

North London Collegiate School Jeju

CANDIDATE INFORMATION
HEAD OF JUNIOR SCHOOL



Message from the Principal

Thank you for your interest in our school. There are many excellent schools on today's international circuit, and many superbly qualified and committed leaders. Our challenge at North London Collegiate School Jeju lies in finding the best match in terms of vision, philosophy, practice and professional development.

We believe that NLCS Jeju is a unique option for international educational leaders. We offer a highly competitive salary and benefits package and we are set in one of Asia's most beautiful locations. After just six years we have grown into a school with an outstanding reputation and our alumni are now attending some of the world's leading universities from Cambridge to Yale, from Stanford to LSE, from Oxford to Imperial, and beyond.

A result of an exciting partnership between the prestigious NLCS in London and the Korean Government, our school is exceptionally well resourced, our faculty is immensely dedicated and our students are outstanding young human beings.

So, how do we ensure that you are a perfect match for our school? You will be a leader that keeps abreast of academic research, and you will have a firm belief in the need for you to inspire and motivate your staff. You will demonstrate that you have high standards and expectations, of yourself and others, and you will keenly share our school's values. Perhaps most importantly of all, you will believe that academic excellence and outstanding pastoral care go hand in hand, and you will expect your staff to be as concerned with the well-being and happiness of the children in their care, as they are with their academic progress.

I hope your interest in our school remains and that the information contained in this pack, gives you encouragement to submit an application. We look forward to hearing from you.

Paul Friend
Principal

Message from the Head of the Junior School

The Junior School at NLCS Jeju is a fast-paced, challenging and happy environment. Over the last two years especially, the school has enjoyed healthy admission rates expanding the school from its initial blueprint to include a two-form EYFS, two-form entry in KS1 and three-form in KS2. A third of the school's population is now educated in the Junior School and we have waiting lists in some year groups.

The school is well resourced across the curriculum and with specialist facilities including science labs, an art studio, music studio and dance studio. The ICT provision is exceptional with each class having their own iPads, interactive whiteboards provided in each teaching area, and an iMac computer suite available for all classes to use.

The teaching team is highly committed. The Junior School enjoys a team of experienced class teachers, a team of specialists and an internationally diverse group of 15 learning assistants. We also benefit from science and art technicians and a librarian.

By far the biggest strength of the school is the children. They are enthusiastic, have an unquenchable thirst for learning and are exceptionally well behaved. They wish to succeed at the highest possible level and approach all aspects of school life with this in mind. Many are highly accomplished, speaking three languages, playing a number of instruments and taking part in a wide range of sports.

During my tenure, the school has gone through a period of significant and exciting change. The curriculum has been redesigned and an entirely new pastoral care system has been introduced which has proved hugely beneficial to our pupils. The new Head of Junior School will need to work alongside their team to further embed and extend these initiatives, in the knowledge that the post offers the freedom needed to create an exceptional international community.

I will miss the school greatly when I depart, and I wish my successor the very best of luck in this position, which is exciting and rewarding.

Lois Pugh
Head of Junior School

APPOINTMENT OF HEAD OF THE JUNIOR SCHOOL

North London Collegiate School, Jeju

The UK School

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls. The school has pioneered girls' education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the school has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities. In addition, NLCS is one of only two schools to have been twice named the Sunday Times 'Independent School of the Year'.

NLCS Jeju

In 2011, North London Collegiate School opened its first international school in South Korea – NLCS Jeju. Working with the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global educational hub.

The school, which is co-educational, day and boarding, opened with over 400 pupils and, now in its sixth year of operation, has over 1,300 students on roll.

NLCS Jeju offers a curriculum based on the NLCS (UK) curriculum, similarly enhanced to take account of our selective intake.

The school offers the IB Diploma to all students in the Sixth Form and its first year of results (after just three years of operation) achieved a Diploma average score of 36 points per pupil, comparable to the results of top-performing jurisdictions such as Singapore. In its second year of IB Diploma results (and fourth year of operation) students achieved an average points score of 37. 2017 saw an even higher average of 37.2 points per student, with three students achieving top scores of 45.

Students matriculate from NLCS Jeju to top universities worldwide including Yale, Duke, Oxford, Cambridge, Imperial, LSE, Stanford, and beyond. The school believes in providing an exceptional educational experience that fully prepares students in all their respective endeavours, where passion and love of their subject enables students to find their pathway to success.

Yet at North London Collegiate schools, academic success is gained not through an emphasis on results but through creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual curiosity and love of their fields of study. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as among the pupils themselves.

The extra-curricular life of our school is vibrant, in both academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to debating societies and 'Young Historians' to 'Model United Nations'. Numerous co-

curricular clubs and societies operate weekly in order to give students every opportunity to develop their intellectual curiosity, independence of thought and genuine love of learning.

Non-academic activities also thrive as the school aims to create an environment in which the whole personality can grow. Extra-curricular sport, music and drama are all of excellent quality and large numbers of students are involved. The annual productions are of immense standard and ambition, and are a credit to the talent of the student community. In addition, there is a regular house competition which incorporates sports, the arts, and intellectual challenge.

Life in Jeju

Jeju Island, 130km off the southern coast of the Korean peninsula, is often described as one of Asia's best kept secrets. Jeju's temperate climate, stunning natural scenery and beaches make it a popular tourist destination for South Koreans as well as visitors from other parts of East Asia. On June 27, 2007, UNESCO's World Heritage Committee listed Jeju Volcanic Island and Lava Tubes as a World Natural Heritage Site in view of its parasitic volcano and lava tubes, as well as for its outstanding geological features and special properties as a habitat for a variety of rare and endangered species.

Jeju provides our staff and their families with a safe, peaceful and breathtaking environment in which to live. Several members of staff have their own children attending the Junior School. Hiking opportunities abound and the air quality is excellent. The island also benefits from good internet links, high quality roads, hospitals and supermarkets. An extensive range of social activities is available within Jeju as a Global Education City. Transport to Seoul is easy, around 50 minutes by plane, with very frequent flights. The employment pages on our website contain more practical information about life in Jeju.





The Position

The Head of Junior School is the educational and administrative leader of the Junior School and will hold Vice-Principal status, reporting directly to the Principal. S/he will be responsible for the day-to-day running of the Junior School, shaping its academic and extra-curricular programme, building a high-quality team of teaching staff, establishing and developing a culture of excellence, leading the Junior School's operations and developing strong and positive relationships within and outside the school community. S/he will be selected by the Principal and be accountable for strategic and operational matters in order to deliver the highest quality of provision and to ensure that the ethos and standards of an NLCS school are maintained.

The Head of Junior School is accountable to the Principal for the implementation of policy and strategy, including the design and delivery of the School Development Plan and will work closely with other members of the Senior Team on the day-to-day operations of the Junior School and the School as a whole. S/he will wish to uphold strongly the ethos and principles of NLCS schools, and to strengthen the independent prep school atmosphere through creating an environment of inspiring teaching and learning. S/he will show enthusiastic engagement and energy and communicate a genuine love of learning, resilience, robust people skills, and the ability to bring the staff with them in the future development of the school.

Governance

NLCS Jeju is the result of a Co-operative Venture Agreement between the UK and Jeju Development Centre (JDC). Jeju itself is a Global Education City, which has special status within South Korea. The school has access to a healthy overseas market as well as to students from Seoul, a privileged position from which the school community benefits greatly. The city is seen as an educational hub in Asia.

Governors are drawn from NLCS London and the JDC. The Board consists of six members, three from each body, meeting four times a year. There are two sub-committees which meet four times a year, covering finance/personnel and academic matters, the latter being attended by the Heads of Junior and Senior Schools. Both have the rank of Vice-Principal. All members of the Senior Team are expected to take the lead on a whole-school area such as admissions, administration, timetable or teaching and learning.

Duties and Responsibilities

To assume overall responsibility for the day to day running of the Junior School.

School Leadership

1. Senior Leaders have joint responsibility for all aspects of the school relating to the education and development of the students; each has a focus of responsibility, but all contribute to the whole and support the work of others. The Head of Junior School is responsible to the Principal and is a member of the Senior Team.
2. To lead the Junior School Leadership Team.
3. To keep abreast of pastoral and academic matters in relation to the students and advise the Senior Team of their relevance and impact on the school.
4. To advise the Principal on matters relating to Junior School students.
5. To advise the Principal on Junior School staffing needs.
6. To chair Junior School staff meetings/briefings.
7. To provide reports to the Principal as and when required.
8. To be responsible for preparing and managing the annual Monitoring and Inspection Visit from NLCS UK relating to the Junior School.
9. To be responsible for development and implementation of the Junior School Development Plan.
10. To contribute towards the school's marketing activity as and when required.
11. To complete all supervisory duties, as required by Senior Team members and directed through published rotas.
12. To offer full support to the boarding aspect of our school, showing a commitment that serves as an example for others.
13. Attend relevant school events and activities.
14. Manage budget(s) in line with areas of responsibility.
15. To contribute to the whole school development plan as and when required.
16. Sustain effective, positive relationships with staff, pupils, parents, Governors and the local community.

Overall Responsibility

17. To oversee the day to day running of the Junior School, ensuring that this is in line with the school's educational philosophy.
18. To ensure that students enjoy a caring, happy and structured environment for work and play in which they, their parents and staff can feel secure.
19. To model good practice for all staff and foster an environment of reflective practice and development, leading by example in all aspects of personal and professional development.
20. To be the primary contact in matters relating to the students in Junior School.
21. To be the primary contact in matters relating to the parents of Junior School students.



Managing and Developing the Curriculum

22. To ensure that the curriculum matches the aims of the school and reflects the needs of students, maintaining an understanding of curricular developments around the world so as to ensure that NLCS Jeju continues to be a model of good practice in terms of learning and teaching.
23. To keep fully up to date with curriculum developments in the UK and in ensuring that any changes are appropriately addressed.
24. To collaborate with the Principal in the development and implementation of the academic programme of the school.
25. To be responsible for development of Junior School's timetable.
26. To be responsible for the effectiveness of the programme of School Clubs, assemblies, the House system and all school activities which take place outside the formal classroom.

Academic Monitoring

27. To ensure that measures of achievement are accurate and readily available so that students and their parents can take an active interest in performance and reflect upon progress.
28. To maintain open dialogue between the school, students and their parents on all matters educational.
29. To be responsible for monitoring the progress of Junior School students from first placement in the school to the time they leave.

Pastoral Leadership

30. To ensure that School policy and procedure with regard to safeguarding is adhered to at all times in the Junior School.
31. To liaise with the Head of the Senior School to ensure that practice is consistent across the School.
32. To ensure that appropriate guidance programmes are in place to offer students support as they transition between the various stages of their education and between countries.
33. To oversee the awards system to students.
34. To oversee the Junior School discipline policy.
35. To take primary responsibility for the pastoral care of the students in Junior School from the time of their admission to the time that they leave.
36. To work alongside necessary staff in ensuring that the Y6/Y7 transition programme is effective.

Overseeing the Work of Staff

To maintain high standards of learning and teaching by:

37. Encouraging strong teamwork.
38. Maintaining appropriate support for staff, responding to the need for professional development.
39. Leading the PD programme in the Junior School, to ensure that strategic aims are met.
40. Overseeing the deployment and appraisal of Junior School support staff.
41. Assisting in the appointment of new staff and managing their induction to the school.
42. Taking responsibility for the appearance and good order of rooms, ensuring that they reflect an atmosphere of learning, discovery and interest.
43. Ensuring that quality control procedures for new staff are followed.

School Administration

44. To take responsibility for the day-to-day business management of Junior School including the deployment of resources and of the budget.
45. To collaborate with the Admissions Office in matters relating to enrolment of students.
46. Overseeing the process, and preparing testing materials, for Junior School admissions.

Person Specification

Head of Junior School

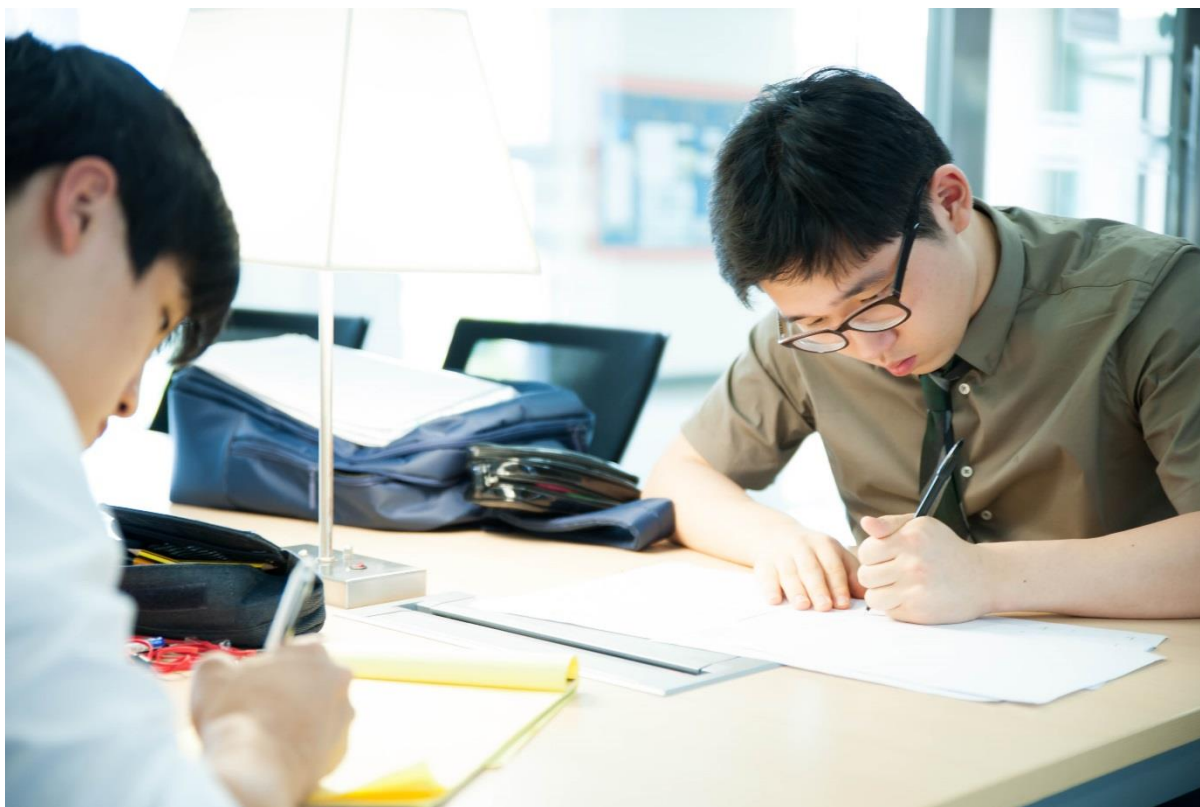
A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the teachers sought by the NLCS Jeju in the recruitment and selection process. All members of staff employed by NLCS Jeju support and promote the school's aims

The school is committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share and uphold this commitment.

The right person for this position will have the following capabilities in terms of experience and skills:

Leadership	<p>You will have leadership experience within a relevant organisation and have proven ability to translate strategy into results.</p> <p>You are an exceptional leader with proven ability to forge partnerships and build positive working relationships, consulting with, and inspiring, others.</p>
Communication Skills	<p>You are an outstanding communicator and are able to influence, and negotiate with, a range of stakeholders.</p> <p>You enjoy, and are skilled in, communicating with young people.</p>
Experience, Qualifications and Knowledge	<p>You are committed to an education that offers academic ambition and rigour, and excellence in subject teaching across the school.</p> <p>You are educated at least to degree level.</p> <p>You have a proven track record of successful leadership and delivery of academically ambitious teaching and learning.</p> <p>You have a proven successful track record of leading and delivering transformational and cultural change.</p> <p>You show a significant understanding of relevant legislation and new developments underpinning educational delivery, including pastoral matters.</p> <p>You have extensive knowledge of curriculum development throughout the primary age-range.</p>

	You demonstrate a record of success in, or demonstrable understanding of, recruiting and admissions processes.
Management of Staff and Resources	<p>You have proven ability in the successful leadership of staff and management of resources.</p> <p>You have the ability to create and develop leadership structures.</p> <p>You have proven commitment to recruiting and developing highly qualified and able staff.</p> <p>You have skills and experience in evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and have taken appropriate action.</p>
Attitude/Approach	<p>You have the ability to generate and deliver collective vision and shared purpose.</p> <p>You have a willingness to lead professional learning sessions.</p> <p>You have proven ability to motivate, enthuse and drive individuals and teams to achieve at the highest levels.</p>



The Application Procedure

Applicants are invited to submit an up to date CV to RSAcademics together with a short letter of application, explaining their motivation in applying for this post addressed to Mr Friend, the Principal of NLCS Jeju.

Applications should be sent electronically to: recruitment@rsacademics.co.uk

The closing date for applications is **Saturday 6 January 2018**.

Candidates are advised that final interviews will held at NLCS London during the **week commencing 15 January 2018**.

Travel and accommodation will be provided.

Candidates who reach final interview will be required to further submit an application form. Application forms will be available from www.rsacademics.co.uk. These too should be sent electronically to: recruitment@rsacademics.co.uk

If you would like to arrange a confidential discussion, please contact:

Aaron Ashton by emailing aaronashton@rsacademics.co.uk

Or

Jean Sullivan by emailing jeansullivan@rsacademics.co.uk

North London Collegiate School, Jeju is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Founded in 2002 by Russell Speirs, RSAcademics specialises in schools, in the UK and internationally, advising on marketing strategy and research, leadership consultancy and the search and selection of Heads and senior staff. Comprising a team of the best schools' marketing professionals and respected former school leaders, RSAcademics provides a high quality service to schools with rigour, experience and warmth. Please visit www.rsacademics.co.uk for more information.

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