



Directorship: Information for Applicants

1. The School

The Cambridge International School (CIS) was established in January 2012 by the amalgamation of an international school that had been in existence for over 10 years and a relatively new infant school. From April 2013, the full school was consolidated into splendid new premises in central Bratislava and now caters for both the expatriate and local communities. The full school currently has about 600 students, including our pre-school years (managed by a specialist Director separate to the responsibilities of this post), though with potential to significantly increase numbers in the future. Our maximum class size is limited to 18. This role is to direct the school proper which consists of UK Year 2 to A Level – Year 1 in Slovakia falls under the pre-school designation and regulations. Currently having some 400 students from Year 2 to A Level, the aim is to expand in present and future premises to a full three forms throughout.

Classes in 2020/2021 will be as follows:

Year 2	3
Year 3	3
Year 4	3
Year 5	3
Year 6	2
Year 7	2
Year 8	2
Year 9	2
Year 10	2
Year 11	2
Year 12	1
Year 13	1

Our school building is finished to a very high standard. The classrooms are large, airy, and bright. Resources are purchased from the UK or locally. We have a gym, hall, library, science laboratory, art room, music room, drama room and computer room with full Internet access across the school. In September 2020 and then in 2021 an adjacent building which is being renovated to the highest standards will come into use, ultimately providing a dozen extra on-site classrooms.

Current staff are predominantly from the UK, Ireland and mainland Europe.

2. Living in Bratislava/Slovakia

Life is easy and thoroughly enjoyable in Bratislava. An increasing number of people speak English, and it is now the first foreign language taught in most Slovak schools. Although Bratislava is the capital of Slovakia, it has the feel of a large provincial town. It has a very pleasant centre with many beautiful buildings. There are numerous social opportunities both within the expatriate and local communities. Most items can be purchased in the shops (there are a number of large shopping centres of international standard, including several Tesco superstores). The basic requirements for day-to-day living are very affordable. Food is inexpensive, as is eating out. A decent 2-course meal with a glass or two of wine would typically cost around €15 to €20 at a reasonable restaurant. The cinema, theatre, opera and ballet are cheap, with tickets usually from as little as €5 to €8.

There is an extensive public transport system within the country and the region. Vienna (1 hour), Budapest (2 hours) and Prague (3 hours) are possible weekend visits. There are many opportunities for travel within Slovakia with accommodation being relatively inexpensive. Public transport within Bratislava is from €0.90 per single journey of up to 30 minutes. A train trip to a spa resort town (50 miles) is some €10; Vienna return by train around €15. Ryanair and Wizzair fly from Bratislava to many destinations including Stansted, Luton, Leeds, Birmingham, Manchester, Edinburgh and Dublin, with flights from as little as €40 return. Vienna airport is only an hour drive away with flights throughout the world. There is skiing during the winter. Winter temperatures can fall below -5 Celsius, with summer temperatures above 30 Celsius. However, our experience over the years is that the winter climate is much pleasanter than in Britain, with far more sunny, clear, crisp days. During the year there is less rain and far fewer cloudy grey days than in the United Kingdom. Buildings are designed for the cold and are centrally heated.

3. The Role

The Director oversees the full operation of the school. A Head of Primary and a Head of Secondary report to the Director and are responsible for the day-to-day educational operation of the school.

A. Key Accountabilities

Strategic Leadership

- In cooperation with owners, ensure the creation and maintenance of a clear and coherent strategy to achieve best educational practice and business imperatives.

- Ensure continuous improvement is achieved through the development and successful implementation of an ambitious School Development Plan
- Maintain and enhance the performance and reputation of the school, keeping it at the forefront of academic, cultural and pastoral developments in education in Slovakia and the region.
- Maintain effective partnerships with parents and other key stakeholders to support student achievement and development, and enhance the standing of the school in the community.
- Provide inspiring and purposeful leadership for staff and students.

Teaching and Learning

- Ensure provision to enable outstanding education for students throughout the school.
- Create an environment and set expectations which promote excellent teaching, effective learning, and exemplary standards of behaviour.
- Monitor and evaluate quality of teaching and learning to enhance student achievement, using assessment data to measure standards.
- Ensure that students' pastoral needs are met in a safe, inclusive and harmonious environment.

Operational

- Implement school improvement plans across all areas of operation.
- Ensure that resourcing levels are outstanding and best suited both for teaching and for value.
- Ensure appropriate policies, procedures and systems are in place, fit for purpose and adhered to by all staff and students.
- Oversee the admissions process, ensuring it is a positive experience for potential parents and students.
- Oversee appropriate and effective marketing in conjunction with owners.
- Ensure the integrity of information management systems, and that data collection, storage, usage and disposal all comply with the requirements of GDPR.
- Ensure the appropriate training and CPD of all staff whether academic or otherwise.
- Employ appropriate internal quality assessments to inform school improvement plans.
- Provide key inputs and projections on income and expenditure for owners to prepare annual budgets and longer-term development plans.
- Analyse, monitor and review budget performance and report to owners.
- Operate appropriate financial control processes and procedures to manage resources efficiently and effectively and deliver financial outcomes in line with budgeted KPIs.
- Oversee a system of robust and accurate financial control.

Safeguarding

- Ensure the highest levels of safeguarding and child protection are adhered to.
- Ensure time and resources are appropriately allocated to training, and thereby that staff fully understand and comply with safeguarding practices.
- Monitor and ensure quality assurance across the school in terms of reporting, documenting, compliance, Health and Safety, whistle blowing, etc
- Lead and manage the investigation of any and all allegations and complaints, providing decision which protect students first and foremost.

B. Candidate Specification

Skills, Knowledge, and Experience

- UK Qualified Teacher Status
- 5-10 years minimum experience as Director/Principal of a similar sized school or as Head of Primary or Secondary having a size similar to that of CIS.
- 3-5 years minimum senior management experience in an international school.
- Relevant and recent experience of developing and delivering a curriculum for students across primary and secondary phases having a basis in the English National Curriculum, preferably also tailored to comply with local education legislation.
- Experienced in promoting and delivering excellence in teaching and learning, developing and implementing a school development plan to achieve measurable improvement.
- Experience in creating and implementing development plans to lead and managing the performance of others.
- Experience of leading and managing large scale change, gaining the support of stakeholders and implementing effectively and with minimal disruption.
- Understanding of marketing strategies for school promotion and student recruitment.

Competencies

- Demonstrable outstanding leadership.
- Accountability for decisions, able to diplomatically and honestly communicate to any and all even when the message is difficult. Evidence of excellent skills in clear and concise communication which at all times promotes the highest standing of the school.
- Commercial skills in an educational setting; able to ensure compliance with budgets whilst delivering full resourcing through stringent and careful resource procurement and allocation.
- Analytical and creative, able to think critically and with the ability to make robust evidence based evaluations and decisions.

- Able to operate in a diverse social and cultural environment; open to all and diplomatic whilst unswervingly focused upon the core values and message of the school.
- Resilient to challenge, able to take the rough with the smooth.
- Able to evaluate risk and plan to mitigate its effects.
- In sympathy with the school's for-profits status.

4. Required at Interview

Candidates must bring the following to interview:

- ☐ Original academic and teaching qualification documents
- ☐ Proof of identity – passport essential
- ☐ Copies of academic and teaching qualifications, and photo/details page from passport – to be retained by the school.

5. Offer of Employment

Any offer of employment made will be subject to a number of checks, including:

- ☐ DBS (formerly CRB) clearance (bring a copy to interview if you already have clearance). CIS is committed to safeguarding children and young people and so extensive background checks over at least 15 years or the three most recent employers, whichever is the longer, will be undertaken. Any gaps in employment history will be investigated and all recent references will be checked including a confidential conversation with the person who had direct oversight responsibility (e.g. Director, Head of Governors). All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country(ies) of residence
- ☐ Health check (including medical which will be carried out in Bratislava)

Should any of the above be negative, any offer of employment becomes null and void and employment, if commenced, terminates immediately.

The contents of this document are for information only and will not form part of any subsequent contract, nor should they be taken to represent part of any offer. It is up to the individual to verify the veracity of any claims or suggestions arising from the contents of this document.