

APPLICATION PACK FOR THE POST OF

PRINCIPAL

RASHID SCHOOL FOR BOYS

DUBAI, UAE

3-18 | 760 students | Boys | Day



For August 2019



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Rashid School for Boys (RSB) is a high quality British curriculum school for Emirati boys aged 3 to 18. Funded directly by HH The Ruler's Office in Dubai, the school has strong links with the ruling family of the emirate. The school was founded by HH Ruler's Office Decree in 1987 which established Rashid School for Boys, as well as Latifa School for Girls and its overarching organisation, the Dubai Educational Establishment. It is now part of the 'Rashid and Latifa Schools Establishment', which comes under the authority of HH The Ruler's Office and KHDA. Rashid School for Boys works closely with its sister school, Latifa School for Girls. Both schools attained BSO status in 2017.

Rashid School for Boys aims to provide the highest quality education for Emirati boys in the UAE. The school challenges all students to grow and develop to the full extent of their ability and equip them with the skills required to take on leading roles within Dubai, the UAE and internationally. They demand high standards of discipline, honesty, courtesy and effort, and they encourage and expect each pupil to attain the highest level of achievement of which he is capable.

RSB integrates the best of current international educational practice with a respect for Arab traditions and UAE culture. The bilingual curriculum is broad and balanced, and combines academic study with creative, physical and social activities. Every student is known and valued as an individual, and they

have a moral and spiritual education that helps them develop an understanding of the contribution they will make to the global community.

The school is academically inclusive and accommodates a number of students with a range of special educational needs and disabilities. All the students are Emirati and all have English as an additional language.

The school's mission is supported by the following educational objectives, where they aim to help students to:

- have high aspirations and standards and to take pride in their school, work and achievements;
- be fluent communicators in Arabic and English;
- be well motivated and develop lively, enquiring minds and view learning as a continuous, life-long process;
- acquire self-respect and self-discipline, and a sense of responsibility for themselves and others;
- to respect the values of the UAE and international societies and be active and caring members of the community;
- develop the skills to learn independently and to use modern technology with confidence;
- become fully prepared for the work-place or for higher education and further study in the UAE, UK, US and other destinations;
- develop skills of leadership, teamwork and initiative;
- develop a tolerance, understanding and respect for others;
- understand their responsibility towards local and global environmental issues;
- be physically fit and healthy through an understanding of nutrition, exercise and health education.





The RSB Values: Learning, Leadership, Respect

Always learning

- Making the most of all opportunities to learn
- Understanding that learning is for life
- Learning how to learn, and finding new ways to learn
- Learning is about facts, skills, values and creativity
- Learning is for all staff and students

Ready for leadership

- Building and joining teams
- Being a good communicator
- Being a good listener
- Having courage to do the right thing
- Making good decisions
- Being able to question and challenge
- Thinking creatively
- Having personal integrity and compassion
- Developing skills for future leadership

Respect and kindness

- Having respect for your own culture and religion
- Having respect for the culture and religion of others
- Showing respect to young and old, women and men
- Showing empathy and sensitivity
- Being tolerant and fair
- Showing respect for our environment and living things
- Showing respect and kindness to your family and friends



RSB occupies a spectacular and very large site in Nad Al Sheba, near the Meydan Race Course and Golf Club. Much of the area of the school is covered by well-maintained gardens and sports fields. The buildings are spacious, well equipped and very well maintained.

The school is divided into two sections, primary (FS1 to Year 6) and secondary (Years 7 to 12). The secondary site was built in 1986 and consists of purpose built, well resourced, single storey buildings. The primary section opened in 2002 and is an attractive, spacious building with courtyards and gardens. In both sections of the school there are excellent specialist areas including two sports centres and two swimming pools.

The school's curriculum is based on the National Curriculum of England and Wales, leading to GCSEs and A-Levels, but is modified to meet its unique context. First, the curriculum is adapted to meet the legal requirements of the UAE; so Arabic, Islamic Studies, moral education and UAE social studies are all accommodated. Further adaption of the curriculum occurs throughout the school. In the Foundation Stage, many students arrive with no English and, sometimes, limited Arabic. FS1 is staffed with bilingual teachers and has a strong emphasis on developing bilingual language and social skills. English is very important, but so is supporting their mother tongue.

Nearly all students leave at the end of Year 12 as they move into military service in the UAE army and then, after nine months, seek entry in UAE based colleges and universities. In Year 12, RSB offers AS-level courses to students who reach a minimum of grade B or 5 at GCSE. However, most students study for the RSB High School Diploma. This diploma course combines a broad selection of level 1 and level 2 courses, as well as core Arabic, English and mathematics. RSB's curriculum therefore meets the needs of its students by combining the most appropriate elements of the British, UAE Ministry and US curricula.

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The school is very generously staffed with more than 90 teachers and a total staff of 180. The majority of teachers are from the UK but there are also teachers from many other countries including Ireland, Jordan, Australia, Egypt and New Zealand. The school has an excellent team of well qualified support staff, including its own maintenance and catering staff.

Rashid School for Boys is governed by an Executive Group consisting of the CEO of the Establishment, the Director of Business Services, and the Heads of Rashid and Latifa Schools. As it is directly funded by HH The Ruler's Office, admission to the school is at the request of the Ruling family and, as such, there are no school fees. The school was established to provide an education for members of the Dubai ruling family and for their close associates. Many students from RSB have gone on to take on significant roles within Dubai and internationally. These include the current Crown Prince of Dubai, the Deputy Ruler of Dubai and two ministers in the current UAE Cabinet. Many other alumni have leading roles in government and businesses in Dubai and internationally.

The current leadership structure consists of the Principal, who also oversees the secondary section, a Deputy Head, two Co-Heads of Primary and an Assistant Head. There are experienced middle leader teams that include three Phase Leaders in primary and Year Group Coordinators in secondary. Curriculum leadership is through Subject Leaders and Heads of Department.

Following many years of distinguished service to the school, Glyn Kilsby, Headmaster will be leaving Rashid School for Boys at the end of this academic year. The Executive Group is therefore currently seeking to appoint a dynamic, experienced Principal who can lead the school from August 2019. The successful candidate will have demonstrable success in leading high performing schools, either in the UK or internationally. They will be a collaborative, culturally sensitive leader, who can drive forward innovation and inspire the school's community to

achieve its mission and vision. School leadership experience in Dubai, or the UAE generally, would be an advantage.

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 formal letter of application, quoting code RSB. 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: 14 December 2018

Longlist interviews: 7 January 2018 (by video conference)

Shortlist/Final interviews: 16,17 January 2018 (in Dubai)

Rashid School for Boys 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.





JOB DESCRIPTION

Purpose of Job:

The core purpose of this role is to provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of school life. The Principal promotes an inspiring vision and clear direction that is shared by all members of the school community. Ultimately, the Principal is responsible for delivering outstanding teaching and learning, accurate self-evaluation, excellent ratings and parental engagement.

Key Responsibilities:

Inspirational and Strategic Leadership

- Promote the school's mission and an inspiring vision dedicated to high standards that is shared by all members of the school community.
- Ensure that the school meets the requirements of UAE educational authorities and actively supports the country in meeting the educational targets set in UAE Vision 2021.
- Initiate, prioritize and lead improvement activities through effective strategic leadership and planning which supports the vision, mission and values of Rashid School for Boys.
- Display a high level of professional competence in all areas of responsibility.
- Communicate a clear view of the school's aims so that all staff know what is required of them and are competent and committed to delivering effective teaching and learning and achieving the school's goals.
- Distribute leadership effectively to achieve high standards of learning and personal development by creating an ethos of collective responsibility and mutual support.
- Inspire and empower senior and middle leaders by clearly defining all roles and aligning these roles with school priorities.
- Be receptive and respond to external evaluation of the school and manage the process and implement any subsequent recommendations professionally and efficiently.
- Work effectively with the Executive Group to ensure informed and responsive decision making, which helps to direct change and effective management of school resources.
- Ensure that the levels of students' attainment and the

quality of teaching impact successfully on the quality of the students' education and align with the schools' promise to parents.

- Clearly and comfortably delegate work, trusting and empowering others to perform.
- Provide regular feedback and motivation to others to successfully achieve their targets.
- Encourage others to contribute, creating a spirit of teamwork and opportunities of cooperation and collaboration between departments.
- Contribute time and expertise to the professional development of the school's teachers and leaders.
- Participate and lead professional development workshops in the UAE and internationally.

Self-Evaluation and Improvement Planning

- Ensure that the school's academic program is fit for purpose and challenges students of all abilities.
- Be fully responsive to guidance and legislation provided by the KHDA, UAE Ministry of Education and other UAE regulatory authorities.
- Ensure that the Executive Group and school staff are well informed regarding local and international educational systems, policies and good practice.
- Ensure that all staff work cooperatively with Latifa School for Girls with regards to self-evaluation, professional development, curriculum and policy development.
- Involve all staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment.
- Take positive steps to gather the views of parents, students and others about the quality of service provided by the school.
- Work collaboratively with external bodies to achieve outstanding results on school accreditations, inspections and evaluations.
- Ensure that senior leaders monitor teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed targets.
- Ensure that senior leaders effectively monitor the effectiveness of staff teams.
- Ensure that self-evaluation provides valid, comprehensive and reliable analysis for identifying key priorities for the preparation of the improvement plan and involves staff,

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parents and students as appropriate.

- Ensure that senior leaders collect and analyse appropriate and accurate information from within the school as well as data for external sources, including international assessments and stakeholder surveys.
- Ensure that senior leaders set aspirational, yet realistic goals aimed at improving students' performance.
- Ensure that all improvement activities are focused on creating impact and raising quality.
- Monitor and manage change quickly, flexibly and successfully.
- Prioritize and act upon a manageable number of key initiatives and involve stakeholders in the process.
- Ensure that all recommendations from previous inspections and evaluations are included and addressed in the schools' improvement plans.



Effective and Efficient Management of Resources

- Work closely with the school's leadership team to ensure that all policies, procedures and routines across the school are effective and efficient.
- Comply with all Rashid and Latifa Schools Establishment policies and guidelines and submit high quality reports in a timely manner.
- Ensure that all staff are well qualified and experienced, trained to do their roles and are deployed effectively to support the school.
- Ensure that high quality new/replacement staff are recruited and receive a thorough and full induction to Rashid School for Boys and the school's policies, procedures and operations.
- Ensure accountability of the school's actions and outcomes with regards to all matters of compliance and health and safety requirements.
- Comply with all regulations and guidelines issued by the local authorities and regulators.
- Monitor and evaluate the school's performance on students' attainment and progress, students' personal and social development, teaching and assessment, curriculum that meets the needs of students, health and safety, and student support services.
- Ensure that all schools policies, procedures and routines are effective, efficient and reviewed annually with appropriate staff members.
- Work collaboratively with the Senior Leadership Team to ensure accurate identification of professional development needs and access to quality professional development activities for all members of staff.
- Ensure that teaching and learning is monitored closely and consistently to assure the quality of teaching practice across the school and identify areas of development.
- Ensure that all staff members are appraised annually providing recognition for areas of strength and recommendations for areas of development and growth.



Parent, Student and Community Relationships

- Build and maintain relationships with parents and students and the community by establishing regular and appropriate communications with all members of the school community, both internally and externally.
- Encourage opportunities for students to take active leadership roles and assume responsibilities for different activities within the school.
- Build and maintain effective relationships with Latifa School for Girls so that students, parents and the community can benefit from this close cooperation.
- Engage parents as active partners in their children's learning in a variety of ways.
- Encourage positive and regular participation of students and parents at school events.
- Consult the student and parent community about the work of the school on a regular basis and ensure that parents views are received respectfully and help guide the school's development.
- Ensure that the school uses a wide range of effective methods, including technology, to communicate with parents taking into account the home language of parents by promoting two-way communication.
- Ensure that parents receive regular reports of their children's progress and attainment that include next steps for learning.
- Develop strong community partnerships that effectively support all students' development and improve students' learning experiences.
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously.
- Consider the implications of decisions on the community (staff, parents, students, HH The Ruler's Office) and act accordingly to safeguard and promote the reputation of the school.
- Ensure a proactive approach in delivering operational excellence focused on extra-ordinary service across all aspects of school life.
- Connect school events to local community events so that students and parents have the opportunity to participate in the broader local events such as Expo 2020, inter-school sporting academic and personal skills competitions.

PERSON SPECIFICATION

Qualifications and Experience:

- Bachelor's degree and Qualified Teacher Status
- Master's degree in Education or an Educational Leadership Qualification
- Fluent in English, both written and spoken
- Clear understanding of UK schools and standards: Age 3 to 18
- Relevant experience working in a bilingual and bicultural setting and with students who have English as an additional language
- Thorough understanding of the UAE framework for inspection.
- Proven track record of school improvement
- Minimum 5 years' successful and relevant experience in a position of educational leadership
- Minimum 5 years' teaching experience as an outstanding teacher
- Evidence of relevant Continuous Professional Development

Attributes:

- Collaborative leadership style, with excellent, inspirational communication and interpersonal skills
- High levels of integrity, empathy and emotional intelligence.
- Flexible and adaptable to change, growth and development
- Ambitious, hard-working, motivated and a strong role model
- High level of tolerance, cultural understanding and awareness

REMUNERATION PACKAGE

A highly competitive salary and package will be offered, which will include:

- Attractive tax-free salary
- Housing allowance and utility allowance
- School car
- Flights
- Medical cover
- School fee allowance for up to 3 children

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APPLYING FOR THIS POST

Key dates:

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If you would like to have an informal discussion about this post or the organisation, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616 or email at edward@lsceducation.com.

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 job code: **RSB**.
- 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.

Rashid School for Boys 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.

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 must 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 permission 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.

Data Protection

LSC Education promise to look after your personal information. Before submitting any of your personal data to us, we would encourage you to read our Privacy Statement. If you have any concerns or questions about the way we use your data, please contact us at dataprotection@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