
- Have secure financial and fiscal awareness and operating experience
- Have excellent written and oral communication skills

- Ability to deal with change and ambiguity and motivate colleagues in periods of uncertainty
- Be resilient with a sound ability to accommodate and innovate as may be required in a start up operation.

Key Performance Indicators (KPIs) - Measurable

- Enrolment of students in school and optimum utilisation of school facilities.
- Customer satisfaction with the delivery of education offered.
- Achievement of profit and revenue targets.
- Meeting the quality and performance standards set for schools.
- Staff satisfaction and morale.



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How to Apply

Please submit a CV and letter outlining your skills, knowledge and experience to Danielle West at principalrecruitment@gemseducation.com by the closing date of Wednesday 29th November 2017. Applications or interest received prior to the closing date will be followed up immediately.

If you are successful in the shortlisting process you will be invited for a Skype interview.

Final face to face interviews and assessment is to be finalised, but will possibly take place in Dubai w/b 10th December 2017.

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 us at principalrecruitment@gemseducation.com and we can arrange a suitable time to contact you.

Remuneration

A competitive package is on offer to the successful candidate including visa costs, medical insurance, free school places for dependents and annual flight allowance.



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.



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.