

APPLICATION PACK FOR THE POST OF

PRINCIPAL

REPTON SCHOOL, ABU DHABI

3-18 | Co-educational | Day



REPTON SCHOOL
ABU DHABI



For January 2019



PRINCIPAL

REPTON SCHOOL, ABU DHABI

Welcoming families from all nationalities, Repton School Abu Dhabi offers the very best in British education, within the context of an international environment and epitomised by the school's philosophy of 'the best for every child'.

Repton School Abu Dhabi opened in September 2013, initially catering for children aged 3 to 7 years old. In 2017, the school opened its second site and now offers places for children in the older year groups extending from Year 3 all the way up to Year 13. Children up to Year 2 are based in the Foundation School, known as Rose Campus, and from Year 3 upwards children attend the new Fry Campus. Both campuses benefit from purpose-built accommodation, in enviable locations on the newly developed Reem Island. Repton School Abu Dhabi is firmly committed to coeducation and although it is a selective school striving for excellence in all areas, they are also acutely aware of developing the 'wholeness' of a child which characterises a Repton Education.

The new, modern Fry Campus, with a capacity to hold approximately 1,800 pupils, is home to outstanding facilities including a five-lane, 25-meter indoor swimming pool, three indoor sports halls, four shaded rooftop tennis courts and a multipurpose hall. Further to this, there is a sky-court/dining area with capacity for 400+ pupils as well as a central library, an art centre, design & technology rooms, music halls, science laboratories and many educational learning spaces.

Good schools are a learning environment for all and, like the children, everyone has a part to play. Repton School Abu Dhabi is a school where everyone is prepared to work hard, both individually and collectively. It is also a school that knows how to recognise the talents and needs of each person. Furthermore, Repton School Abu Dhabi is a school full of smiles and filled with people who genuinely care. Pupils from aged 3 onwards benefit from an English independent school curriculum that incorporates elements of the English National Curriculum.

The school's vision is to be the premier technology school in the UAE ensuring that all its pupils are equipped and stimulated to engage in our ever more technical world with confidence and flair.

The School's mission is to ensure that Repton learners attain the highest levels of digital literacy and academic achievement at the school and beyond; to maintain a strong identity with the values and ethos of Repton UK; and to establish a unified

and continuous educational plan for all children from 3 to 18.

While excellence is pursued, Repton espouses the notion that every child is important; every child is cherished, nurtured and prized for their individuality. An exceptionally wide range of opportunities allows every child to find those things he or she will be good at and the superb facilities give the children the chance to develop those talents. The school's approach to motivating and getting the best out of its pupils is based on the belief that praise and encouragement lead to confidence. This confidence is then realised in academic success and the proliferation of a happy, caring community where good behaviour, excellent manners, enthusiasm and a love of learning are the norm.

The school aims to give all its pupils the educational tools to succeed in whatever field they choose to further their path of learning. Through their encouragement of achievement and, equally important, independence of thought as well as action, pupils will develop a sense of personal responsibility and readiness for the demands of a rapidly changing world.

Repton School Abu Dhabi belongs to a group of schools under the Evolve Knowledge Investments (EKI) portfolio. EKI focuses on establishing a widespread presence of private schools in the GCC with high quality, internationally recognised curricula.

In 2006, EKI partnered with Repton School of the United Kingdom, a prestigious Derbyshire-based independent school to offer British school curriculum education. The first school to be launched under this partnership was Repton School in Dubai which opened its doors in the academic year 2007-08. EKI then went on to establish Repton Foundation School Abu Dhabi and Foremarke School Dubai in the academic year 2013-14. EKI is the majority shareholder in Repton School Dubai, Repton School Abu Dhabi, Foremarke, Dovecote and Humpty Dumpty nurseries, with plans of further expansion in the UAE and wider GCC region.

Repton School Abu Dhabi is proud of both its 21st century international nature and of the traditions and core values which have been derived from strong links with the culture of the Emirates and its partnership with Repton in Derbyshire, England. Repton School's over 450-year history has enabled it to develop into a mature and clearly effective school which has been able to mould and bring out the true potential of its pupils. Repton School, Abu Dhabi is fortunate to have been able to draw on the educational knowledge and expertise from its sister school and thus combine the very best of the new with the very best of the British educational system.

Repton School Abu Dhabi is currently led by its Principal, Robert Relton, who will be returning to the UK to take up a new Headship. The Governing Board is therefore seeking an experienced, inspirational and dynamic Principal to lead the school from January 2019.

The successful candidate will be committed to excellence and will possess the vision and skill to lead a community where cultural diversity is celebrated. Importantly, he/she will have integrity, drive and generosity of spirit. An excellent track record of successful international educational leadership is essential, as well as experience of leading a start-up or new school. Due to the school's vision and mission of promoting technology, the successful candidate will be someone who is keen to embrace this focus.

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, quoting code **RAD**. 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 May 2018

Longlist interviews: 18 May 2018 (in London)

Shortlist/Final interviews: 28, 29 May 2018 (in Abu Dhabi)

Repton 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.

Repton's Ten Values

Repton Abu Dhabi sets out to educate all pupils with a firm set of values, which it also seeks to uphold in all its many and varied activities. These values are:

- To instil our pupils with the determination and self-confidence to meet the challenges of an ever-changing technological world.
- To develop a sense of dignity and respect for others.
- To enable our pupils to display real dexterity of thought and action when faced with changing circumstances.
- To encourage the development of a sense of inquiry, independence of thought and a willingness to take risks in a rational fashion.
- To demonstrate initiative when faced by the challenge of leadership and responsibility.
- To promote internationalism by developing an understanding of the interdependence of individuals, groups and nations.
- To instil in our pupils a sense of pride and commitment to the values and achievements of the school, both during and after their time there.
- To present opportunities for our pupils to express their creativity, develop a joy of learning and gain self-confidence.
- To involve our pupils in the promotion of a caring and compassionate society, both within the school and in the outside world.
- To promote these values and objectives through the educational and extra-curricular activities pursued by the school, and all its staff, pupils and parents.



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Job Description

Job title:

Principal of Repton School Abu Dhabi

Reports to:

The Board of Governors

The Principal will be responsible for leading Repton School Abu Dhabi through the next phase of its development. Reporting directly to the Board, the Principal will have responsibility for the day-to-day management of the school, its staff and pupils. The Principal will be supported by the Board of Governors and the local management team of EKI.

Key responsibilities of the Principal include:

- To lead the strategic direction of the School and to translate the vision into specific and measurable development plans and targets.
- Teaching Excellence: to recruit the best proactive British and international teachers from across the globe and to supervise, motivate, set targets for and appraise teachers in pursuit of outstanding teaching practice and standards.
- Curricular oversight and development: to oversee and direct Senior Managers in the effective development and implementation of the curriculum. To take the lead in encouraging the adoption of emerging technologies; to explore their potential to enhance the learning environment.
- Marketing and Admissions: to lead efforts to attract students to meet agreed enrolment targets and to guide the admissions team to ensure that selection of students is based on fair and effective practices.
- Student Pastoral care: to ensure student safety, health and well-being while promoting physical and emotional development and the formation of strong values and character.
- Parent Communications: to be accessible to all parents. To provide strong, confident, compassionate leadership and to ensure that the school's approach and practice is articulated clearly to existing and potential parents.
- Promoting the School: to lead in increasing Repton's visibility and recognition both within the UAE and internationally.
- Financial Management: to work with the Board and EKI to ensure that resource-efficient budgets and financial management processes are agreed and adhered to.

Functions of the Principal

The Principal carries out four main functions in his/her job: management, leadership, monitoring and evaluation, and strategic planning.

A more detailed list of possible activities is listed below. This may not be exhaustive; the Principal is expected to exercise good judgement and work the hours necessary to ensure the efficient running of the school and its long-term success.

Aims

- To provide a carefully structured and thorough education which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty-first century;
- to enable pupils to develop as citizens of integrity, who place service to others above themselves, who are both communicators and listeners, who have the confidence and self-esteem to lead others;
- to ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline and emotional development;
- to encourage pupils to participate in an extensive range of sporting, cultural and enriching activities;
- to develop an understanding of the school's responsibilities and its duty to serve the local, national and world communities.



Management

The Principal will be responsible for:

- The day-to-day running of the two school campuses through their designated Heads of School and their Senior Management Teams.
- The management of curriculum matters, through the Academic Assistant Heads, Heads of Department and relevant school managers.
- The care and discipline of the pupils, working through the Assistant Heads, Senior Teachers, Heads of Year/House, Tutors and Heads of PSHCE.
- The employment of teaching staff with support from the Heads of the Junior School and Senior School. With the HR Officer, take responsibility for contracts of employment, job descriptions and the Staff Handbook.
- The recruitment of pupils.
- Health, safety and child welfare.
- Overseeing preparations for annual inspections by the local regulator, ADEC.
- Ensuring that the school meets all its statutory requirements.
- The financial management of the school, working with the in-house Finance Team, School Governors and EKI.
- The promotion and marketing of the school, working with the EKI Marketing Team and the support of Repton UK.
- Reporting on progress of the school to the Governors.
- The quality of teaching and learning in the whole School.
- The preparation, for consideration by Governors, of strategic plans to ensure the long-term success of the school (both academic and financial) in a competitive environment, to deliver continuous improvement in the quality of educational provision.

Leadership

- Leading and listening to school managers, pupils, parents, staff and Governors.
- Giving a lead on academic, pastoral, spiritual, moral, and extra-curricular matters or any matter of relevance to education.
- Leading through Speech Days, Assemblies, meetings of groups or individuals and letters.
- Leading through teaching, support for activities and good example.

Monitoring and Evaluation

- The formal appraisal and performance management of all school staff.
- Monitoring of the impact of professional development on staff performance and school outcomes.
- The evaluation of departmental work through results and classroom performance.
- The monitoring of pupils' progress through exams, reports and the scrutiny of work.

Facilities Management

- Forward planning to improve the management and development of facilities in the school, working through the School Strategic Development Committee.
- The production and operation of plans to ensure the effective maintenance and development of first-class facilities at the school;
- Effective and regular consultation with EKI, staff and Governors.



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Committees and Meetings

The Principal will Chair:

- The Junior and Senior Heads Meeting;
- The Senior Management Team Meeting;
- The Marketing Committee Team;
- The Admissions Team.

The Principal will attend:

- Governors' Meetings;
- the Governors' Academic Committee;
- the Governors' Finance and General Purposes Committee;
- the Heads of Department meetings (Chaired by the Assistant Head Academic);
- the Pastoral Committee (Chaired by the Assistant Head Pastoral);
- the Housemasters' meeting (Chaired by the Head of Senior School).

In addition, the Principal may attend Junior School Meetings.

The Principal holds meetings with individuals or small groups weekly or fortnightly:

- the Chairman of Governors;
- the Head of Junior School;
- the Head of Senior School;
- the EKI Director of Education
- the Directors of Studies;
- Senior Teachers and Head of Sixth Form;
- Chief Financial Officer;



Person Specification

The Principal of Repton School, Abu Dhabi will be a leader of exceptional calibre. He or she will demonstrate the following experience, skills, knowledge and personal attributes:

Experience

- An evidenced track record of highly successful senior leadership.
- A deep understanding, gained through direct experience, of the challenges and demands of leadership in a coeducational 3-18 school environment.
- Proven experience of developing and leading experienced, high performing teams.
- The academic and intellectual credentials to command the respect of the whole school community.
- Leadership in an international school (essential).



Skills and knowledge

- Outstanding people leadership skills, with a willingness to delegate meaningfully and an instinctive understanding of how to create the conditions in which others can grow, develop and succeed.
- A clear grasp of the role of Principal as a Chief Executive, with the proven ability to devise and implement strategy, prioritise effectively and hold the many different elements of the job in balance.
- First-class communication skills, with the manner, gravitas and personal authority to act as a compelling ambassador for Repton School, Abu Dhabi.
- Strong interpersonal skills with the ability to inspire the whole school community in the pursuit of excellence.
- An intellectual enthusiasm for wider educational developments, particularly with relation to Information Technology.
- A strong appreciation of the business aspects of school leadership.
- Cultural sensitivity in school management and the ability to relate to parents, pupils and stakeholders of the school from a wide variety of countries and cultural backgrounds.
- Ability to work effectively with the investor who has provided, and continues to provide, financing for the school (Evolve Knowledge Investments (EKI)).
- Good awareness of the cultural and operational challenges of managing a school in the Middle East.
- A wide understanding of the international educational environment.
- It is anticipated the successful candidate will hold a good degree from a recognized university and may well be able to demonstrate post-graduate study of some nature.

Personal attributes

- A visible, collaborative leadership style with the ability to enthuse and engage colleagues across the broad school community.
- High levels of emotional intelligence, personal integrity and moral courage.
- A deep commitment to the Repton aims and ethos.
- An awareness of the wider role the school is required to play in the development of education across the UAE.
- A positive outlook on life combined with energy, thoughtfulness, resilience, patience and a lively sense of humour.

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Remuneration Package

- Competitive Tax Free Salary
- Accommodation
- Annual return flights
- School fees for dependent children
- Medical insurance



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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 code RAD.
- 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 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 school'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