

APPLICATION PACK FOR THE POST OF

## **PRINCIPAL**

NEW CAIRO BRITISH INTERNATIONAL SCHOOL  
CAIRO, EGYPT



## Chairman of the Board of Directors

At NCBIS, we have been focused on strictly safeguarding our students, improving their safety and security on and off campus, recruiting the best new teachers and members of staff to join our distinguished team and maintain our educational excellence as always.

## About NCBIS

**NCBIS**, a not for profit NGO, is a leading British International School in Cairo and was the first in Cairo to gain full accreditation from the Council of International Schools (CIS). NCBIS is an IB World School, an Executive Member of COBIS and a member of BSME. Founded in 1978 by expatriate parents, NCBIS is an all-through 3–18 co-educational school serving a multi-national group of families representing more than 60 nationalities. The school's mission is to provide a "caring, vibrant and forward-thinking" curriculum in which all children will thrive and become global and democratic citizens in a century marked by change, challenge and opportunity.

Located in an impressive facility in an upscale part of Cairo – mostly an expat community, NCBIS is poised to develop further in the next chapter of its story. The key to its success will be through attaining the highest individual achievement for each pupil in order to open the way to world-class higher education institutions while not forgetting the individual and pastoral needs of all.

Generally small class sizes allow the well trained, professional teachers and teaching assistants to focus on individual student needs. Children experience active, well supported and resourced lessons often driven by their own questions. Classes have regular opportunities for outdoor learning as well as educational visits to locations around Cairo. NCBIS also attaches great importance to the thriving extra-curricular programme which engages students in sport, the arts and service activities.

The Primary school students follow a bespoke curriculum that blends the English National Curriculum with the topic based subjects, a course of study that prepares students to be active participants in a lifelong journey of learning.

The Dutch stream, an integral part of the school history and culture, also bases their curriculum on the PYP but modify it where necessary.

In Key Stage 3, the first three years of secondary school, they offer the English National Curriculum leading to the IGCSE / GCSE examinations in Key Stage 4. Their senior students have the opportunity to take either the A Levels or the prestigious IB Diploma, an internationally renowned programmes of study that opens the doors to the best universities in the UK and around the world.

## The NCBIS Motto is:

"Bringing out the best in everyone". The school seeks to provide a safe and secure learning environment that supports academic achievement whilst promoting personal growth within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

## The NCBIS mission is:

To be a caring, internationally-minded learning community guided by the philosophy of High Performance Learning and a commitment to continuous self-improvement and reflection.

## Vision Statement – in 2027 NCBIS is:

To be the first school of choice in Cairo, providing unrivalled experiences that will enable all students to follow their passions and become successful, caring citizens and leaders in tomorrow's world".



## Values:

NCBIS is guided in all its actions and decisions by its commitment to:

**Nurture** – School is a safe place where we promote equality and justice and develop empathetic learners to grow emotionally and intellectually.

**Community Minded** – Take pride in being part of something bigger than yourself. Choose compassion and forgiveness and demonstrate generosity.

**Bravery** – Stand up and be counted and stand for others, be risk takers learning from mistakes and showing resilience.

**Integrity** – Be responsible for your own actions and behave honestly, respectfully and ethically.

**Self-Reflection** – understand and develop self-awareness and consciousness about behaviour, thoughts, attitudes and motivation and have the courage to change.



## Parent Teacher Group:

NCBIS is renowned for its welcoming nature, it is a characteristic that is emphasized by most new members of the community, from teachers to students and their families. The NCBIS Parent Teacher Group (PTG) stands at the core of this spirit, constantly giving dynamism to the community, supporting school and student activities, encouraging parent volunteerism and acknowledging the reality around us through charity involvement. The PTG motto stands for itself: We make community happen.

If you are a parent or legal tutor at NCBIS you are automatically a member of the PTG. There are no membership fees or registrations required, just the will to engage in meaningful opportunities towards a close-knit and dynamic school community.

Just join our meetings and follow us in our section of the weekly newsletter. All support, creativity, energy and enthusiasm are much appreciated to make every event and collaboration memorable. New parents will find an opportunity to meet people and settle in smoothly; and those not so new will enjoy working together towards making NCBIS a better place for all.

The NCBIS PTG organizes fundraising events along the school year, and the profit goes towards needs identified within our school and to local charities. Examples of these events are the Christmas Fayre, the Ramadan collections and the Family Day.

Also, the PTG runs orientation trips around different areas of Cairo for those new to the city, puts some Halloween fun together for the students, organizes a fantastic yearly Book Exchange and assists the school at the Sports Days.

There are plenty of opportunities to make community happen! Join us! [pg@ncbis.co.uk](mailto:pg@ncbis.co.uk)

## Our Students Voices are heard:

In the primary phase, pupils grow in confidence as a result of the approach encouraged by the school's leaders to develop a 'growth mindset' One pupil, for example, said that there is no such thing as failure, that you learn from your mistakes and that success will come if one keeps on trying.

NCBIS hosts an annual event to elect the role of Student Council Representative for each year group in the school.

The Student Council forms an essential link in the chain between the school and its students. They represent 'student voice' and will meet on a weekly basis to discuss matters to do with the school and try to do their best to improve our community.



## APPLYING FOR THIS POST

### Key dates:

**Closing date Friday 20<sup>th</sup> October 2023.**

**Short list interviews will start on Sunday 5<sup>th</sup> November 2023.**

The school reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

To find out more about the school, please visit our website

<http://www.ncbis.co.uk/>

### 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 NCBIS has received your specific consent to do so.

### Qualifications, Identification, Health and Background Checks for Safer Recruitment Practice

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of NCBIS' 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.

### ICPC & Police Checks:

Police checks from previous countries you have lived/worked in during the last 5 years, this can be requested from their local embassy in your current country of residence.

ICPC - International Child Protection Certificate (which has replaced DBS and UK police checks) for all those who have lived and/or worked in the UK <https://www.acro.police.uk>.

*The New Cairo British International School is 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.*

### Certificate of Residence:

- For those who are joining from out of the UK: the Certificate of residence should be obtained from your current country of residence and not from your home country.
- For those who are joining from the UK, please follow the below link for requesting your COR HMRC

[https://www.tax.service.gov.uk/shortforms/form/PT\\_CertOfRes](https://www.tax.service.gov.uk/shortforms/form/PT_CertOfRes)