

APPLICATION PACK FOR THE POST OF

VICE PRINCIPAL PASTORAL

Brummana High School
Lebanon



Co-educational • Day and Boarding • Ages 3 to 18 • Full Member of Society of Heads & ISBA
Accredited by EDT/ISQM and Cambridge for IB



Required for August 2019

www.bhs.edu.lb

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Anthony Millard
CONSULTING

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About the School

Brummana High School (BHS) is an exceptionally important school in the complex, challenging and wonderful setting of modern Lebanon. Its character and ideals come from its Quaker roots. In recent years it has been substantially modernized under the leadership of Dr Walid Khoury and is now recognized as one of the leading British type international schools in the Middle East. As well as a strong focus on academic excellence BHS also has a boarding house at its core.

Following Dr Khoury's retirement in 2018 the Board of Governors appointed Mr David Gray as the new Principal. Mr Gray has an outstanding record as a school Head of schools in the UK and internationally. He is looking for an exceptional candidate to join his SLT in a new post of Vice Principal Pastoral.

BHS was founded in 1873 by Theophilus Waldmeier who brought it under the aegis of The Society of Friends. It is a Quaker co-educational day and boarding school comprised of a senior school and lower school which cover the age-range from three to eighteen. Currently there are 1220 students with 700 in the lower school. There are 113 teachers and 83 support staff.

BHS enjoys a splendid and secure rural location in Brummana, Lebanon comprising 16 acres on a wooded hillside, overlooking Beirut. It has excellent facilities for both day and boarding students. The curriculum was

based on the British GCE A-levels but has now moved in the direction of the International Baccalaureate. The school population is international, diverse and inclusive with Christian and Muslim students working and living happily together. The Quaker ethos is quietly pervasive. One of the earliest Scout Troops, outside the UK was formed at BHS and venture scouting continues as part of the strong emphasis on all- round education along with wide opportunities for leadership and community service for all its students.

Full detail of Brummana High School can be found by following this link to the school's website <http://bhs.edu.lb/>

The Board of Governors at Brummana High School is seeking to employ a Vice Principal Pastoral, which is a newly created post for an experienced, ambitious teacher in Pastoral Care. The Vice Principal Pastoral will report to the Principal and have full responsibility for all Pastoral matters in both Upper and Lower Schools of Brummana High School. The Vice Principal Pastoral will sit on the school's Senior Leadership Team and will also be the School's Child Protection Officer and will take responsibility for the whole school's PHSE programme.

The Vice Principal Pastoral is expected to take up their post in August, 2019.

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Job specification

The Vice Principal Pastoral:

- has responsibility for all pastoral matters throughout Brummana High School (Elementary/Lower and Upper Schools);
- will be the school's Child Protection Officer with responsibility for devising, managing and overseeing the whole school PHSE programme;
- is directly accountable to the Principal;
- has delegated authority for the Heads of Section;
- works closely with members of the Senior Leadership Team, with the Heads of Section, with the Head of Support for Learning, with the Head of EFL, with the Head of Careers, the School's counsellors and with the School's medical team. The Vice Principal Pastoral oversees the work of the EFL Department and of the Writing Centre through their respective Heads;
- attends meetings of the Senior Leadership Team and chairs the school's Management Team.



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Key Tasks:

The Vice Principal Pastoral:

- oversees Pastoral Care across Upper and Lower Schools;
- is the school's Child Protection Officer, accountable to the Principal with responsibility for all safeguarding matters and for ensuring that the school's safeguarding and health and well being policies are commensurate with best practice;
- is expected to devise, develop and take full responsibility for the Upper School's Personal, Social, Health and Social Education (PHSE) programme and oversee the programme for the Lower School;
- in the first year of appointment, will oversee the current PHSE programme and ensure, through the Heads of Section, its smooth running and effective operation, before introducing the new and comprehensive PHSE programme in their second year;
- carries out the appraisals of Heads of Section and of Senior Staff as required by and agreed with the Principal. The Vice Principal Pastoral is appraised by the Principal;
- liaises and meets with parents, external agencies and other professionals as their role determines;
- establishes and plans Parents' evenings as appropriate, particularly on issues within the PHSE programme on which they feel parents need to be better informed, and on other matters as they arise;
- will teach around 6 periods per week;
- contributes actively to the school's extra curricular programme;
- writes management comments on students' reports as required;
- leads assemblies as required and espouses the school's holistic educational philosophy based on Quaker principles;
- undertakes other duties/responsibilities as required by the Principal.



Person Specification

The successful candidate should:

- understand and support the Quaker ethos of BHS; also commitment to international education and perspective thinking globally with a passion for best educational values;
- bring strength and best practice to the school's pastoral care of students possessing first hand experience of safeguarding and child protection;
- have proven and highly successful experience in school leadership either as an outstanding and high-flying head of department or faculty, or as an experienced deputy or senior leader possessing the flair and energy to take on another major challenge;
- be a visible and effective presence in the school community, setting an example in personal interactions with colleagues and students;
- have professional collegiality and collaboration with Principal, Governors and colleagues;
- have the capacity to develop, establish and maintain the Brummana High School vision and ethos and to deliver these through coherent operational plans;
- have the ability to manage self-evaluation processes, through effective review, benchmarking, the use of data and professional observation;
- be flexible in responding to unplanned situations to ensure the best outcome for students, staff and parents;
- reliability and trustworthiness in the practical running of the school, including discipline, meetings, communication;
- take responsibility for effective and compliant policies and good practice;
- show best practice as a confident and impressive teacher / communicator, in the classroom and beyond, who will command the interest and imagination of staff, students and parents;
- show kindness and absolute integrity, always putting the needs of the students first;
- contribute to the school's holistic philosophy and the extra curricular activity programme.

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This post is subject to an enhanced DBS check or International Child Protection Check.

The School recruits without prejudice as to religion, gender, race, nationality, colour, creed or age.

A competitive salary with excellent benefits will be provided to the successful candidate.

Applicants will be required to hold a university degree with an appropriate teaching qualification.

HOW TO APPLY

Closing date: Monday 18th February, 2019, 12 noon GMT

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: nikki@anthonymillard.co.uk or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact: **Nigel Archdale**
+44 (0)7595 364613
narchdale@anthonymillard.co.uk
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews but will only be taken when AMC has received specific consent from candidates to do so.

- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Principals, Heads, Bursars, Marketing and Development Directors, advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from top international and independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at www.anthonymillard.co.uk

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - www.amcteacher.co.uk