

BRIEF FOR THE POSITION OF

PRINCIPAL

The Victor Hugo School, Paris



International School for pupils aged 3 – 18 • Day



Required for September 2020

victorhugoschool.com

a3c
Anthony Millard
CONSULTING

PRINCIPAL

The Victor Hugo School, Paris



CONTENTS

The Appointment	2
About the School	3
The Role	4
Candidate Profile	6
Personal Profile	8
Application Process	9
How to Apply	10

The Appointment

The opportunity will be an exciting one for an experienced school leader. The Principal will lead, develop and improve The Victor Hugo School, in line with NACE Schools' mission, values and the Platinum Standards framework.

The smooth transition to MYP will be one of the new Principal's initial key goals.

The Principal will inspire and motivate staff members, developing a galvanising culture of positivity and pro-activity. They will also need to foster strong and productive relationships across the School, in particular between staff and senior leadership, Victor Hugo and the community and Victor Hugo and the wider NACE group.



About The School

The Victor Hugo School aims to provide families in Paris with a bespoke excellent education set within the Anglo-French international tradition. It caters for students from Nursery to Grade 12 in the heart of the 15th district in Paris.

With a small class policy - classes have a maximum of 20 children per class in Secondary and Primary and an average of 15 children in Preschool classes.

A new site nearby has recently opened as a base for the senior students. The schools welcome over 600 students from 74 different nationalities and educational backgrounds. The Victor Hugo School has been steadily developing for the last 5 years.

The Victor Hugo School is unique in Paris because of its tailored English-speaking curriculum, enhanced by compulsory French lessons from the age of three. Catering mostly for expatriate families, the School does its utmost to ensure an easy transition for students from international backgrounds as they integrate into the School. This fits well with current trends in which a surge of international families are arriving in the French capital.

The Preschool caters for children aged 3 to 6 and follows an English-language international curriculum, especially designed for students in an international environment. The Primary School welcomes students from Grade 1 to Grade 5, aged 6 to 11. All subjects are taught in English, with the exception of art, music and sport. The Junior High School caters for children aged from 11 to 14 years old, whilst the High School section is composed of Grades 9 through to 12 (Year 10 to 13 in the British class system), following the IGCSE system and then the IB Diploma Programme in Grade 11 (Year 12).





The Role

The Principal will provide effective, dynamic and inspirational leadership to The Victor Hugo School community. They will lead, develop and improve The Victor Hugo School, in line with NACE Schools' mission, values and the Platinum Standards framework.

Responsible to: The Board of Directors

Effective leadership

- Ensure the values and ethos of the School and the NACE Schools Group are upheld, in particular, educational excellence, global outlook, cross-curricular depth and inclusivity;
- Develop and execute strategies that strive for continuous improvement, in keeping with The Platinum Standards framework;
- Ensure the academic, personal, social, emotional, and physical welfare of all our students;
- Ensure that all parents and students are shown excellent care, feel valued and have their specific concerns addressed;

- Inspire and motivate colleagues to adhere to the School's mission and principles;
- Ensure that all colleagues have the opportunity to learn and improve through a continuous professional development (CPD) process.

Effective management

- Develop and maintain effective, efficient and clear structures to ensure successful operational running of the School (teaching, learning, HR, admin, new admissions, marketing, finance);
- Ensure that prudent financial decisions are taken to enable future investment in the School and its community members, while protecting its revenues;
- Devise and implement a clear and effective performance management strategy which all staff members understand;
- Use data meaningfully to understand the strengths and weaknesses of the School and bring about improvement;
- Hire, retain, lead and motivate a world-class body of staff.



Effective communication with parents and the wider community

- Develop a collaborative culture within the School and engage with others to build effective learning communities both in and outside the School;
- Foster links with parents, carers, the community, and the international community to enhance and enrich the School and its value to the community;
- Ensure effective communication and relationship building with parents, families and members of the wider community through parents meetings, evenings, seminars and workshops, school performances and social events;
- Foster a welcoming, positive culture where parents feel included and valued.

To maintain and increase the number of students

- Ensure that education pathways are relevant for all students at our School and prepare students effectively for the future;
- Successfully market the School, including current and future initiatives;
- Lead an efficient and productive admissions procedure, from enquiry to enrolment;
- Ensure excellent standards and build the School's reputation;
- Build the School's profile via contact with the press and active social media presence.



Candidate Profile

The Principal of The Victor Hugo School will be an inspirational and innovative leader who can secure the full engagement of staff, students and parents in the delivery of the School's strategic aims.

The successful candidate will have the following knowledge, experience and personal qualities:

Leader of Learning:

The Principal will set high expectations for all students and will ensure there is a rigorous process to track student performance, identify issues and intervene appropriately.

They will ensure that this process meshes seamlessly with a holistic system of pastoral care.

They will shape the curriculum and pedagogy to be most effective and efficient.

Front of House:

The Principal will develop and communicate a clear and distinctive proposition for the School.

They will ensure that admissions, marketing and communication is fit create a growing school roll.

They will enjoy interacting with current and prospective parents in order to make them advocates of the School.

People Developer:

The Principal will ensure that the teaching staff are of the appropriate quality to the School's educational offer. They should ensure that the structure, rewards and development opportunities are effective, economic and allow all staff to give their best.

A Collegiate Leader:

The Principal will have an adaptive style of leadership with good emotional intelligence.

They will create good followership amongst staff and also be able to 'share the limelight' in the School's achievements.

They will naturally engage with their fellow Heads within the NACE family of schools, as well as the central NACE leadership and staff.



Operational Manager:

The Principal will have a good understanding of a school's P&L and know where to make trade-offs within it.

They will care deeply about health and safety and safeguarding processes.

They will ensure that the operation of the School does not hinder great learning by students and engagement of parents.

The successful candidate will:

- Be a confident and impressive communicator who will command the interest and imagination of staff, pupils and parents;
- Spearhead marketing and public relations in all their facets;
- Be an educationalist abreast of change, possessing global perspective and with the capacity to inspire great learning and outcomes;
- Be a person who recognises contemporary education and the importance to young people of gaining access to world-class universities;
- Be a first-class manager who clearly prioritises and has excellent time-management;
- Be someone who appreciates the commercial imperative of school life including budgets and successful project management.

The successful candidate will be a person who will commit fully to the overall success of The Victor Hugo School, possessing the drive, enthusiasm and ability to take this forward. They will also be a person of kindness and absolute integrity who will always put the needs of the pupils first.

Personal Profile

Ideal

- Flexibility; someone able to operate at pace and comfortable within an innovative, bold, educational environment;
- A global outlook; someone who has worked internationally;
- Experience working as part of a wider group structure;
- Experience working within a commercial environment, either inside or outside of education;
- Experience working with technology and cutting-edge pedagogy;
- Experience in managing a P&L;
- Experience with dealing in a French culture driven company is beneficial.

Essential

- 7+ years' experience in education;
- 3+ years' management experience at Head of Department, Head of School, Vice/Deputy Principal or Principal level;
- Experience working within international schools;
- Experience working with an international curriculum, in particular IB;
- Successful track record of improving standards; managing and monitoring student attainment data;
- A proven history of taking a pro-active approach to leadership, skilled at performance management and using intervention when required;

- Proven track record of developing and maintaining culture of high expectations, high performance and continuous improvement;
- Demonstrable successful execution of strategies around increasing parental and community engagement;
- An understanding of and an ability to operate in a commercial environment, for example independent school or part of a commercial schools group;
- Totally fluent in English, French is a plus but not mandatory.

Soft skills

- A truly global citizen; an appreciation and passion for international outlook;
- Someone positive about learning and developing;
- Warm and approachable, able to foster a positive ethos throughout the School;
- Able to drive change management while building positive relationships with the staff;
- Flexible, open minded;
- Ambitious and driven; seeking professional and personal development;
- An individual whose values mirror that of the NACE group, in particular, the value of a well-rounded education that focuses on well-being and extra-curricular activity as well as academic results.



Application Process

Applications are welcomed as soon as possible.

The deadline for receipt of applications is Monday 18th November.

Long list interviews will be held on Thursday 21st November.

A short list of candidates will be invited for interview on Wednesday 4th December.

For an informal discussion about the post please contact Emma Allen on +44 (0)7801 854543 or emma@anthonymillard.co.uk

The selection process is as follows:

- Selected candidates will be invited to a Long list interview via a Skype call on Thursday 21st November;
- Short list interviews will take place at the School on Wednesday 4th December;
- Candidates will be asked to bring with them the documents for a safeguarding check and the originals of their academic qualifications certificates.

The Victor Hugo School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.



PRINCIPAL

The Victor Hugo School, Paris



HOW TO APPLY

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 brief 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:
Emma Allen on
+44 (0)7801 854543
emma@anthonymillard.co.uk
Ben Dunhill on
+44 (0)7878 993322
benedict@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 up 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 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