

APPLICATION PACK FOR THE POST OF

DIRECTOR / HEAD OF SCHOOL

EUROPEAN AZERBAIJAN SCHOOL

BAKU, AZERBAIJAN

4-18 | 870 students | Co-educational | Day



For August 2019



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The European Azerbaijan School (EAS) is a private co-educational day school founded in 2011 by the European Azerbaijan Society, a UK registered Pan-European organisation with representative offices in Azerbaijan, Belgium, France, Germany and the United Kingdom.

The school is authorised by the Ministry of Education of the Republic of Azerbaijan but differs significantly from government schools in offering special international programs for which it is fully authorized. These include the International Baccalaureate (IB) Primary Years Program (PYP), Cambridge International Examinations (CIE) and the IB Diploma Program (IBDP). The school has grown from the original 95 students in 2012 to its current population of over 870 and includes an Early Years Program (ages 4 and 5 years) in addition to its Grade 1-11 program. The school is also a member of the Council of International School (CIS) network.

Conveniently located in the heart of Baku, the EAS provides state-of-the-art facilities for student life and learning. Their facilities fully support student performances in regular classrooms as well as specialized subject areas including child friendly open spaces to run and play. EAS is spread across two state-of-the-art purpose-built campuses – a Primary Campus in Yasamal and a Secondary Campus in Badamdar which was opened in September 2015.

In line with its vision, the school supports learning in both Azerbaijani and English for Azerbaijani citizens. In addition to the academic curriculum, the EAS helps students at all levels to develop their talents in areas such as art and design, music, chess and swimming. A rich co-curricular program in both the primary and secondary divisions gives students the chance to participate in clubs and activities such as basketball, football and volleyball, as well as dance, chess, debating, student newspaper, MUN (Model United Nations), music and pottery.

Mission Statement

The EAS provides each student a diverse and vibrant education in a safe and supportive environment which promotes innovation, creativity, global perspectives, and critical thinking. This enables students to become reflective international citizens who are empowered to flourish globally and contribute fully and meaningfully to their community.





Vision

The EAS is a bi-lingual international educational setting for students dedicated to fostering a passion for learning. It provides rich and relevant learning opportunities which result in individual growth. There is an expectation that students excel and their innovative, 21st century teaching and learning programmes promote individual excellence.

Reliable and consistent behaviour standards ensure that no one prevents the learning of others. Respect for people and property, where all staff and students feel safe, is paramount.

The EAS celebrates its diversity of backgrounds, abilities and skills, treasuring its rich heritage.

The unique and innovative programmes offered by the EAS are built on a powerful network of partnerships as they:

- create strong home-school relationships
- use the rich diversity of the school to create an effective community
- involve the wider community in their programmes, and
- form mutually beneficial relationships with local business and industry.

The staff at the EAS are committed to a shared vision. They value trust and consultation. Professional relationships are based on the skills of giving and receiving effective feedback. The skills and experience of all staff are valued.

Staff are chosen for their ability and commitment to create learning environments which foster excellence. They have a passion for education and an ability to communicate

effectively. Through its on-going investment in the professional development of their staff, EAS provide curricula and effective teaching that is tailored to the specific needs of the students. Within the context of 'Life Long Learning' Literacy, Numeracy, Technology and Scientific problem solving skills are priorities and are integrated throughout the school curriculum.

Graduates of the EAS have a pride in themselves, their family and their school. They have a rich repertoire of thinking skills, which they use with confidence. They have inner strength, can be relied upon, and show resilience under pressure. They are flexible, tolerant and open-minded.

The right of everyone to learn and develop their potential to the fullest is central to their way of being together. In a caring, disciplined learning environment the school promotes and celebrates excellence in academic, sporting, arts and cultural achievements.

The school Board are seeking a Director/Head of School, from August 2019, to work collaboratively with all members of the EAS leadership team to ensure the effective operation of the school, commitment to our school values and the realisation of the school's educational aims, mission and vision for learners.

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Job description:

The Director of the school will have authority for the overall management, organization and supervision of the school as entrusted by the Board of Trustees.

The overall responsibilities of the position include, but are not limited to, the following:

- Ensure that the EAS's mission, collective cultures, values, ethos and IB learner profile remain highly visible and are promoted in the community
- Demonstrate an ability to work collaboratively with all constituencies that embrace shared vision and decision making
- Build a collective school community across both school campuses through strong public relations and communication skills
- Demonstrate strong organizational skills that support setting and following through of short and long term goals
- Monitor and evaluate all phases of fiscal, business and educational services
- Participate in and lead the marketing, admissions and school expansion plans
- Serve as the spokesperson for the innovative educational programmes
- Work collaboratively with the Business Manager to create operational budgets that ensure sound fiscal practices, efficient and effective allocation of resources applied in every aspect of school expenditure
- Implement new and existing policies for Board approval according to a review cycle
- Develop and lead the strategic planning of the school's overall development
- Provide visionary leadership and the demonstration of exemplary management skills in the recruitment and development of staff, the implementation of a rigorous curriculum, the assurance of long-term financial stability of the school, the provision of effective communication of all the school's constituents and a commitment to a strategic planning process.

Person specification

The successful candidate will have/be:

- Previous experience as a substantive school leader within an international setting and in an Early Years to Grade 12 school
- Experience of change management
- A proven track record of student recruitment and marketing
- Experience with a for-profit school in a business oriented environment
- Knowledge and a passion for the International Baccalaureate Programmes
- Experience in managing a multi-campus environment
- Experience in international teaching in at least 2 countries desired
- A Masters or Bachelors degree in education





Qualities and Competencies

- Native/Fluent English
- Change management skills
- Excellent leadership skills – leading by example, motivating and inspiring others
- Strong organizational and problem solving skills
- Ability to define priorities and commit to an action plan
- Initiative, enthusiasm, vision and flexibility
- Strong personal and communication skills
- Passion for learning and for educating children
- An entrepreneurial nature – able to convert vision into action
- A global citizen with interest and respect for diverse cultures and values
- A team oriented work ethos and collaborative decision making skills
- Demonstrated ability to inspire excellence and improvements in all areas of the school life in a multi campus environment

Salary and benefits

Compensation will be competitive with regional international schools and cover accommodation, medical insurance, and annual flights home for the successful candidate and their family. Six (6) weeks holiday plus public holidays.



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APPLYING FOR THIS POST

Key dates:

Closing date: Friday 1st February

Final interviews in Azerbaijan: 5th and 6th March

If you would like to have an informal discussion about this post or the school, please contact Liz Gibbs on liz@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 code **EASD**
- 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 liz@lsceducation.com.

European Azerbaijan School are committed to safeguarding and promoting the welfare of children and young people and expect 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 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 organisation'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