



British International
School of Tbilisi

PRINCIPAL

REQUIRED FOR AUGUST 2024

CANDIDATE BRIEF

a3c

connecting inspiration

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THE FIRST AND ONLY SCHOOL IN GEORGIA TO BE COBIS PATRON ACCREDITED



BIS TBILISI

A photograph of two students climbing a grey rock wall. The wall is covered in various colorful climbing holds. A male student in a white t-shirt and dark shorts is climbing on the left side, while a female student in a light blue t-shirt and dark shorts is climbing on the right side. Both are wearing safety harnesses. The background is a solid yellow color.

A MULTINATIONAL SCHOOL WITH STUDENTS FROM OVER 50 COUNTRIES

AGES: 3-18

FORMAT: COEDUCATIONAL

CURRICULA: CAMBRIDGE INTERNATIONAL, IEYC, IPC

STUDENT ROLL: 520 AND CLIMBING

YEAR GROUPS: 15



BIS TBILISI

**IT IS AN EDUCATION
DESTINATION WHERE CULTURE
MEETS CONTEMPORARY**



BIS TBILISI



**AND WHERE BOTH STAFF
AND STUDENTS ARE
ENCOURAGED TO DEVELOP
AND EXCEL**



BIS TBILISI



THIS, IS BIST.

Opened in 2011, the British International School of Tbilisi (BIST) is the leading international school in Georgia and the Caucasus region.

It is a dynamic learning community inspiring every individual to be the best that they can be, and our mission is to provide the high quality education that is essential for achieving success in today's rapidly changing world.

We are delighted to invite applications for our next Principal who will work with us to steer the school on its mission. We are an ambitious Directorate, who are always looking at new, innovative opportunities, and we are excited to meet people who share in that desire.

I am delighted that you have taken an interest and look forward to receiving your application.

Natia Janashia
Director

SAPERE AUDE...

The British International School of Tbilisi embraces being bold, and there is an appetite for discovery running through its DNA.

We equip learners with the essential knowledge, skills and expertise they need to realise their full academic and personal potential, and to succeed in work and life in the increasingly dynamic 21st century.

This includes the development of academic subject knowledge and understanding, as well as developing intellectual, personal, social, emotional and physical skills.



...DARE TO KNOW



BIS TBILISI

BIST & BGA - A PARTNERSHIP

While separate, two schools share the same campus - BIST has 520 pupils and the British Georgian Academy has 600+ pupils. The schools cater for different markets, with BGA being focused on local Georgian students, and BIST being international.

The schools share some facilities and central functions such as HR, Marketing and Finance.

The schools collaborate in certain aspects, such as the Lions Basketball program which is a team made up of students both from BIST and BGA. The Lions regularly host other schools for fixtures.

MULTICULTURALISM

BIST is a truly international, multicultural environment.

The culturally diverse student body is supported by the faculty, staff and administrators who themselves come to BIST from a number of different countries.

All the teachers, who are native English speakers, are qualified and experienced professionals.





GRADUATES
class of 2023

ACADEMICS

Senior year groups follow the Cambridge A Level programme (Years 12 and 13 / Grades 11 and 12). This is preceded by the Cambridge IGCSE programme (Years 10 and 11 / Grades 9 and 10).

In addition, students also follow non-examination classes in Physical Education, Personal Social and Health Education and Community Outreach.

An extended research option is also available through the Cambridge International Project Qualification. Partnering with Cambridge allows students to have access to an internationally renowned curriculum backed by the first-class teaching and research departments of the University of Cambridge.



CONTEMPORARY LEARNING

The school occupies a modern, purpose-built campus which extends over 17,000 square metres with state-of-the-art facilities incorporating innovative and dynamic 21st century learning spaces.

The academic building features spacious and well-resourced classrooms arranged around an internal courtyard and specialist learning spaces include science, art and music rooms, theatre, recording studio and innovation centre (a multipurpose STEAM suite).

Children and staff enjoy their meals in our colourful Space Cafe and Lakeview Cafe, with panoramic views of Lisi Lake and the surrounding hills. Parents are also able to access our Sports Cafe.

Recreational spaces include interactive playgrounds, a swimming pool, sports hall, multi-purpose basketball / tennis / volleyball court, and all-weather playing field for football / rugby.

A BROAD RANGE OF ACTIVITIES

BIST students benefit from a wide-ranging and diverse programme of extra-curricular activities including the Duke of Edinburgh's International Award, a sports leadership programme, community outreach, music, drama and creative art and competitive and non-competitive sport.

OUR LOCAL PLAYGROUND

The school benefits from Georgia's beautiful and varied countryside, with its mountains, coastal regions, and valleys, which lends itself to ski camps, leadership and confidence camps, and other excursions into nature.

Nearby Lisi Lake (pictured) offers an amazing resource which is used for multiple sports activities and outdoor learning opportunities, such as orienteering, studying geography and science topics, writing projects, art activities and learning about animal welfare at the local dog shelter.



GEORGIA: A BEAUTIFUL COUNTRY NESTLED BETWEEN EUROPE AND ASIA...



BIS TBILISI

Locals believe guests are a gift, therefore Georgian people are friendly and hospitable. This is evident in its culture and the social life of the country.

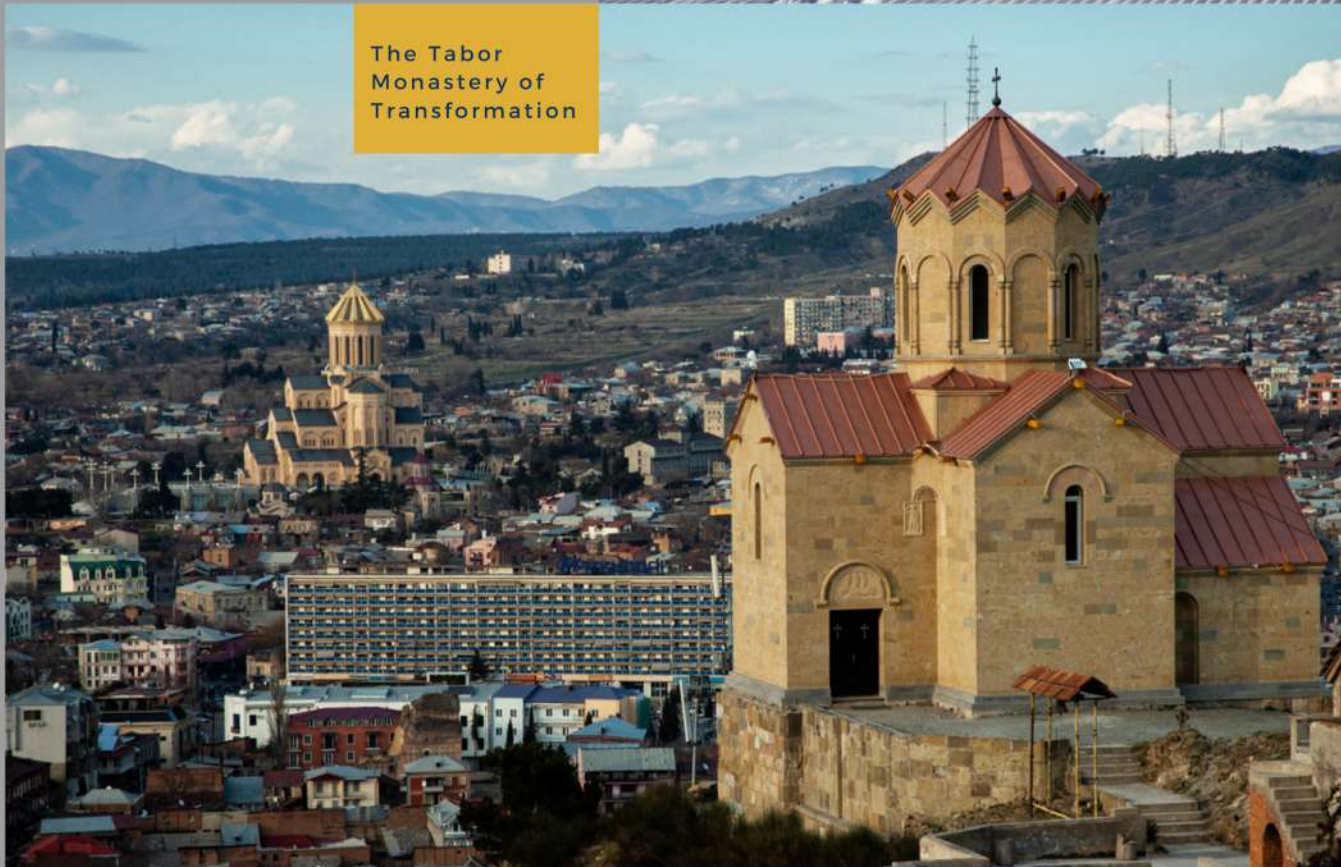
Georgia's language is Kartuli, but English is widely spoken in Tbilisi. Tbilisi displays a contrast of European and Asian cultures in architecture, lifestyle and tradition. It offers a way of life similar to other European cities, but still represents its ancient culture and traditions rooted deep in its history.

Georgia has four major seasons: Winter: Dec-Feb; Spring: Mar-May; Summer: Jun-Aug; Autumn: Sep-Nov.

In Tbilisi, winters are relatively short and often very sunny. Summers are sunny and hot.



The Tabor Monastery of Transformation



The diverse Georgian landscape allows you to experience everything from spending a hot summer by the beach of the Black Sea, hiking its national parks or mountains or visiting its gorgeous lakes and waterfalls.

Gudauri and Bakuriani, best known as ski resorts, are open during winter season and are only two hours and four hours drive from Tbilisi respectively.

Mestia is well known for its beautiful landscape where you can enjoy trekking during summer and skiing during winter.



PRACTICALITIES

The school is located 40 minutes by car from Tbilisi International Airport from which there are direct flights to cities across EMEA. It is a 5.5 hour flight from Paris from which there are connections to the UK. It is just over a 3 hour flight from Dubai.

The school celebrates internationalism and diversity and expatriate staff feel privileged to be guests in this developing and historic country.

The cost of living is relatively low in Georgia and our staff enjoy a good standard of living and an opportunity to work and live in a beautiful and fascinating country.

The country has a wide range of cuisine depending on regions and each has its own traditional dishes, making each cuisine diverse and authentic. Popular dishes include varieties of Khachapuri (Georgian pizza) and Khinkhali (Georgian dumplings).



WE ARE NOW LOOKING FOR AN INSPIRATIONAL NEW PRINCIPAL, WHO HAS A LASER FOCUS...

The central focus of the role of the next Principal is on the quality of the academic offering, and to set and implement a world class standard of excellence across all areas of the school including academic and co-curricular.

The school has been led extremely well to date by its excellent current Principal who has put an exceptional foundation in place: Systems, programmes and accreditation, and now is time to move into a new phase.

Reporting to the Directorate, the Principal has overall responsibility for helping children achieve their full potential, and that is achieved by leading the school in all areas of its operation.

Details of these areas are laid out overleaf.





STRATEGIC LEADERSHIP AND VISION

- work with the Directorate to deliver a strategic plan, to formulate the school's aims and policies,
- ensure all staff in the school are aware of the vision and mission and the expectation that it should guide all that is done in the school,
- be an inspirational leader throughout the school,
- create an environment across the school that puts achievement at the heart of all that BIST does and promote a culture of personal accountability and passion for education, and
- have laser focus on excellent education with a commitment to teaching and learning.

LEADERSHIP OF THE SLT AND STAFF

- provide clear direction and supportive management to the Senior Leadership Team,
- appoint and retain staff, and manage their performance through the provision of appropriate induction, training and performance reviews, ensuring access to appropriate continuing professional development opportunities,
- promote and support the professional development of all staff in accordance with the school's staff professional development policy,

- prepare the orientation programme for new teachers, in the pre-arrival stage, during orientation and throughout the year to ensure their understanding of the vision,
- serves as a 'teacher mentor' to monitor, coach, advise and support teaching practices and provide feedback to teachers,
- evaluate teaching faculty and teaching assistants by working closely with faculty in overseeing the setting and review of annual professional goals,
- conduct regularly scheduled faculty management and planning meetings, and
- promote the well-being of the staff to maximise their professional contribution and satisfaction.

LEADERSHIP OF STUDENTS

- lead students with vision and enthusiasm and encourage whole-school commitment,
- develop the school's supportive ethos by motivating students showing genuine interest, encouragement and concern for their individual needs, and
- maintain high standards of behaviour among all students through a behaviour policy based on self-discipline and respect for others, handling disciplinary matters fairly.



SETTING THE ACADEMIC PERFORMANCE BAR

- oversee the evaluation of the school's curriculum and the documentation of performance standards and implementation of the school teaching and learning programme,
- oversee the development of the extra-curricular activity programme and school events calendar,
- monitor, evaluate and review the assessment strategies used and ensures that all teachers know, understand and use the school's assessment and reporting guidelines,
- organise any internal and external examination arrangements,
- review the results of student learning including review of grades, standardised test results and other relevant data,
- ensure student personal development is effectively promoted through the curriculum and other activities,
- promote excellence in teaching - from the recruitment of quality teaching staff through to the monitoring and improvement of teaching standards in school,
- monitor and evaluate school performance as a means for improvement,

- develop school self-evaluation and impact measurement as a means of improving the quality of teaching and learning,
- establish procedures in consultation with staff and the Directorate, for monitoring, evaluating and reviewing learning, teaching, student development and achievement quality, and
- ensure group policies and local regulatory requirements for the curriculum, school premises, health and safety and well-being of staff and students are met.

COMMERCIAL

- deliver the significant development opportunities for the school to ensure that target student numbers are attained,
- work closely with the Marketing Department to develop a marketing plan and carry out an ambassadorial role, representing the school with key influencers and prospective families,
- work closely with the Chief Financial Officer who prepares an annual revenue and expenditure plan, monitor progress of the school, proposing actions where necessary, and
- ensure effective use of resources (teachers, facilities and teaching materials) in the delivery of educational excellence.

PARENTS / COMMUNITY LIAISON / COMMUNICATIONS

- maintain productive, on-going dialogue with parents / guardians / carers throughout the school year in promoting a positive attitude towards the school, and in relation to student performance, working with them and the staff to maximise potential,
- lead or coordinate special school events with the Events Coordinator, and attend parent meetings as required,
- edit the newsletter publication,
- work to maintain effective partnerships with the community, promoting and representing the school at local, regional, national and international level, and
- liaise with the Admissions Director on the admission process of new students.

OTHER RESPONSIBILITIES

The Principal will assist in the maintenance of a safe and secure campus environment. They will have personal excellence in teaching, learning and assessment, leadership and management, and support for the achievement and well-being of children as diverse individuals.





THE PERSON

We are seeking to appoint an excellent academic leader who is excited by the challenge of taking the school to the next level in terms of providing first-class, quality, academic excellence.

The next Principal needs to be confident in setting high standards for both academic performance and enrichment. They must be abreast of the international university placement landscape.

They will be adept in investing in professional development support systems for student performance, added value tracking and performance behaviours.

Candidates must be graduates with appropriate academic qualifications and with successful school leadership experience (preferably, but not necessarily, to Head of School level), including international experience.



DESIRED PERSONAL CHARACTERISTICS:

- a strong, resilient, academic leader,
- a passionate commitment for quality education
- energetic, enthusiastic, friendly and approachable,
- innovative and willing to learn,
- good team player and team builder, and
- temperamentally steady, especially in challenging situations.

DESIRED QUALITIES AND EXPERIENCE:

- ability to provide effective leadership in an international school community – specifically, a personal track record of excellence in academic, pastoral and extra-curricular matters and the ability to take a hands-on approach to driving forward student-centred improvements in all three areas,
- a powerful and effective communicator who will command the interest and imagination of staff, students and parents, and all stakeholders,
- ability to recruit, guide and motivate staff members, with the capacity to develop a safe and nurturing learning community,
- excellent planning, problem solving and organisational skills,
- knowledge of current developments in education,
- cross-cultural openness, understanding and sensitivity, and
- commitment to ongoing self-education and staff professional development, with a strong work ethic.





THE OFFER

The generous package for this position includes:

- Tax-free salary according to experience
- Relocation allowance
- Annual flights
- Accommodation close to the school
- Free use of a school car
- 100% school fee remission for up to two children (if applicable)
- International family medical insurance
- A significant Continued Professional Development programme
- The opportunity to work with a supportive and forward thinking Directorate, SLT and dedicated teaching staff.





HOW TO APPLY

Applications for this post are invited via the vacancy page at www.anthonymillard.co.uk, and should include a CV and letter of application addressed to Natia Janashia.

Names, addresses, email addresses and telephone numbers of three referees (including current and past direct line managers) are required, but will only be taken up with each candidate's consent.

FRI
19 JAN

Closing date

W/C
29 JAN

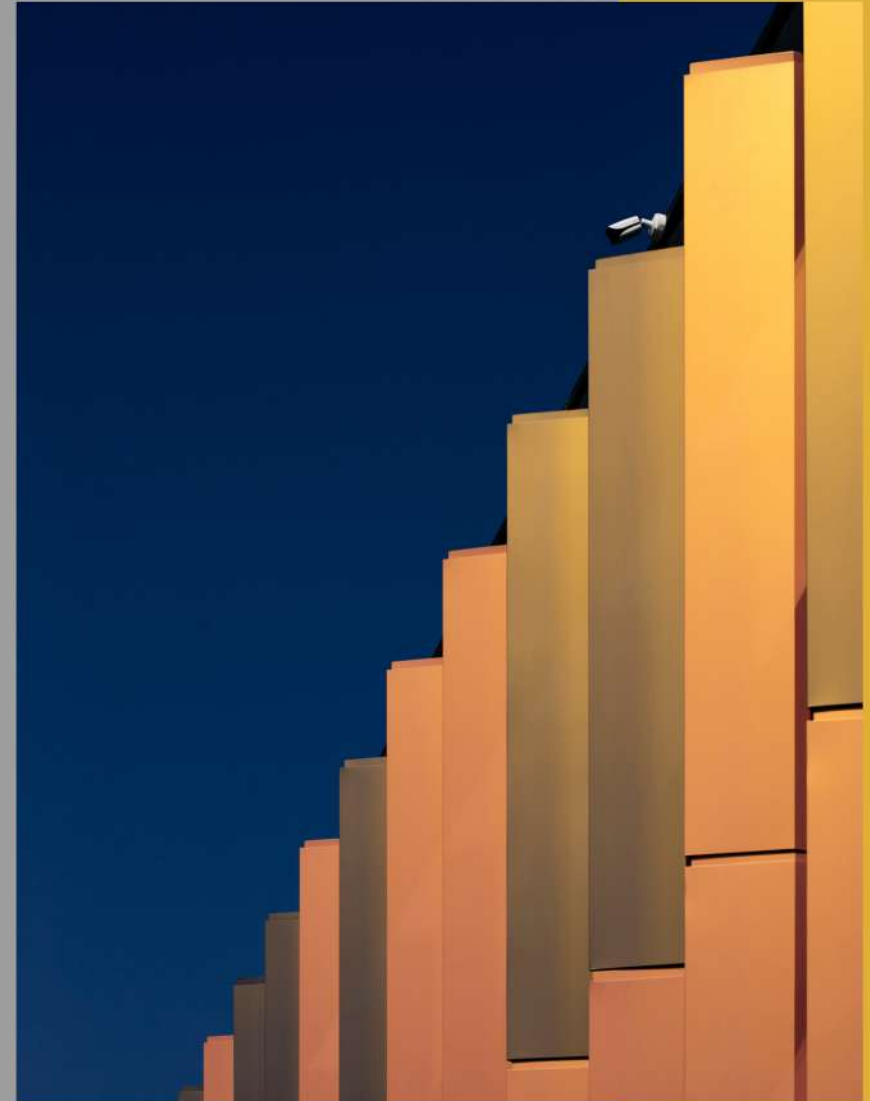
Long list interviews

W/C
12 FEB

Short list interviews

We reserve the right to close applications early.

For a preliminary discussion, contact:
Wendy Ellis: wendy@anthonymillard.co.uk



The British International School of Tbilisi is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for successful applications.



ABOUT AMC

AMC was founded in 2004 by Anthony Millard to provide first-class recruitment and strategic consultancy to schools.

AMC is a group of consultants and directors who all share in the values of integrity and trust.

We are proud of the personable, boutique service that we offer schools. Our strategic consultancy includes governance, appraisal, management structures, modelling, continuing professional development and marketing & branding.

Please visit our website: www.anthonymillard.co.uk.

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connecting inspiration



British International
School of Tbilisi

THANK YOU

Thank you for considering this post.
We look forward to your application.