

NORTH LONDON COLLEGIATE SCHOOL DUBAI

seeks an

IB DIPLOMA PROGRAMME COORDINATOR

Effective August 2019

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, similar to that available to their brothers. The School has pioneered women's 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 and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of 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 'hub'. The School opened with over 400 pupils and, now entering its sixth year of operation, has nearly 1200 on the roll. When at capacity, the school will cater for 1400 boys and girls. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and in its first year of results (after just three years of operation) achieved an average Diploma points score of 36 points per pupil, to rival top-performing jurisdictions such as Singapore. In its second year of Diploma results (and fourth year of operation), students achieved an average Diploma points score of 37 and in its third year of Diploma results (2016), students achieved an average Diploma points score of 38.

THE DUBAI SCHOOL

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem.

NLCS Dubai is an English-speaking school, is currently a candidate school for the Middle Years and Primary Years International Baccalaureate Programmes, and is an authorised school for the IB Diploma programme. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education, which are compulsory for all students up to the age of 16, although more lessons are required for students of Arabic descent than for others. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and always by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are expected to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as video-conference debates and jointly-produced student publications.

As the NLCS family of schools expands (with two further overseas schools opening in Singapore and Bangkok in 2020), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.

THE ETHOS

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

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

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating Society, to 'Mad Scientists' to 'Human Rights Society' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Sixth Form, in order to give students every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

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 over seventy activities happen at lunch times and after school each day, with large numbers of students involved. In the UK, the School has produced sports players at national and regional level as well as nationally-recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts Centre in 2007, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone.

This ethos and broad range of opportunities have already been effectively recreated at our first satellite school, NLCS Jeju, and are equally central to the offer at NLCS Dubai.

THE CURRICULUM

Our intention is that NLCS Dubai will be an “IB Continuum School” offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grades 6 to 10, and Diploma Programme in the Sixth Form. NLCS Dubai is presently an authorised IB Diploma school and a candidate school for the PYP and MYP. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

LIFE IN DUBAI

Dubai is a thriving international hub, where approximately 90% of the 8.4 million residents are expatriates living alongside the local Emiratis. The successful candidate will be sympathetic to and considerate of the culture of a Muslim country, in both their personal and professional life.

THE PEDAGOGICAL LEADERSHIP TEAM

The Pedagogical Leadership Team will be led by the Principal and will be committed to the strategic leadership of education across the school. It will include the 4 Vice Principals and the Diploma Programme, Middle Years Programme and Primary Years Programme Co-ordinators. The team will meet regularly and act as an advisory group for the Principal on all matters of educational policy and implementation.

THE POSITION

The IB Diploma Programme (DP) Coordinator will be responsible for all aspects of the leadership, planning and successful delivery of the DP at NLCS Dubai, working collaboratively within the Pedagogical Leadership Team. This will be a challenging, interesting and rewarding role, reporting to the Vice Principal (Curriculum).

Duties and responsibilities will include:

- Playing an active part in the collaborative working of the School’s Pedagogical Leadership Team, and contributing to the process of strategic pedagogical planning
- Teaching a designated subject specialism and in other areas as agreed from time to time
- Contributing to the staff selection and appointment process as required
- Attending School functions as appropriate
- Providing reports to the Vice Principal and Principal as and when required
- Undertaking all such supervisory duties as required of members of the Pedagogical Leadership Team

- Working alongside the Head of Sixth Form, Vice Principal (Curriculum) and the other Vice Principals of the School to ensure the effective implementation of the Diploma Programme
- Working with Heads of Department, Heads of Faculty and other staff to ensure that the planning, resourcing and delivery of IB Diploma Programme subjects is in keeping with the philosophy and expectations of the IB and of NLCS Dubai
- Developing academic partnerships for IB Diploma Programme students, including partnerships with NLCS (UK) and other schools in the NLCS family.
- Providing overall pedagogical leadership to ensure excellent learning and teaching within the programme
- Responsibility for all programme administration and examinations
- Responsibility for assessment within the programme
- Preparing and efficiently managing annual budgets for the programme
- Undertaking strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School, and undertaking any reviews as required by the IB to maintain authorisation
- Monitoring and tracking students' progress within the programme and co-ordinating interventions when necessary
- Leading the work of the Theory of Knowledge Co-ordinator, Creativity Activity and Service Co-ordinator and Extended Essay Co-ordinator
- Responsibility for ensuring smooth transition from the Middle Years Programme to the Diploma Programme

QUALIFICATIONS & QUALITIES SOUGHT

Please see Person Specification

TERMS AND CONDITIONS

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate's qualifications and experience.

LOCATION

This post will be based in Dubai.

TENURE OF APPOINTMENT

Three years.

PARTICULARS OF THE SEARCH

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr Daniel Lewis
2. a fully completed application form - available from the school website www.nlcsdubai.ae

The application form should contain the name, email address, postal address and day-time telephone number of two referees who may be contacted with the candidate's permission; these should be direct supervisors or persons in senior positions of responsibility – not peers - who can validate the applicant's suitability for the role.

E-mail: recruitment@nlcsdubai.ae

The closing date for applications is 12.00pm (UAE time) on 15th February 2019.

It is anticipated that interviews will take place during the week beginning 17th February 2019.

All UAE based candidates will be invited to NLCS Dubai prior to interview.

PERSON SPECIFICATION
IB DIPLOMA PROGRAMME COORDINATOR
North London Collegiate School Dubai

NLCS Dubai is looking for an enthusiastic and well-qualified **IB Diploma Programme Coordinator**. The IB Diploma Programme Co-ordinator is part of the Pedagogical Leadership Team that works closely together to manage all aspects of academic provision at the School.

The successful candidate will have an international outlook and an appreciation of the richness that a diversity of cultures and global perspectives brings to a school. He/she will be an all-rounder with strong academic, leadership and administration skills and will have the following capabilities in terms of personal qualities, professional experience and skills:

Professional Qualification

- Teaching qualification
- Bachelor's degree
- Higher degree (an advantage)
- Recent participation in continuing professional development

Professional Experience

- Proven track record of outstanding teaching
- Successful experience at whole-school (or at least departmental leadership) level, preferably in an IB school
- Recent experience of managing students from a variety of cultures
- Experience of IB teaching
- A track record of working productively and collaboratively as part of a team to achieve strategic and shared goals
- Proven experience in supporting teachers to deliver curriculum experiences that reflect differentiated learning.

Specialist Knowledge and Understanding

- Demonstrated knowledge of and vision for the future of educational practice
- A passion for education and excellence; ability to inspire colleagues, to accept responsibility, show in their actions and decisions firmness, fairness, consistency and integrity.
- Comprehensive knowledge of the IB programmes and of key developments, issues and trends in international education
- Excellent leadership skills
- Work effectively as a member of a team
- Courage to introduce and manage change and innovation
- Ability to show good cultural understanding and differentiation between students from various backgrounds
- Ability to absorb information, analyse data and present overall picture and trends
- Flexible, inclusive and pragmatic management style

- Clear strategic thinking
- High level interpersonal and administrative skills
- Articulate and a strong communicator
- Confident in meeting and communicating with others
- Possess good organisational skills, manage time efficiently and be able to meet deadlines
- Knowledge of additional languages (especially Arabic) would be an advantage.

JOB DESCRIPTION

IB DIPLOMA PROGRAMME COORDINATOR

North London Collegiate School Dubai

The IB Diploma Programme Co-ordinator will play a central role at NLCS Dubai. His/her principal duty will be to support the Vice Principal (Curriculum) in the exercise of pedagogical leadership, with particular emphasis on ensuring academic success and the effective operation of the IB Diploma Programme at NLCS Dubai.

As a senior member of staff, the IB Diploma Programme Co-ordinator will appropriately represent the school and promote the aims and objectives of NLCS Dubai.

CORE RESPONSIBILITIES OF THE POST

- Promote and implement the School's vision, aims, policies and ethos
- Play an active part in the collaborative working of the School's Pedagogical Leadership Team, and contributing to the process of strategic pedagogical planning
- Teach a designated subject specialism and in other areas as agreed from time to time
- Contribute to the staff selection and appointment process as required
- Provide reports to the Vice Principal and Principal as and when required
- Undertake all such supervisory duties as required of members of the Pedagogical Leadership Team
- Work alongside the Head of Sixth Form, Vice Principal (Curriculum) and the other Vice Principals of the School to ensure the effective implementation of the Diploma Programme
- Work with Heads of Department, Heads of Faculty and other staff to ensure that the planning, resourcing and delivery of IB Diploma Programme subjects is in keeping with the philosophy and expectations of the IB and of NLCS Dubai
- Develop academic partnerships for IB Diploma Programme students and subjects, including partnerships with NLCS (UK) and other schools in the NLCS family
- Provide pedagogical leadership to ensure excellent learning and teaching within the programme
- Responsibility for all programme administration and examinations
- Responsibility for assessment within the programme
- Prepare and efficiently managing annual budgets for the programme
- Undertake strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School, and undertake any reviews as required by the IB to gain and maintain authorisation
- Monitor and track students' progress within the programme and co-ordinate interventions when necessary
- Lead the work of the Theory of Knowledge Co-ordinator, Creativity Activity and Service Co-ordinator and Extended Essay Co-ordinator
- Responsible for ensuring smooth transition from the Middle Years Programme to the Diploma Programme
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards

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