NORTH LONDON COLLEGIATE SCHOOL IN SINGAPORE

*Seeks a*

VICE PRINCIPAL (HEAD OF JUNIOR SCHOOL)

*Effective 1st September 2019*

THE POSITION

The Head of Junior School at NLCS in Singapore is the educational and operational leader of the Junior School and will hold Vice Principal status, reporting directly to the Principal. He/she will be responsible for the day-to-day running of the Junior School, shaping its academic, pastoral and extra-curricular programmes, building a high-quality team of teaching staff, establishing and developing a culture of educational excellence, leading the Junior School’s operations and developing strong and positive relationships within and outside the School community. In fulfilling these responsibilities, the Head of Junior School will be supported by the Junior School leadership team, which he/she will chair.

The Vice Principal (Head of Junior School), will be selected by NLCS International in conjunction with the Principal of NLCS in Singapore and will be answerable to the Principal on 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 embedded and maintained. The Head of Junior School will be 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. Alongside this, the Head of Junior School will be responsible for building a high-quality team of teaching staff, establishing and further developing a culture of excellence, leading the Junior School’s operations and developing strong and positive relationships within and outside the School community.

Each of the Vice Principals will support the Principal in the strategic leadership of the School in order to provide the highest quality of education for students at NLCS in Singapore. They will work collaboratively within the Senior Leadership Team in leading and managing NLCS in Singapore, taking a key role in strategic planning and the development of School policy; many duties will involve extensive delegated authority.

As a member of the Senior Team, he/she will be expected to be flexible in approach. The School has a policy of involving staff in decision-making and the Vice Principals will be expected to chair regular staff committees as well as ad hoc working groups when appropriate. The Vice Principals will share a number of general leadership responsibilities with the Principal, such as, attendance at functions, parents’ and governors’ meetings and an involvement in staff appointments and promotions. They also deputise for the Principal as required, and will be expected to develop strong and positive relationships within and outside the School community and to appropriately represent the school and promote the aims and objectives of NLCS in Singapore.

The role of Vice Principal (Head of Junior School) of NLCS in Singapore is a unique and incredibly rewarding leadership challenge. This is an exciting opportunity to be part of the development of a new school from scratch, drawing on the significant educational expertise and resources of NLCS International.

THE SENIOR TEAM

The Senior Team will be led by the Principal and will be committed to strategic educational leadership. It will include four Vice Principals and Bursar. The team will meet regularly and act as an advisory group for the Principal on all matters of whole policy and operation. The team will formulate the annual strategic plan. It will also monitor and evaluate the work of the School.

JOB DESCRIPTION

The Head of Junior School will be responsible for:

* Providing strategic direction and leadership for the Junior School, in line with the School’s educational philosophy as an NLCS school
* Ensuring that students enjoy a caring, happy and structured environment for work and play in which they, their parents and staff can feel secure
* Developing and maintaining a strong and supportive school community in which good relationships between staff and pupils and between pupils themselves are fostered
* Developing and maintaining a strong understanding of NLCS’s ethos and traditions as well as programmes of study, procedures and practices in all aspects of Junior School life and adopting these or adapting them where appropriate
* Producing and implementing the annual Junior School sections of the School Development Plan and overseeing its subsequent annual Evaluation
* Recruiting and retaining a high calibre team of teaching and support staff
* Developing the Junior School curriculum in order to ensure a broad and balanced curriculum that provides opportunities and challenges for students along similar lines to that of NLCS (UK)
* Ensuring that the physical resources of the Junior School are made use of as effectively and efficiently as possible in keeping with the ethos of NLCS (UK)
* Contributing to the School’s marketing activity as and when required, and working alongside the Director of Marketing to put in place open day events and a wider marketing strategy aimed at admission to the Junior School

Alongside the key items listed above in the job description, the Vice Principal (Head of Junior School) will have key responsibilities for items in the following areas:

Leadership

* Taking overall responsibility for the strategic planning and day to day operation of the Junior School in line with the School’s aims and objectives
* Leading the Junior School Leadership Team and chairing Junior School staff meetings/briefings
* Fostering a culture within the Junior School that is supportive, innovative and responsive to the needs of pupils
* Developing and maintaining a team of professional teachers who can introduce their subject with enthusiasm and drive and ensuring a supportive working environment in which life-long learning and professional development is encouraged and is appropriately supported through resources and budgeting
* Developing plans and strategies to ensure that all aspects of Junior School provision are continually reviewed and developed in order to achieve optimal success and wellbeing or pupils
* Advising the Principal on matters relating to Junior School students and staff
* Preparing and managing Junior School arrangements relating to Monitoring and Inspection Visits by NLCS (UK) and other regulatory bodies

Educational Attainment and Delivery

* Creating opportunities for all pupils to recognise academic excellence and realise that it is attainable
* Ensuring that a high quality educational experience is available for all students who attend the School and that they are able to make the most of their gifts
* Ensuring that an ambitious curriculum is developed and delivered through effective subject teaching, learning and assessment practice
* Liaising with the Principal and other members of the Senior Team to ensure that the approach to the curriculum and academic attainment is consistent across the School
* Keeping fully up to date with curriculum developments and ensuring that any changes are appropriately addressed
* Holding responsibility for development of the Junior School's curriculum and timetable
* Ensuring 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
* Maintaining an open dialogue between the school, students and their parents
* Implementing a rich programme of educational partnerships with other schools and external agencies, including developing and maintaining strong links with NLCS (UK) and other NLCS-affiliated schools

Pastoral Leadership

* Taking primary responsibility for the pastoral care, wellbeing and good behaviour of the students in the Junior School from the time of their admission to the time that they leave
* Ensuring that School policy and procedure with regard to Safeguarding is adhered to at all times in the Junior School
* Working alongside key staff to ensure that the Junior School to Senior School transition programme is effective
* Assuring the effectiveness of the programme of School Clubs, assemblies, the House system, and all school activities which take place outside the formal classroom

Resources and Performance Management

* Delivering effective operational management for the Junior School within the relevant budget and in accordance with financial probity
* Working to, and reporting on, targets for achievement and operation of the Junior School as defined in the School’s Development plan
* Developing and maintaining an effective organisational structure
* Overseeing the admissions processes for Junior School admissions for pupils joining the Junior School
* Developing, implementing and overseeing the appraisal system for Junior School teaching staff
* Maintaining appropriate support for staff, including leading the Professional Development programme in the Junior School to ensure that strategic aims are met
* Overseeing the effective deployment of Junior School support staff
* Assisting in the selection and appointment of new staff and managing their induction to the school
* Acting in accordance with Singaporean legislation as well as best international practice affecting the conduct of the School, particularly those concerning welfare, health and safety matters, safeguarding and employment rights

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*

PERSON SPECIFICATION

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

* Committed to an education that offers academic ambition and rigour, and excellence in subject teaching across the Junior School
* Educated to degree level (and preferably beyond)
* Proven track record of successful academic leadership and delivery of academically ambitious teaching and learning
* Proven successful track record of leading and delivering transformational and cultural change
* Significant understanding of current educational developments and key trends in the Singapore, UK and internationally
* Significant understanding of relevant legislation and new developments underpinning educational delivery, including pastoral matters
* Extensive knowledge of curriculum development throughout the primary age-range
* A record of success in (or demonstrable understanding of) recruiting and integrating students into a new school

*EDUCATIONAL VALUES*

* A commitment to the philosophy that all children, irrespective of background or ability, are entitled to be taught by passionate and knowledgeable teachers
* A commitment to offering an education that inspires pupils with a love of academic subjects in a school that has a strong culture of academic ambition and rigour
* A commitment to creating a scholarly and vibrant atmosphere in the School, so that all pupils can give of their best and flourish, through subject teaching that inspires and stretches, and through a rich programme of activities outside the classroom
* A commitment to encouraging pupils to try themselves out in a variety of ways, and in doing so develop a belief in themselves and the ambition to achieve their dreams
* A commitment to an aspirational ethos in which every child matters and in which all pupils feel happy, confident and valued as individuals – where no child is written off, and where there are no limits on the expectations of any child’s achievements

*LEADERSHIP*

* An exceptional leader with proven ability to forge partnerships and build positive working relationships, negotiate with, and influence others
* Leadership experience within a significant, relevant organisation and proven ability to develop strategy and convert it into results
* Experience of working with students and staff from a variety of cultures

*COMMUNICATION SKILLS*

* Outstanding communication, influencing and negotiating skills across a range of stakeholders
* Enjoyment of, and proven ability in, communicating with young people

*MANAGEMENT OF STAFF AND RESOURCES*

* Proven ability in the successful leadership of staff and management of resources
* Ability to create and develop leadership and pastoral care structures
* Proven commitment to recruiting and developing highly qualified and able staff

*DISPOSITION AND ATTRIBUTES*

* Ability to generate and deliver collective vision and shared purpose
* Proven ability to motivate, enthuse and drive forward individuals and teams to achieve at the highest levels
* Ability to demonstrate emotional intelligence and empathy, adaptable to differing situations
* Ability to be sensitive of and adapt to cultural differences
* An international outlook and an appreciation of the richness that a diversity of cultures brings to a school
* Drive, tenacity, resilience, ability to maintain focus, objectivity and sound judgement under complex conditions and pressure