A person in a suit and tie

Description automatically generated with medium confidenceDeputy Head Application pack for Stafford International School – August 2022 start or earlier

**Welcome from the Principal**

Thank you for showing an interest in the position of Deputy Head Academic here at Stafford International School. We are Colombo’s oldest International School having been in existence for over 60 Years. We serve the local Sri Lankan population in the main, but many of these families have lived overseas and so have an international outlook and expectations. We also have some international students who gravitate to us because of our excellent record and UK national curriculum.

By international standards the school is not massive which we feel is one of its strengths (approximately 1100). With approximately 75 in each year group we operate three classes from Reception through to A levels. The school has a warm family feel as a result. The school is situated in Colombo 7 (the smart area of Colombo) and is currently full with waiting lists in many years. Our success rate academically is really strong but there is always room for improvement – which is why your position is coming up for grabs!

We are seeking to appoint an outstanding candidate who has vision, a passion for teaching and learning, and excellent interpersonal skills. The school is an excellent one but there are lots of structural issues and systems to put in place! You will be responsible for leading the academic provision across the school (both primary and secondary). My staff continually surprise me with their dedication and work ethic, and you will find you are pushing at an open door with regard to CPD.

I am very keen that this school maintain its family feel and that it does not become and academic sweat shop that is solely focussed on exam results. We offer a wide range of extra-curricular opportunities and this breadth of experience is vital for me and the Board. We are currently appointing a Deputy Head Pastoral as well to emphasise this point.

I hope you find this pack informative, but should you need clarification on any matter please do contact the school or visit the website: [www.siscolombo.lk](http://www.siscolombo.lk)

Thank you for taking the time to read this and hopefully apply.

Simon Northcott

Principal

Academic Deputy Head at Stafford International School

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| Job Description  The Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role: | Job Title: Deputy Head (Academic)  Reporting Line: Principal  Hours: Full Time  Salary: School’s own salary scale, commensurate with experience and qualifications.  Role Summary: To oversee all areas of academic management in the School. The Deputy Head (Academic) has overall responsibility for all academic activity within the school, answering to the Principal for the delivery of high quality academic performance both in and beyond the classroom in accordance with the school strategy and defined targets.  The Deputy Head (Academic) is a member of the Senior Management Team for the whole school and, as such, has a key role in the overall strategic direction of the school as well as day-to-day delivery of it. |
| Line management responsibility for: | All Heads of Department; Librarian; Exams Officer.  Also responsible for management of the roles of the Academic Year Heads and working closely Teaching and Learning across the school.  Alongside matters of routine academic management, key areas of responsibility include:  • Liaising with the Principal on academic staff recruitment.  • Liaising with the Admissions Team and the Principal on all aspects of the academic entry process.  • Liaising with the Bursar on all Academic budgeting.  • Liaising with the Principal on matters of staff and child welfare.  • Liaising with the staff to ensure staff training needs are met  • Liaising with the Head of Sections on issues of common academic interest.  • Liaising with parents on all matters pertaining to curriculum, setting and academic choices.  • School lead on inspections.  • Chairing Heads of Department meetings.  • Monitoring the quality of pupil assessment in school.  • Oversight of all Gifted and Talented provision within the school.  • Oversight of the UCAS process (with the member of staff i/c UCAS) and Oxbridge entry (with member of staff i/c Oxbridge).  • Oversight of Timetable and all setting arrangements.  • Oversight of all curriculum development.  • Oversight of all academic curriculum options.  • Oversight of all academic discipline, and interviewing of pupils regarding their academic progress.  • Oversight of Parents’ Evenings in conjunction with Academic Year Heads.  • Management of the reporting process.  • Pupil tracking (data collection, management, analysis and application)  • August exam results process and analysis.  • Attendance at all Board Committee meetings if required.  • Expected frequent attendance (as member of management team) at school events in evenings and weekends (when needed)  • Oversight of the arrangements for public exams, in conjunction with the exams officer.  • Administration of academic awards  • Publicity of academic achievement |
| Review Date: The Deputy Head (Academic) will undergo an annual appraisal during which the job description for the post will be reviewed. In addition, it may be reviewed at other times should circumstances prove necessary. | |
| This job description is not exhaustive, and the job holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. It may, generally after consultation with the post holder, be subject to modification or amendment by Stafford International School. | |

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| Person Specification  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
|  | ***Essential***  ***These are qualities without which the Applicant could not be appointed*** | ***Desirable***  ***Extra qualities which can be used to choose between applicants who meet all essential criteria*** | ***Method of assessment*** |
| **Qualifications** | Degree or equivalent qualification Evidence of continued career development |  | *Certificates and Application form* |
| **Skills and Knowledge** | An inspirational classroom teacher with proven delivery of high-quality outcomes  An awareness of recent curricular developments nationally and internationally  An up-to-date understanding of the key elements of university entrance  An awareness of current best practice in education, including the use of ICT  An understanding of and commitment to the school’s ethos and mission to provide an excellent, well-rounded education for pupils.  Effective communication skills in all contexts and forms | Expertise in the processing and application of academic data  Understanding of the impact of mobile learning on 21st Century education | *Application form and interview* |
| **Experience** | Extensive experience in academic management of staff and pupils  Experience in the application of a broad range of ICT in education  An understanding of budget management and financial planning | Experience in the delivery of an effective performance management system  Management of academic change | *Application form and references* |
| **Personal Qualities** | Capable organiser, planner and administrator  Confident communicator with a passion for education  Resilient; personable; tactful  Natural authority, leadership by example; personal integrity;  Energy; imagination; courage to innovate |  | *Application form, references and interview* |

Ideal Start of role in August 2022 or before

Ideally the successful candidate will do some teaching but the role is not subject dependent.

Benefits:

* Furnished apartment near the School
* Salary range equivalent to £45-55,000 (Tax free and linked to Sterling)
* Free education at the school for any dependents
* Medical insurance for the family
* Annual return flight to UK or home nation
* Visa costs
* An appointment will be made subject to satisfactory references
* Applications should consist of a CV accompanied by a letter addressing the job description and personal specification. It should not be more than two sides of A4.
* Timetable for appointment (this might be liable for change)
  + November Advert goes live
  + December 5th Deadline for applications
  + December 5th – 10th Long list interviews by video – might spill over to Jan?
  + January - Short list interview by video
  + Mid-January Final few candidates flown out for final assessment
  + Appointment thereafter.

**LIVING IN COLOMBO**

Colombo is an exciting, rapidly changing and developing city. Change and growth seem to be happening on a quicker and larger scale than anywhere else in the world. High-rise developments and skyscrapers spring up out of the ground within weeks! 

The Central Business District itself is being doubled in size by reclaiming land from the sea, as Colombo is on the main trade route from the East to Europe, and it is positioning itelf as a major trading city.

It is a city that doesn’t sleep and it will not be long before you see for yourself the strong work ethic of the Sri Lankans. Shops are open earlier and close later and working hours of surgeries and other services are nowhere near as stringent as they are in the UK. This cosmopolitan city is future -orientated, very international and open-minded, and this makes it a fantastic and vibrant place to live.

The International Airport is 40 minutes from the centre, but it is the ability to escape the city at weekends and explore the “Pearl of the Indian Ocean” that appeals to most. You can easily access beautiful tropical beaches, or if it is wildlife, you are after then some of the best safaris in the world can be found on the island. There is also lush tropical jungle and of course the colonial style Tea Plantations of the hills. This is a diverse and exciting island that is roughly the same size as Tasmania or the Republic of Ireland. Here is al ink to some short videos to give you a feel for the place. <https://www.youtube.com/user/srilankatravelvideo>

Boats on a beach

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COST OF LIVING

Statistics can be misleading. How much a person spends a month in Colombo is determined by their lifestyle choices. At present, the Sri Lankan Rupee is roughly equivalent to £1 : 275 LKR

Travelling around the city is very cheap. A tuk tuk into the city will cost about £1-2, a taxi ride to the airport will cost £10. To make life even easier, there is also Uber and its rivals, and this is hugely cheaper than in the UK and on the whole, cheaper than taxis.

Fresh produce, such as fruit and veg, is available from local vendors at a much lower cost than in UK supermarkets.

Utilities are also cheaper than in the UK.

However, home comforts and imported goods can understandably be expensive. For example; a 100g bar of Dairy Milk will cost you £4 and a big bag of Tyrells crisps £4. However, owing to our proximity to Australia and New Zealand, imported wines are on a par with the UK or possibly a bit more expensive. A Marlborough Sauvignon Blanc for example ranges from £7-15.

Expats who would like to live cheaply can ‘rough it’ by eating at a small ‘local’ restaurant for dinner, for as little as £4. For those looking for a more high-end dining experience, there is a vast choice of upscale restaurants as well. The restaurant scene in the city is of a strong standard and Sri Lankan food is well known for being tasty and satisfying, but foods from all nations are available and easy to come by.

Covid: like many parts of the world Covid has ravaged the nation but it is starting to cope well and vaccinations are rapidly increasing. Mask wearing is still common in the city as a precaution, but when out of the city things relax.

**Reasons why living in Sri Lanka now is a good option:**

## The culture is rich

Sri Lanka is living a post-war, post-colonial era, the culture is rich, complex and full of nuance. Four religions sharing a country, each with their own stories and realities, makes for an interesting day-to-day experience for any foreigner looking to settle for a while on the island.

## The country is evolving

It has been quite a few years since the war ended and many visitors have come to get to know the island. Every year more and more expats find jobs in Sri Lanka, and thankfully the country is evolving into a place that is comfortable enough for expats.

## Colombo is a growing city

The 30-something generation are the children of the people who left the country during the civil war. Their international educations have given them the tools to come back to Sri Lanka and make their city better. New and modern restaurants, coffee shops, and delis are popping up all around the city. This was not so only a few years back.

The internet isn’t too bad

There are at least three different internet providers. It’s true that Sri Lanka’s internet is not one of the best in the world, but it’s also not the worst. Getting a router for your home isn’t too difficult and, depending on your data package, you can either have minimal internet capacity or enough for plenty of torrent downloads.

You can live by the beach

If living in the city isn’t your preference, living on the beach or very close to it is pretty easy. Colombo is on the coast as well, but there are nicer places for beachy living. The coastal area of preference for expats is Galle and Unawatuna. This area is full of great places to stay and also places to work remotely. Digital nomads and expats who love the coast will feel right at home in Galle and Unawatuna. Other beach areas to live in are Negombo, Tangalle and Bentota.

It’s easy to get away on the weekends

Living on an island that, according to lots of travellers, has “everything”, is the best place for weekend getaways. If living in the city, the weekend can take you to the beach, to the mountains, to the jungle, or historical and religious temples. Leaving on a Friday after work will give you a full two days’ break from the hustle and bustle.

The food is good

Sri Lankan food is similar to south Indian food. If you love Indian food, you will love Sri Lankan food. The flavours in the curries is so varied that every rice and curry you try will be different. The best meal in Sri Lanka is breakfast—especially the egg hoppers with seeni sambol and dahl. The best way to really appreciate Sri Lankan food is in one of the weekend getaways to places like Horatapola Estate.

It’s easy to get around

Getting around the city or the small towns is very easy with all the available tuk tuks everywhere. Going from one place to another on the island can be done by train or by bus, or even with a rented car and driver. It is really not hard to get around anywhere and that is a definite plus, especially when you have lived in places where if you don’t have a car you are pretty much stranded.

It will challenge you

A large part of the expat charm is living in places that will challenge you. Even if things are getting better for expats in Sri Lanka, there are still challenges to be faced. Culture shock is not something expats can easily steer clear of, but it’s also part of the magic of living in a different place.