



Haileybury Astana



Candidate Brief
Deputy Head of Senior School



Dear Applicant,

Thank you for your interest in the post of **Deputy Head of Senior School** at Haileybury Astana, The British International School in Astana, Kazakhstan, and part of the Haileybury Group in Kazakhstan.

We seek to appoint an exceptional candidate with a proven track record in top UK and/or International Schools who is wholly committed to providing an outstanding, British-style education to the pupils in our care.

The attached Candidate Brief provides an introduction to the school and outlines the scope and responsibilities of the post. I encourage you to visit our website for a more comprehensive overview of the school. The Living and Working in Kazakhstan section provides a useful and enlightening insight into living and working in the city and the country of Kazakhstan for those unfamiliar with life in this beautiful Central Asian jewel.

The post comes with a generous remuneration package, which reflects the importance we place on appointing a colleague of the highest calibre. Details of the package will be provided to all shortlisted candidates.

I do hope that after having read the Candidate Brief and understood the necessary skills and experience required to fulfil the role that you will indeed wish to pursue the post further. All applications will be handled in the strictest confidence.

John Coles

Headmaster, Haileybury Astana



Candidate Brief

Deputy Head of Senior School,
Haileybury Astana School. The
British International School in
Astana

Background

Haileybury Astana was opened by Kazakhstan's first President, Nursultan Nazarbayev, in 2011 and is an IB World School preparing young people to become leaders of the future and to achieve their dream of attending a world top university. From an early age, pupils take part in a wide range of activities to challenge and extend their knowledge and skills in an increasingly global world. Above all, however, Haileybury Astana is a school that cares for every one of our pupils as we guide and support them into an exciting future. It is a day school that provides an English-speaking environment to young people from some 25 different nations, the majority of whom are from local Kazakh families.

Educating children from 2-18, the school occupies an enviable site adjacent to the Presidential park. There are currently some 670 students of whom 430 are in the Junior school.

Haileybury Astana is a not-for-profit school that is supported by a Board of Directors and a Board of Governors, representing both Haileybury College in the U.K. and the Kazakh philanthropists. The Board has oversight of the academic strategy of the school and the day to day operations are delegated to the Headmaster who manages the school and reports to the Board regularly. Haileybury Astana is a member of NEASC (New England Association of Schools and Colleges), and holds the Patron's Accreditation with COBIS (the Council of British International Schools). It is inspected under the COBIS inspection programme regularly. In addition to our COBIS accreditation and membership we are also Haileybury members of FOBISIA (The Federation of British Schools in Asia).

Haileybury Astana has an enviable reputation in Central Asia as one of the leading independent International Schools. It is academically selective and expects pupils to achieve excellent examination results at IGCSE and IB; Pupils take up places at elite universities in the US, the UK, Europe, Asia and around the world. In addition to providing intellectual rigour, challenge, and encouraging academic curiosity, we provide a holistic education that balances academic achievement with the development of character, resilience, and leadership.

All pupils are strongly encouraged to take full advantage of the widest range of co-curricular activities on offer at Haileybury Astana.

Participation in these activities stretches the pupils; it promotes a sense of social responsibility, enhances team spirit, engenders confidence and develops strong values to guide them in an increasingly complex world. A Haileybury education is built on outstanding pastoral care. A nurturing environment underpins all of our endeavours and helps shape the distinctive characteristics of Haileyburians.

The school is very proud of its close links with Haileybury UK and Haileybury Almaty; sharing both their traditions and values. It provides an environment where students learn with growing independence, in a challenging and stimulating setting. High academic achievement is realized within a broad curriculum embracing creativity, the arts and sport, and pupils and staff refer daily to the Haileybury habits of resilience.





Our School

Our Aim

Our aim is to educate future leaders and to prepare them for the global environment in which they will thrive. A love of learning is central to this and we encourage all of our pupils and staff to embrace the Haileybury Habits encouraging each pupil to be; Inquisitive, Reflective, Resourceful, Courageous, Organized, and Resilient.

The Curriculum

The School is proud of its tradition of academic excellence and curriculum breadth. The curriculum is based upon the IPC leading to IGCSE/GCSE and IB public examinations. It aims to provide seamless transition to and from British and British International Schools worldwide. It is anticipated that the majority of students upon completion of IB study will leave to leading UK, US, and European universities.

Finance

The Junior and Senior Schools are operating at near capacity with healthy enquiries. The School maintains a very good financial position. It is wholly funded by fee income, and offers several full scholarships a year that are means tested.

For further information please visit <https://www.haileybury.kz/en/astana>

Person Specification

The successful candidate for the Deputy Head of Senior School position will be a highly skilled and dedicated professional, committed to fostering academic excellence within a dynamic and challenging language education framework. We are seeking individuals with the following qualifications and attributes:

- Passion and energy working with students, parents and colleagues;
- Ability to lead teaching and learning, inspiring both students and colleagues;
- Excellent knowledge of GCSE/IGCSE and A Level or IB curricula
- Working collaboratively to successfully deliver specific data management;
- The desire and ability to engender the best in others;
- Excellent communication and interpersonal skills with a range of stakeholders

Applications are invited from experienced colleagues with a clear understanding of Senior School education who are committed to supporting the Haileybury habits.

The successful applicant must be available to commence employment in August 2024.

Remuneration

A generous package including a very competitive salary, annual gratuity, BUPA Global medical insurance scheme, full school fee remission, accommodation, and relocation allowance is offered according to eligibility.

Full details will be made available to shortlisted candidates.





The Role

Title: Deputy Head of Senior School, Haileybury Astana.

Responsible to: Head of Senior School

Role Description:

Working with the Head of Senior School, in a vibrant and thriving section of the school, the Deputy Head's key role is to ensure excellence in all matters relating to the school's academic and pastoral vision. The Deputy Head of Senior School is expected to work closely with other Senior Leaders to ensure the highest standards of education are provided for pupils in Haileybury Astana. The Deputy Head of Senior School is expected to contribute to the teaching, tutoring and co-curricular life of the school.



| Person Specification | Essential | Desirable |
|-----------------------------|--|--|
| Behaviour | <ul style="list-style-type: none"> •Willingness to upholding the Code of Conduct and Haileybury Astana vision. •Self-motivated and conscientious •Organised •Creative •Collaborative | <ul style="list-style-type: none"> •Willingness to adapt. •Willingness to be involved in working groups |
| Skills and Knowledge | <ul style="list-style-type: none"> •To be able to demonstrate high quality teaching to EAL pupils •Outstanding relationships with pupils and staff members which promotes excellence in teaching and learning •Promotes the safety and well-being of children •Effective communication and engagement with children and their families | <ul style="list-style-type: none"> •Open to exploring innovative approaches from across the educational field •Subject knowledge challenges pupils and achieves high outcomes •Knowledge and understanding of child development and its impact on behaviour •Knowledge and understanding of the IBDP •High level of Digital Literacy •Prior experience of Timetable construction •Prior experience of academic tracking systems •Excellent understanding of Academic Baseline Data |
| Experience | <ul style="list-style-type: none"> •Experience of designing and delivering exciting, challenging and personalised lessons •Leadership experience | <ul style="list-style-type: none"> •At least 3 years of experience in a similar role in a British /International School •Evidence of involvement in transformational change within a department |
| Qualification | <ul style="list-style-type: none"> •Qualified teacher status through a PGCE, GTP or other international equivalent | <ul style="list-style-type: none"> •Proven record of improving standards through high quality teaching •Commitment to personal CPD |

Application Procedure

All applications should be made through the TES portal. No applications will be accepted through any other means.

Interviews

Our recruitment procedure will be conducted by online video-conferencing interviews with the Senior Leadership team:

- Initial interviews for longlisted candidates will be held by the Headmaster and the HR Director
- Interviews for shortlisted candidates will be held by the Chairman of Governors.

Haileybury Astana School reserves the right to interview and recruit strong candidates before the closing date and therefore encourage applicants to submit their applications as soon as possible.

Data, Equal Opportunity and Safeguarding Statements

Personal data is being collected for Human Resources purposes, including assessing your suitability for the post for which you are applying. The data will be used by Haileybury Astana School and the Board of Governors. If you wish to access any personal data held by Haileybury Astana School, please contact the HR Manager.

If your application is unsuccessful the personal data you supply will be retained for one year, at the end of which time it will be destroyed.

Haileybury Astana is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination.

Haileybury Astana is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment. Applicants must be willing to undergo child protection screening including reference checks with previous employers and a DBS check or equivalent. Online searches will be done as part of due diligence checks for shortlisted candidates.





Educating future leaders

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Haileybury Astana is committed to safeguarding in all aspects of education.