

BRIEF FOR THE POSITION OF

DEPUTY DIRECTOR GENERAL

Riyadh Schools for Boys and Girls,
Saudi Arabia



School for pupils aged 3 – 18 • Day



Required for August 2020

www.riyadhschools.edu.sa/Home/IndexEn

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Anthony Millard
CONSULTING



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Introduction and Context

Riyadh Schools is transforming the learning for students through building the educational capacity of staff to teach at higher levels. The school has set the following directions for improvement to regain the status of a preferred school with high levels of student achievement and parent satisfaction with the educational program for their children.

The key initiatives for the work ahead include:

Home Room	English Language	Mawhiba
Home Room Program	Arabic Language	Activities
Riyadh School Model	Accreditation & External Awards	Engagement of Alumni
ICT	Recruitment	Administration Leadership
Assessment & Testing	Qiyas	

DEPUTY DIRECTOR GENERAL

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Position Description

- The Deputy Director General is a senior leadership position of the school. A key part of the position is developing an effective working partnership with the Director General to lead the improvement in teaching and learning across schools. It also involves working as a team with Director General & Director of School Operations to lead a model Saudi School. The position is for three years. An extension, by mutual agreement, is possible.
- The major focus is leading the improvement in the quality of teaching and learning across the 10 schools that make up Riyadh Schools for Boys & Girls. A small team of across schools' leaders works with Deputy Director General to plan our strategies to improve reading and writing in all disciplines and integrate technology in lessons. The Deputy Director General will mentor Principals and work with them to complete an annual performance plan. The Deputy Director General presents a weekly report of key work to Executive Principal meeting to monitor planning and report outcomes.
- The Deputy Director General is responsible to summarize school data to enable the Director General to report progress to the Board. Annual targets for attendance, external examinations and quality programs ensures an improvement culture is across our daily work. The recruitment of staff to engage students in learning is a significant part of the position. The annual planning of recruiting strategies and updating of recruiting materials is key work.
- The school carries Cognia accreditation and is a Microsoft Showcase School. The Deputy Director General leads this work and uses OneNote to ensure we have information spanning three years to meet all criteria. Regular monitoring of educational and administrative teams ensures we update the materials annually. The Deputy Director General leads the performance planning process across schools and prepares professional learning workshops to improve our practices. They prepare mid cycle and end of year performance reports for the Director General for all Principals and Managers.
- The Deputy Director General is the leader of the western expatriate team and works in partnership with Manager Human Resources to support them work at the school.
- An attractive package is available that includes travel, housing, medical insurance and daily transport. Discussed with successful applicant at final interview.



Core Accountabilities

The Core Accountabilities Include:

- Together with Director General, lead the development, implementation and review of an annual action plan of key improvement projects for the school.
- Act as the key adviser to all Project Leaders and provide feedback to them on progress of their key work at least twice per year.
- Leading whole school improvements in teaching and learning, particularly in reading, writing and integration of technology.
- Coaching & mentoring a team of Principals to build their capacity to be effective leaders and lead their schools to achieve set targets of improvement in areas such as attendance, student achievement, external testing and quality programs.
- Leading the performance-planning program & monitoring SMART Goals based on data driven evidence of improvement in outcomes of students.
- Leading the professional development program of the school at the beginning and end of each academic year and for the senior leaders of the schools each month.
- Leading, with others, the Riyadh Schools Clubs program, Summer School and Academy Programs for football, basketball, judo, archery, badminton, fencing and swimming.
- Leading the review and creation of school policies to ensure a consistency of practice across schools.
- Together with Director General, develop reports for the Board of Governors and their committees.
- Supporting schools to implement a safe, purposeful and inclusive learning environment.
- Influencing the impact of a teaching and learning culture on the learning outcomes of students as measured through the assessment, examination and testing regime of the schools.
- Monitoring school workforce plans as part of contributing to the planning for the financial, human and physical resources needed by schools.
- Other tasks as assigned by Director General.



Key Selection Criteria

The Key Selection Criteria include:

- High-level understanding & a proven record of success in improving schools and learning outcomes for students.
- A record of success in leading a team of Principals to improve learning outcomes for students.
- High Level demonstration of capacity to develop constructive and respectful relationships with staff, students, parent and stakeholders in a culturally diverse environment.
- High-level success in applying distributive leadership strategies across teams to build a common culture of practice.
- Proven ability to secure the commitment & alignment of staff, students and parents to value excellence and high achievement in learning.
- High-level capacity to articulate the schools vision, mission & values to create a common purpose for excellence in learning.

Performance Planning

The Deputy Director General performance is measured through annual key performance indicators based upon the core accountabilities with the Director General. A summative report submitted to the Director General at the end of the academic year.



Information for Candidates

1. Riyadh Schools for Boys & Girls

A group of parents initiated Riyadh Schools for Boys and Girls in 1970. They wanted a national school that would create a generation of leaders capable of providing for higher standards in society. They wanted a school that could take advantage of the emerging information and communication age opportunities.

The schools mission is to prepare students intellectually, morally and spiritually to pursue their aspirations and contribute to society. The schools vision is to develop thoughtful learners and passionate leaders serving our society.

The Director General sets improvement directions through innovative action plans in key areas, led by senior leaders, using school improvement plans linked to performance planning and reviews to build staff capacity to implement the work. The current directions include homeroom, information communication technology, Riyadh School Model, support services, assessment & testing, English & Arabic languages, accreditation and external awards, recruitment, Qiyas, Mawhiba, activities and clubs, engagement of alumni and summer school.

We are a system of 10 schools on the one site in central Riyadh offering nursery/kindergarten, elementary, intermediate and high school programs linked to Californian Common Core and American High School Diploma and Ministry of Education national curriculum. A virtual school is onsite – Riyadh Virtual School (RVS) – reaching students in London, Berlin & Paris with plans to expand into USA & Australia. An AdvancEd systems engagement review in April 2018 resulted in us exceeding 21 and meeting 10 of the standards in leadership, learning and resources. Our Index of Education Quality score – 370, the highest in the region.

The school has strategic partnerships with Misk Charity Foundation, Mawhiba Organization, Harvard University, Cambridge University, Real Madrid Foundation, Microsoft, Cognia and KSA Judo Federation to ensure a school of international quality providing 21st century learning to Saudi Arabian children in a bilingual environment.



Our distributive leadership structure has two levels. The systemic leadership has three directors (Director General, Deputy Director General & Director of School Operations) leading a team of Principals and Managers to drive our transformation improvement agenda. Schools have Vice Principals, Instructional Leaders, Grade Leaders and Student Counsellors to support principals' improve the learning outcomes for students.

The major focus of our work this year is improving the quality of reading and writing in English & Arabic and the integration of technology in learning for students. We are a Microsoft Showcase School with a requirement for all staff to attain Microsoft Innovative Education Expert status over next two years. All students and staff have their own device daily as part of our teaching and learning program.



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2. The Position

The position is Deputy Director General.

The Deputy Director General is the key adviser to the Director General and leads the teaching and learning program across the schools. A systemic team work with the DDG. They include

- Manager of International Curriculum
- Manager National Curriculum and Assessment
- Academic Instructional Leaders in English, Mathematics & Science and National subjects
- Manager – ICT
- Manager – Student Services
- Team of 7 Principals

Key work of the team is supporting schools implement key improvement directions, the analysis of school data and documentation of policy, processes and procedures that schools need to use. A consistent approach across schools is a goal and meetings monitor achievements and set targets for improvement.

The job description provides more information.

3. The Selection Process

This is a senior position. The successful candidate must be able to develop a working rapport with the Director General. They need to be a self-starter who is well organized and capable of doing most things themselves. A curriculum focus in literacy and numeracy considered an advantage.

The selection process has the following steps:

1. A written application addressing the six key selection criteria- maximum half page response per criteria
2. A Zoom /Skype / face-to-face interview with Director General & Deputy Director General
3. A visit to Riyadh Schools – visa, airfare and accommodation provided
4. Face-to-face interview with Director General & Deputy Director General at Riyadh Schools
5. Written Job Offer
6. Recruitment to the position.

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4. Deadline for Applications

Friday 3rd April.

The school may begin interviewing candidates before that date. The expected starting date is 9th August 2020.

5. Salary & Conditions

This is a senior position at a prestigious Saudi Arabian school. The salary and conditions are negotiable with successful applicant. They include:

- Three or four year contract – subject to 90-day probation period.
- Salary negotiable - 55,000 to 70,000 SAR month, tax free.
- Fully furnished three-bedroom apartment with internet and utilities all free.
- Annual return airfare to country of residence.
- Medical insurance.
- 60% school fee discount if children enrolled at Riyadh Schools – must pass the English & Arabic entrance requirements.
- Access to a car and driver seven days a week.
- Mobile phone and laptop provided as part of package –returned at end of contract.
- A fulltime translator, personal assistant provided.



Application Process

The recruitment process is being managed by Anthony Millard Consulting on behalf of Riyadh Schools. The following members of the AMC team are engaged on this process:

Natasha Watson - AMC Operations Director
+44 (0)7423 431132 - natasha@anthonymillard.co.uk

Emma Allen - AMC Associate Consultant
+44 (0)7801 854543 - emma@anthonymillard.co.uk

For an informal discussion about the post please contact Emma Allen.

How To Apply

Please ensure your application is received by Friday 3rd April at 10:00am (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 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.
- 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