



PRINCIPAL

Candidate Information



SENDICA
EDUCATION

affinitas
education



ACADEMICS

INTRODUCTION

This is an unusual and distinctive opportunity to develop an existing school into a leading international school in a fast-growing part of Mexico City.

Colegio El Roble is a bilingual school in the attractive residential and commercial suburb of Interlomas, 18 km west of the centre of Mexico City. The school was opened in 2006 to serve both Mexican and international families. Thanks to becoming part of the Sendica Education group, and with the further support and resources of Affinitas Education, Colegio El Roble now has an opportunity to become the leading international school option locally and, in time, to build a reputation more widely in Mexico City and beyond.

An internationally experienced Principal is required to lead this transformation.

Colegio El Roble currently has 800 students, and the opening of a new High School building will increase the school's capacity to 1,200. The new Principal will spearhead the school's development into a genuine international school, building on the strengths of the Kindergarten and Elementary Schools, developing the distinctiveness of the Middle School and making it the high school of choice in the area. This will require a significant process of internationalising and raising standards, most likely involving the introduction of international curricula in the High School and, in due course, working towards international accreditation.

The support, experience and resources of the Sendica and Affinitas groups will help the school to grow and to develop excellent new facilities. The school's

development will be based on Sendica's approach to education – igniting learning, inspiring growth and innovating thinking – but drawing in new and innovative practice from elsewhere and creating a genuinely internationally minded school. Like all Sendica schools, Colegio El Roble will also reflect its host community. It will be the Principal's responsibility to shape the school to its distinctive local context, to remain alert to the developing expectations of local families, and to introduce international best practice and innovation.

The role will present a mix of exciting challenges and great opportunities. It could be described as a turnaround role, but that would be to underplay the commitment and quality of the existing school community. The Principal will therefore require a mix of tact, sensitivity and credibility to build trust in the community and to identify how strengths can be developed in the context of a transition to a more international school. It will require a leader who is passionate about building an international school in a national context and who has the confidence to know how best to draw on the breadth and depth of experience within the Sendica and Affinitas groups.

The successful candidate will have empathy with the culture of Mexico and almost certainly be a strong Spanish speaker.

The position is required for August 2023.



THE SCHOOL

El Roble International School was founded in 2006 in the fast-growing, commercial and residential Interlomas suburb of Mexico City. The school has four divisions – Kindergarten, Elementary, Middle and High Schools – and a student population of 800. Its current capacity is 950, but a new High School building will increase that capacity to c.1,200.

The school caters to national and international families, many of them associated with the major companies located in this developing area. The school is a bilingual Mexican national curriculum school but with international aspirations. The involvement now of the Sendica and Affinitas groups, together with the appointment of an international Principal, underpins a commitment to becoming a much more authentically international school, including with appropriate international curricula and accreditations; other Sendica schools are CIS/NEASC-accredited, which has helped them to realise their international ambitions.

Colegio El Roble is also an inclusive school and has supported its commitment to inclusivity with a high level of special needs support within the school.

Until now, the school has been led by its founders and owners, and joining the Sendica Education group represents a new phase in its development. The school is now seeking an experienced and committed international leader who will build on the work to date and lead the school to become a highly regarded, popular and academically strong international school. This will require work to align the community behind the Sendica approach to education in the distinctive El Roble context,

to develop strong and robust structures and systems, to build academic excellence and a comprehensive, holistic approach, and to embed an understanding of and commitment to internationally minded education. In developing the school, the Principal will have access to the extensive expertise and experience, as well as the resources, of the Sendica and Affinitas groups.

Colegio El Roble's current strengths are in its Kindergarten and Elementary Schools. These will provide an excellent foundation for the further development of the whole school. One of the school's challenges is the competition at the high school level. It is common in Mexico for students to change schools after middle school and to proceed to a standalone high school, often linked to a university. Colegio El Roble will position itself as the high school of choice locally, with a distinctive international offer that will provide a convincing reason for students to remain in the school and attract new students from elsewhere. This will require careful but bold leadership to build a powerful high school offer based on an understanding of the education that can be most attractive in the local context. A new High School building, ready for the 2024–25 school year, will be a key tool in this.

The school already has an international community. While Mexicans form the biggest group, there is representation from throughout Central and South America and elsewhere, with Argentina, Brazil and Chile particularly well represented. As the school develops into a genuine international school, it is expected that it will become the favoured option for more international families drawn from a greater diversity of regions and nations.

The Sendica Education Approach

Colegio El Roble is an important addition to the Sendica group, which was established in 2003 in Monterrey and now has eight highly regarded bilingual schools throughout Mexico. Sendica schools draw heavily on the Sendica Education approach to teaching and learning and its bespoke Compass Program, but with each school adapting that program to its community and student demographic.

Sendica's approach to education is based on three pillars: ignite learning, inspire growth, innovate thinking. The Compass Program is an educational model that builds on these pillars to prepare students for lifelong learning, foster a strong national and international identity and encourage a sense of service. The Program has several aims:

- To develop students as a whole – socially, intellectually and physically – to help them reach their full potential.
- To inspire students to develop and embrace a range of competencies across all their teaching and learning: communications and digital, thinking and innovation, environmental and global, personal and social.
- To create a safe, engaging, challenging and differentiated learning environment that will prepare students for the challenges of the world.

Sendica schools focus on eight universal values, which are not merely good intentions but are lived daily within the schools:

- Integrity
- Cooperation
- Respect
- Generosity
- Perseverance
- Love
- Empathy
- Responsibility

Sendica schools are able to draw on central resources to support them in the implementation of this education program – and a range of other systems, policies and procedures – but they are also encouraged to tailor their offer to their own local contexts, their communities and their student populations. El Roble International School will be Sendica's first school in Mexico City and, as such, will be a pioneer in adapting this approach to the particular circumstances of the capital city.



Internationalising Colegio El Roble

El Roble International School is a bilingual school with an international flavour, but the Affinitas and Sendica groups see an opportunity now to turn it into an authentically international school, and the new Principal will be central to achieving this. While the school will continue to offer the Mexican national curriculum, the Principal will identify ways of internationalising the whole experience from Kindergarten onwards and consider where the school could benefit from the introduction of international curricula. Such change will require a leader who can bring experience of international leadership, who will be tuned into developments and good practice in international education and who is enthusiastic about making the school strongly international, albeit in its national and city contexts.

Internationalising will be important throughout the school. While the most significant work is likely to be required at the High School level – taking advantage of the move to a new High School building – a stronger internationally minded approach through the Kindergarten, Elementary School and Middle School will provide the foundations of an authentically international school. The Sendica approach to education will also run through the whole school, resulting in an education that is excellent and holistic as well as international.

Innovation will also become a stronger focus, in line with the other Sendica schools. The school already has a Maker Space, and an innovative leader will be able to understand how to place this and other innovative

practice at the heart of the school. A forward-thinking Principal will be able to understand how to use the Sendica approach as a basis for shaping a highly innovative school that can respond to new ideas in Mexican and international education.

Thanks to the investment and guidance of its previous owners, Colegio El Roble already has some very good facilities. Investment now from Affinitas Education and Sendica Education will enable improvement and upgrading and the development of new facilities to support the school's aspirations.

Interlomas

Interlomas is a safe, vibrant and modern residential and commercial suburb about 18 km west of the centre of Mexico City. It is just to the north of its better-known neighbour, Santa Fe. Interlomas is an aspirational and affluent suburb, attracting increasing numbers of major companies and corporate headquarters. El Roble has agreements with some of these companies for the education of employees' families.

Interlomas is well provided with shopping malls, including the 'UFO'-shaped Liverpool Mall (although none as big as the Centro in nearby Santa Fe, which is the biggest in Latin America). It also has ample restaurants, bars and coffee shops, gyms and entertainment centres. A good deal of the area is high-rise, but there are also many very well-designed lower-level residences.

The area provides a natural catchment for an outstanding international school. It will also be a convenient and safe area in which the new Principal will live.



SENDICA EDUCATION

Sendica Education opened its first school in Monterrey in 2003 and is now a highly regarded Mexican schools group, with eight schools – four in Monterrey, where the group is based, and in Cancun, Veracruz, Coahuila and now Mexico City. Sendica was founded by the Mexican partnership of Dorothee Cavazos, a distinguished and highly respected former international school leader, and Andres Engels, a parent and businessman. These founders, who remain the group's key leaders, were convinced of the need for a new type of school, combining a strong national identity with a genuinely international outlook, able to prepare students for the challenges and uncertainties of the world in the twenty-first century. A further key figure in Sendica today is Dario Villota, who was previously a Principal in the group and who brings leadership experience in North and Latin America to the process of onboarding new schools.

Sendica enjoys a strong national reputation for excellence. Its first two schools, Euroamerican School of Monterrey-Valle (2003) and Euroamerican School of Monterrey-Sur (2012), grew quicker than had been anticipated, and the group's founders recognised that there was a demand for the type of schools that they wanted to create. By 2016, Sendica was looking beyond Monterrey. Sendica also understood at an early stage that the group should not be seeking to replicate a single-school model. Instead, there is now a clear, distinctive and well-understood Sendica approach, at the heart of which is its education model, but with the expectation that each school should develop in ways that are appropriate for its circumstances and those of its host community. That approach continues to drive the group's development and will be equally applicable in an existing school such as Colegio El Roble. More information about Sendica Education and the group's schools is available at sendicaeducation.com.





AFFINITAS EDUCATION

Affinitas was founded by Victor Lundsten, a Swedish businessman with experience in international education business development. Victor comes from a family of educators and is committed to creating a group that can use its resources to support schools to achieve excellence in the long term. Working alongside him as Education Adviser and Chair of the Education Board is Clarissa Farr, an eminent school leader with experience in the UK and internationally and an acclaimed author and speaker.

Focused on partnering with schools in the Americas and Europe, Affinitas is setting out to be a new type of education group. It does not seek to impose a fixed model but partners with like-minded schools and school groups to secure their futures and enable them to flourish. Affinitas seeks to understand what makes its schools tick, how they are different, and where additional investment, expertise and resources could make a significant difference, support the development of excellence and lead to long-term growth. Affinitas schools have deep access not only to investment and resources but to expert advice on education, business, finances, property, estates and sustainability. Affinitas believes in empowering leaders: its position is that the schools with which it partners should be led by leaders at the local level, not from a distant group office.

In 2022, Affinitas Education and Sendica Education entered into what promises to be a fruitful long-term partnership. Sendica's model has become highly successful in Mexico, and together, the two partners have the capacity to open more schools subscribing to the same overall ethos and values. Colegio El Roble is an early fruit of the partnership.



WEST SECRET



THE ROLE

This is a potentially fascinating opportunity for an experienced school leader with the imagination, sensitivity and determination to work with an existing school community and lead it on a journey to becoming a leading international, bilingual school. The strengths, personnel and experience of the existing Colegio El Roble school community will provide a foundation for this transformation. There will also be support, expertise and resources available from Sendica Education and Affinitas Education. The new Principal will draw on these strengths and align the school community behind a new ambition to become the international school of choice in the area.

There will be elements of turnaround and school improvement in this transition, but in the first instance, the new Principal will need to work with the school community, and alongside Sendica and Affinitas, to understand the current realities and what will be feasible in terms of aspirations and a meaningful strategy to realise them. This will require the Principal to be able to build trust quickly and foster a sense of engagement with and excitement about the plans.

The Principal will also be expected to embody Sendica's approach to education, including a commitment to academic excellence, a strong focus on the safety and wellbeing of students, an interest in innovation, a deep belief in a holistic approach, and an understanding of how a school will be strongest when it reflects its host community. Placing this in its local context, the Principal will seek to understand what it will mean to be an effective international school in Mexico City, to grasp fully the opportunities and challenges of bilingual provision, to respond to the likely audience and to map out the sort of offer that will enable Colegio El Roble to become the school of choice for the communities it serves.

The Principal will be focused on improving and internationalising the whole student experience and committed to a truly bilingual approach. This is likely to include the development of existing programs and the introduction of international curricula, most likely to include consideration of the IB and to start the journey

towards international accreditation. However, it will be important that the Principal also appreciates the importance of retaining the school's national and local character. They will be working with a core national curriculum with which they are unlikely to be familiar. This will require a willingness to learn from and respect the views of other leaders, humility and cultural curiosity in seeing the potential of the national curriculum, and an enthusiasm for the idea of blending pedagogies and curricula.

This work will demand great sensitivity: to respect the strengths and the accomplishments of the existing school and its previous owners and leaders and to build a sense of vision and aspiration that the community can own, commit to and be excited about. It will be crucial that the Principal invests time in listening to and understanding the school community and uses this as a basis for building trust and reassurance while fostering a sense of ambition and energy around what will be possible in the future.

The Principal will be strongly focused on raising standards and developing the robust structures, systems and policies typical of a well-functioning international school. Some of the school's existing structures and systems will remain fit for purpose, and some will need review and strengthening; in other cases, new systems will be required that can align with international best practice across a variety of areas of education, wellbeing, safeguarding and extracurricular programming.

Effective teacher recruitment and retention will be an essential part of the school's success. The school has a talented and committed staff and senior leadership, but as it grows towards its capacity of 1,200, new colleagues will be required. Both existing and new staff will want to feel supported through effective evaluation, support and professional development, and to be a part of a mutually supportive and harmonious community in which staff wellbeing is always fully considered. As the school grows, it will be important to develop an effective and empowered middle leadership.

The new Principal will be a genuine through-school/K–12 educator and leader. They will appreciate that a strong Kindergarten and Elementary program is the key to any successful through school. That is where the seeds of El Roble's approach can be sewn, where the habits of excellent teaching and learning in a holistic framework are developed, and where excitement is nurtured about what will happen later in the school. At the same time, Colegio El Roble's future success will rest upon the development of very effective Middle and High Schools. In an environment where it is more common for families to look elsewhere after middle school, El Roble will seek to become the high school of choice: an attractively different and compelling proposition that makes retention beyond middle school the norm, as well as an option for those coming from elsewhere. This is likely to be achieved by the development of a genuinely internationally minded school that is seen as a preparation both for life and for universities worldwide. The Principal will work with Sendica and Affinitas to plan and develop the new High School building to support this aspiration.

As an inclusive school, Colegio El Roble has put in place a range of student support services. This will continue to be a hallmark of the school, and the Principal will require the experience to understand this provision, as well as the sensitivity to appreciate the balance of special needs access and provision that will suit the school best.

Alongside academic, pastoral and community leadership, the Principal should be an effective administrative leader, working closely with Sendica Education on the school's resourcing and operational administration and recognising the importance of effective marketing, admissions and external relations. They will need to be commercially astute and committed to being a credible and persuasive figurehead externally; although both Sendica and Affinitas are most interested in long-term growth, their considerable investment in supporting the school's transition will require a return. Mexico City is also

a more regulated educational landscape than other cities where Sendica has schools. The Principal will therefore need to be flexible and creative and willing to engage at a regulatory and political level to promote the school's best interests.

The group context is vital to understanding the role. The Principal will work extremely closely with colleagues in Sendica Education, as well as maintaining close relationships with colleague Principals in the other Sendica schools. It will suit someone who sees the benefit of being part of a group and who appreciates how to balance a common identity with autonomy and a group approach with a school that is an authentic reflection of its host community. The Principal will be enthusiastic about making the best use of and, in time, contributing to central resources and advice. The involvement of Affinitas is also important: the group's approach is based on being able to provide both the resources and the support in all key areas of operation to enable a school to reach excellence. The Principal will benefit from access to this additional layer of support and be enthusiastic about maximising it in the interests of the school.

For all this to be possible, it will be essential that the Principal is a Spanish speaker or, at the very least, a strong linguist who will quickly be able to function effectively in Spanish.

This opportunity represents a distinctive challenge but also a remarkable opportunity. Its essence is about taking an existing bilingual school with international aspirations and turning it into a highly regarded international school. The resources and expertise of Sendica and Affinitas, including the experience of their schools elsewhere in Mexico, will be a great support. However, it will be the Principal who will drive the change, make the ambition meaningful, and enable the transformation to succeed because it represents a genuine whole-school endeavour. The position is an opportunity to make a very distinctive mark.

La verdad adelgaza y no quiebra,
y siempre anda sobre la mentira
como el aceite sobre el agua.

William Shakespeare



JOB DESCRIPTION

Reports to: CEO of Sendica Education

Overall Responsibility

The Principal will be expected to inspire, lead, manage and develop all aspects of school life efficiently, effectively and successfully.

Initial Responsibilities

The Principal will:

- Create a vision for Colegio El Roble as a leading international and bilingual school.
- Understand the strengths of the current school and how these can provide the basis for the development of a high-performing international and bilingual school.
- Review curriculum, pedagogy, pastoral and wellbeing support and the holistic offer and make recommendations for change.
- Review and, where necessary, develop new structures, policies, systems and procedures to ensure the highest standards of teaching, learning and all aspects of students' experience in the school.
- Plan for the move of the High School into its new premises.
- Determine how the support, expertise and resources of Sendica Education and Affinitas Education can best be used to support the transformation of Colegio El Roble into a leading international and bilingual school.

Specific Ongoing Responsibilities

The Principal will:

Strategy and Leadership

- Develop and deliver a vision and strategic, operational and improvement plans that can guide the life and work of the school.
- Ensure that the strategy is flexible and capable of adapting to developments in the local, national and international education sectors.
- Take overall responsibility for the leadership, organisation and management of the school.
- Report to the Affinitas and Sendica groups on all aspects of school performance at a frequency to be agreed and be accountable across a range of agreed performance indicators.
- Ensure that the school engages with its local community and reflects and embraces the cultural values of Mexico and the local area.
- Constantly seek ways to improve and use this to make recommendations to the Affinitas and Sendica groups.
- Be responsible for the day-to-day running of the school by working with a strong and cohesive leadership team.
- Keep under review and further develop management and organisational structures and relevant school policies, systems and processes so that they remain fit for the purposes and operations of the school.

Teaching and Learning

- Provide inspirational, dynamic and visible leadership to the school community, overseeing the continual development of a broad and stimulating curriculum informed by rigorous academic standards, an environment of continual development and a constant quest to internationalise teaching, learning and the student experience.
- Develop systems, including school self-evaluation processes and performance management systems, to ensure the continual development of the quality of teaching and learning.
- Oversee procedures, supported by evidence and data, for monitoring, evaluating and reviewing the quality of learning, teaching, student development and achievement.
- Support the development of an active co-curricular program.
- Ensure that the personal development and wellbeing of students are effectively promoted through the curriculum and co-curricular program.
- Take a lead role in encouraging the use of technology to enhance the learning environment.
- Keep abreast of and critically assess current educational thinking and innovation in order to apply such thinking in a discriminating way to support continual improvement and relevance.

Safeguarding and Wellbeing

- Be responsible for safeguarding and promoting the safety and welfare of all students within the school, ensuring that safeguarding policies and processes are up to date, thorough and rigorous, that they are implemented and understood by all and that the culture of the schools is one that leads to a safe and secure environment for all.
- Ensure that the protection, pastoral care and wellbeing of all students remain at the heart of all school activities.

Leading and Managing Staff

- Provide overall leadership to all staff, developing a culture of engagement, accountability, openness and creativity.
- Ensure that the structure and composition of the senior leadership team are fit for purpose and that roles are clear.
- Work with senior staff to prepare an annual staffing plan, to foresee recruitment and retention needs and to consider succession planning in key positions.
- Ensure that appropriate policies and procedures are in place to recruit, induct, develop, reward and retain staff of the highest calibre.
- Oversee the recruitment of all staff, seeking to appoint teaching staff who will contribute to high standards of teaching and learning, align with the school's ethos and enrich students' experience across all aspects of the program.
- Promote an environment of continual professional development.
- Keep under review staff working conditions, policies and procedures, compensation and benefits.
- Promote effective communication, cooperation and constructive relationships within the staff team.
- Promote and support the wellbeing and professional growth of staff.

Student Engagement

- Maintain a strong and reassuring presence within the school community and lead the community with vision and enthusiasm.
- Maintain high standards of behaviour among all students.
- Cultivate positive and mutually respectful relationships among students and between students and staff.
- Ensure equity of access and educational quality for all students.

External Engagement

- Lead the admissions strategy and ensure students are recruited effectively at all entry points.
- Act as a visible figurehead and ambassador as part of effective student recruitment.
- Work closely with other schools within the Affinitas and Sendica groups and foster partnerships with other relevant schools and the wider community.
- Ensure the school is well positioned within a competitive market.
- Oversee a positive and proactive external relations program.
- Establish effective mechanisms for parental engagement and take a lead role in communicating with parents.

Financial Management

- Working closely with Sendica Education and Affinitas Education, manage the school's finances responsibly, ensure effective budgetary oversight, and keep under review and develop financial management, reporting and budgetary systems.
- Play a lead role in the annual budgeting process, working within the budgetary and resourcing frameworks established by the Sendica Education and Affinitas Education.

- Work with appropriate colleagues to ensure that expenditure is controlled in line with the budget and that fee income meets expectations.
- Develop and embed an approach to risk management so that risks are routinely discussed and reported to the group.

Personal Development

- Keep abreast of knowledge and understanding of current and future trends and best practice in international education.
- Play a full part in and contribute to the activities of the wider Affinitas and Sendica groups.
- Maintain the highest standards of dignity and professional integrity at all times.

This job description is intended to be indicative for the purposes of the process of appointing the Principal. It is subject to development and amendment.



PERSON SPECIFICATION

This person specification is an indication of the strengths and qualities that Affinitas Education and Sendica Education will be seeking in the Principal; the recruitment process will consider candidates against this list of experience, qualifications, values and attributes.

Experience and Qualifications

The successful candidate will be educated to university level and have an appropriate teaching qualification. He or she is likely to have graduate/postgraduate qualifications, most likely including an education leadership qualification, as well as a strong record of having participated in continuing professional development, including recent safeguarding training.

The successful candidate is also likely to have:

- At least eight years' senior leadership experience in an international school, preferably including as a Head of School/Principal.
- Experience in an improvement situation.
- Experience with multiple curricula.
- Experience of developing vision, strategy and organisational plans.
- Evidence of long-term commitment in previous positions.

The successful candidate will be fluent in Spanish or, failing that, will be able to demonstrate sufficient skills as a linguist to be able to give confidence of an ability to operate effectively in Spanish at an early stage.

Values, Attributes, Skills and Personality

Above all, the Head will be committed to Sendica Education's ethos and approach to education. He or she will be excited about developing a genuinely international and bilingual school. Beyond this, the successful candidate is likely to be:

- Resilient and adaptable, comfortable with uncertainty while working in a fast-developing environment.
- Visionary, able to lead the development of a school and to see ways of interpreting Sendica's ethos and approach in the local context.
- Energetic and determined to set out, achieve and personify the aspirations and priorities of the school and the groups, yet pragmatic enough to adjust priorities when necessary.
- Thoroughly cognisant of a Head's responsibilities in relation to safeguarding and child protection issues and with a clear commitment to delivering best practice in safeguarding.
- A passionate believer in a holistic approach to education.
- Open-minded, a good listener, slow to judge and keen to understand the perspectives of others before coming to a clear decision.
- Culturally curious in general and specifically about living and working in Mexico and leading a Mexican school.

- A relationship builder whose default position is to build teams and work collaboratively, someone who understands that the school's success will be based on his or her ability to build mutually respectful relationships at a number of different levels and, when necessary, to work to resolve conflicts.
- A problem solver, able to work under pressure, prioritising tasks and finding creative solutions.
- Committed to high standards and continual improvement while also recognising the importance of support and compassion in achieving such standards.
- Thoughtful, considerate, intelligent and articulate.
- Keenly interested in new educational thinking and innovation, but not someone who always reacts to the latest new idea.
- Excited to be working within the group structures of Sendica Education and Affinitas Education and with other schools and their leaders within the group.
- A confident ambassador, able to work with a wide range of people, including parents; diplomatic and able to maintain good external relationships.
- An excellent communicator in English and in Spanish.

Safeguarding

Sendica Education, Affinitas Education and Colegio El Roble are committed to safeguarding and promoting the welfare of children and young people. Safeguarding and child protection issues will be discussed throughout the appointment process, and candidates must be willing to undergo child protection screening, including reference checks with previous employers and criminal records and social media checks.

REMUNERATION

The Principal will be offered a competitive salary in line with the seniority of the role. The remuneration package will also include an accommodation allowance, medical insurance, school fee support, and return flights each year to a home location.





APPLICATION PROCESS

This recruitment process is being managed by RSAcademics Ltd on behalf of Affinitas Education and Sendica Education. Unless stated otherwise, all communication about the appointment will be via RSAcademics.

Two members of the RSAcademics team are primarily engaged on this process:

Keith Clark
Head of International Leadership Appointments
keithclark@rsacademics.com

Jean Sullivan
Head of International Search
jeansullivan@rsacademics.com

Interested candidates are invited to contact Jean Sullivan by email for an initial confidential conversation or to arrange a discussion with Keith Clark.

**Closing date: Monday 3 April 2023 at 15:00 (UK)/
09:00 (Mexico).**

Early applications are encouraged. Interviewing is expected to commence before the applications deadline, and Affinitas Education and Sendica Education reserve the right to conclude the process ahead of the published dates.

You should submit:

- A completed application form.
- A completed data sharing agreement.
- A copy of your curriculum vitae/résumé.
- A covering letter, preferably of no more than two pages, addressed to Mr Victor Lundsten, CEO, Affinitas Education. The letter should explain your reasons for applying, the attractions of this position and the relevance of your experience to this role. Letters that are largely generic are discouraged and may lead to your application not being considered.

Applications should be made electronically to RSAcademics. Please apply at www.rsacademics.com via the **Apply Now** link accompanying the announcement of the position. You will be taken to an online portal where you will be able to download an application form. Please follow the instructions provided to complete and submit your application.

Should you have any queries relating to uploading your application documents, please contact Alison Hooper, Project Coordinator, at applications@rsacademics.com. Alison can also be reached by calling +44(0)1858 383163.

The recruitment process will proceed as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement within two working days, please contact RSAcademics by telephone (+44 (0)1858 383163).
- Preliminary interviews with RSAcademics colleagues will take place by videoconference in the weeks commencing 3 and 10 April 2023 (and potentially earlier in the case of early applicants).
- Longlist interviews are likely to take place by videoconference with members of the Affinitas and Sendica teams in the week commencing 17 April 2023.
- Final-stage interviews will take as soon as possible thereafter. It is assumed that candidates selected for the final stage of selection should be able to travel to Mexico for this purpose; candidates with any limitations on their travel should highlight these earlier in the process.
- RSAcademics will collect references for candidates invited to attend the final round interviews. No referees will be contacted until RSAcademics has received your express permission to do so.

A photograph of a tennis court with a green mesh fence in the background. Large, 3D, green letters spell out 'ELROBLE' across the fence. The letters are mounted on a dark base. The court surface is green with white lines.

About RSAcademics

Founded in 2002 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools. Please visit www.rsacademics.com for more information.



Because the world needs schools to **thrive**