

APPLICATION PACK FOR THE POST OF

## EXECUTIVE PRINCIPAL

RAS AL KHAIMAH ACADEMY

RAS AL KHAIMAH, UAE

5 schools | 3-18 | 3,800+ Students | Co-educational | Day | British Curriculum and IB



*Family of Schools*

علم متميز مع حب المجتمع  
*Learning Excellence with a Community Heart*

For August 2020 or as soon as available



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**EXECUTIVE PRINCIPAL**

RAS AL KHAIMAH ACADEMY, RAS AL KHAIMAH, UAE

Ras Al Khaimah Academy (RAK Academy) is one of the oldest, largest and most prestigious international schools in the UAE.

The school was established in 1975 as a not-for-profit organisation, working through a Board of Directors to oversee the development of the school - a status that exists to this day.

The group now operates as a family of schools on separate five sites, all based within 40 kms of each other and offering a variety of curriculum pathways, including modified English National Curriculum, Primary Years Programme, IGCSE, A Level and IB Diploma, depending on location and individual preference. Presently, over 3,800 students from 71 different nationalities are educated at the five schools. Over the past ten years the Academy has grown markedly, in both student numbers and reputation for developing academic achievement; certainly, it is the international school of choice in the Emirate.

RAK Academy is accredited by the Council of International Schools (CIS), the International Baccalaureate Organisation (IBO) and British Schools Overseas (BSO). The five schools offer everything needed to succeed: supportive management, staff and parents and, most importantly of all, students who are still to reach their full potential. Ongoing development of high standards of behaviour, raising expectations and embedding quality teaching and learning are the main priorities in the school's improvement journey over the next five years. Staff are encouraged to inspire learning, not only through their teaching expertise, but also by their pastoral commitment and care for each individual student.

The RAK Academy Family of Schools is non-selective, and encourages a mixed intake. Academic results are good and improving, with pockets of under achievement- the most recent IGCSE results exceeded the UK average pass rates in both progress and attainment. IB Diploma results are consistently above the world average. RAK Academy's schools consist of the following, including the age groups they educate and the number of students on roll:

**British School Khuzam**

Opened in 1975, BSK offers the British National Curriculum from the FS1 to Year 6. Based in the heart of Ras Al Khaimah City, the school serves communities over a wide area of the emirate. Maximum capacity is 1,500 students.

**International School Khuzam**

Opened in 1975, ISK offers the UK National Curriculum from Grade 6 to 8 (Year 7 to 9), followed by the Cambridge International IGCSE in Grade 9 to 10 (Year 10 to 11). The pre-university choice in Grade 11 to 12 (Year 12 to 13) is the UK A Level or the International Baccalaureate Diploma.

**International Primary Khuzam**

Opened in 2007, IPK offers the International Baccalaureate Organisation's Primary Years Programme (PYP) from PreKG to Grade 5 (FS1 to Year 6). Based in the heart of Ras Al Khaimah City, the school serves communities over a wide area of the emirate. Maximum capacity is 1,400 students.

**British School Hamra**

Recently opened in August 2018, BSH offers the British National Curriculum from PreKG to Grade 5 (FS1 to Year 6). Based to the south of Ras Al Khaimah, the school serves communities down to Sharjah. Maximum capacity is 500 students.

**British School Rams**

Also opened in August 2018, BSR offers the British National Curriculum from the PreKG to Grade 5 (FS1 to Year 6). Based to the north of Ras Al Khaimah, the school serves communities in the northern surrounding area, into the Omani territory of Musandam. Maximum capacity is 500 students.

School	Age	Number on roll
RAK Academy - British Primary School, Khuzam site	3-11	1,409
RAK Academy - International Primary School, Khuzam site	3-11	1,188
RAK Academy - International Secondary School, Khuzam site	12-18+	874
RAK Academy - British School, Al Hamra site	3-17	212
RAK Academy - British School, Al Rams site	3-7	174



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Family of Schools

RAK Academy comprises a 'family' of schools that continue on their journey to educational improvement in all areas.

Through an inclusive admissions system, the schools put their students at the very heart of what they do. They promote passionately the belief that all their students, whatever their profile, should be encouraged, both academically and pastorally, to become global thinkers, rounded individuals, well-equipped for the next stage of their lives. The schools want them to develop a deep appreciation of the similarities and differences between everyone and the advantages a multi-cultural outlook can bring. This ethos, coupled with improving academic success rates increasingly provides RAK Academy students with the optimum route into the world of higher education and/or work.

RAK Academy has a dedicated team of teaching staff who are well-supported and given opportunities to access a range of CPD. The dedication of all its staff and students has resulted in widespread change across the schools and, by working in partnership with parents to support all their young people, the schools are striving towards ever-improving outcomes for all their students in all of the schools. Young people only have one chance in life to have a rewarding educational experience and they want to ensure that RAK Academy provides this.

RAK Academy intends to be a family of schools working collaboratively, but each with its own uniqueness and identity. Its mission is: to create a culture of lifelong learning; to deliver a broad, balanced and challenging education that enables all learners to succeed; and to create a safe, stimulating and engaging learning environment. As global citizens, RAK Academy students show an open-minded interest in the world, they are respectful, tolerant and understanding of others. RAK Academy students embrace challenge whilst taking responsibility to achieve their best. They strive to learn the skills and knowledge needed to excel as lifelong learners.

The RAK Academy community is based upon the principle that, as a group sharing the same educational aims, mutual support and encouragement for all will ensure that students feel secure and valued. This principle underpins daily routines and practice and is embedded in the vision: "Learning Excellence with a Community Heart".

The Board of Directors at this not-for-profit, multi-school trust are seeking to appoint an outstanding leader as Executive Principal for August 2020, or as soon as available, to oversee the leadership of the family of schools. The Executive Principal will be expected to provide professional leadership and



management for the Academy, promoting a secure foundation from which to achieve high standards in all areas of the schools' work. To gain this success the Executive Principal must establish high quality education by effectively managing teaching and learning to maximize and realize the potential of all students. The Principal must establish a culture that promotes excellence, equality and high expectations of all students.

As Executive Principal, the successful candidate will be given the opportunity to put their many skills to good use, with the support of a committed Board of Directors. A successful educational culture is only possible when all in a school community have open and honest discussions. The Board do not believe in shying away from the bigger decisions about their students' educational experience or from difficult discussions with staff regarding performance. They actively encourage this robust dialogue so that everyone knows their own role in ensuring that quality teaching and learning remains uppermost in all decision making.

The successful candidate will be joining an academy group





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where students must be at the heart of everything they do. The post will be a demanding one; the students and staff need outstanding leadership in their very real journey towards the future improvement of their schools.

Ras Al Khaimah itself is a beautiful place to live and work, with a wide range of regional attractions. The local RAK community is supportive and becoming ever more appreciative of the academic demands placed on their children as a necessary pre-requisite of successful future life chances. RAK Academy wants to be at the heart of the community and they are determined in this drive to make RAK Academy schools a regional asset for companies who wish to relocate with their employees' families to this area.

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](mailto:edward@lsceducation.com). To apply for the post, please visit [www.lsceducation.com](http://www.lsceducation.com) and submit your up-to-date CV and a letter of application quoting code RAKEP. 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

<b>Closing date:</b>	<b>5 January 2020</b>
<b>Longlist interviews:</b>	<b>15, 16 January 2020 (by video conference)</b>
<b>Shortlist/Final interviews:</b>	<b>29, 30 January 2020 (at RAK Academy, UAE)</b>

*RAK Academy 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

### Job Purpose:

The core purpose of this role is to provide professional leadership and management for the Academy, promoting a secure foundation from which to achieve high standards in all areas of the school's work. To achieve success in the role, the Executive Principal must establish high quality education by effectively managing teaching and learning to maximize and realize the potential of all students. The Executive Principal must establish a culture that promotes excellence, equality and high expectations of all students.

The Executive Principal is responsible for the internal organization, management and control of the school in accordance with safeguarding legislation, School Teachers' Pay and Conditions Document and the policies of the governing body (including its annual budget).

### Key responsibilities:

#### Strategic leadership

- Working with the governors to ensure a continuing clear vision and strong sense of the future direction for the school
- Seeking appropriate ways to extend and improve the school's role and profile as a good school offering both British and IB curricula
- Reviewing and regularly updating the school's development plan
- Leading and managing the senior leadership team
- Overseeing all aspects of the school's learning environment
- Ensuring that school improvement is embedded in all aspects of policy and process
- Helping parents and the Board to understand and encourage an appreciation of the role of the school in providing a high-quality English language offer
- Working with the Board and school leaders to ensure that resource-efficient budgets and financial management processes are agreed and adhered to.



### Academic leadership

- Ensuring high academic standards and ambitious, richly varied curricular opportunities for all pupils
- Monitoring and reviewing the quality of work in all areas of the school through the establishment and leadership of strong senior and middle management teams
- Ensuring the establishment and maintenance of high standards of discipline and conduct in staff and pupils
- Recommending the recruitment of high-quality staff, ensuring their continuing professional development and welfare, and advising the governors on their terms and conditions

### Relationships with pupils and parents

- Maintaining a disciplined, caring and safe environment for pupils
- Developing and maintaining positive relationships between the school and parents
- Communicating effectively with parents and being accessible to all parents.
- Developing appropriate mechanisms to encourage the participation of pupils in their own welfare and learning

### Marketing, public relations, and educational development

- Ensuring that the school's ethos, values and aims are effectively communicated to all its stakeholders, pupils, prospective and current parents, staff, former pupils and members of the wider community in Ras Al-Khaimah and beyond
- Ensuring that the school remains fully up-to-date with educational developments world-wide

### Communication & Working Relationships:

#### Internal:

- All employees
- Board of Governors

#### External:

- Educational Community
- Investment and Development Office, Government of Ras Al Khaimah

*These details are a guide to the duties and professional responsibilities required and are not an exclusive, or extensive list.*



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### PERSON SPECIFICATION

#### QUALIFICATIONS, EXPERIENCE, & SKILLS:

##### Educational Qualifications:

- Qualified Teacher Status
- Bachelors Degree
- Professional qualification in school leadership, preferably NPQH
- Masters degree is desirable

##### Professional Experience

- 10 years of Educational experience, 5 years' experience in a school leadership role.
- A clear understanding of curriculum delivery, teaching methods, and class observation.

##### Leadership and Management Experience

- Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level
- Demonstrate the ability to work strategically and successfully at a senior leadership level
- Experience as a Headteacher in a large school/Multi-Academy Trust
- Working successfully with other education partners and providers
- Inspection/accreditation experience
- Strong business and commercial acumen

##### Shaping the Future

- Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for an improving educational experience
- Experience of developing and sustaining a learning culture where high expectations and standards of achievement are paramount

##### Leading Teaching and Learning

- Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well being
- Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance

##### Developing Self and Working with others

- Knows how to promote an open, fair and equitable culture
- Understands the significance of interpersonal relationships and strategies for promoting individual and team development
- Has a clear understanding of the impact of change and different leadership styles on individuals and organizations

##### Managing the Organization

- Knowledge of and commitment to value for money through financial and budgeting expertise
- Understands how to establish and sustain effective organizational structures, systems, policy and practice
- Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation

##### Securing Accountability

- Experience of holding individuals, teams and whole school to account for student learning outcomes
- Shows a practical understanding of how to analyze and use the full range of evidence, including performance data and external evaluations, to support, monitor and evaluate and improve aspects of the school
- Demonstrate a clear understanding of, and have experience in, the principles and practice of quality assurance systems, including school review, self- evaluation and performance management

##### Strengthening Community

- Understand the importance of listening to, reflecting and acting on community feedback
- Experience of strategies that encourage parents and carers to support their child's learning
- Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of students





## Other requirements

The ability to:

- Inspire, challenge, motivate and empower teams and individuals to achieve high standards
- Demonstrate personal and professional integrity, including modelling values and vision
- Demonstrate a capacity for sustained hard work with energy and vigour
- Demonstrate resilience and optimism
- Prioritise, plan and organise themselves and others
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to young people
- Ability to liaise with different groups to achieve a positive outcome
- Think analytically and creatively and demonstrate initiative in solving problems
- Embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales

*These details are a guide to the qualifications, skills and competencies required. They are not an exclusive list.*

## REMUNERATION PACKAGE

A highly attractive package will be offered to the successful candidate including: competitive salary; furnished accommodation; annual leave; flights, comprehensive medical insurance and fee concessions for staff children

Contracts are for three years initially with the possibility of extending.



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### APPLYING FOR THIS POST

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If you are keen to apply for the post:

- Visit the LSC Education website at [www.lsceducation.com](http://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 quote **RAKEP**.
- 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](mailto:edward@lsceducation.com).

### 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](http://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](mailto: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](http://www.lsceducation.com)