



**North London Collegiate School  
(Singapore)  
Appointment of  
Vice Principal  
(Staffing, Co-Curricular and  
Administration)  
Required August 2022**



**North London Collegiate School (Singapore) seeks a Vice Principal (Staffing, Co-Curricular and Administration)**

Effective Start Date: August 2022

Proposed interview dates: W/c 4<sup>th</sup> October 2021

Closing date for Applications: 16<sup>th</sup> September 2021

**NLCS (UK)**

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss; her aim was to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results regularly top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates.

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas branch schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are invited to travel to London for induction and training at the UK school and this is generously funded by our partners.

Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extracurricular activities, such as videoconference debates and jointly produced student publications.

As the NLCS family of schools expands, it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.



## INTERNATIONAL SCHOOLS

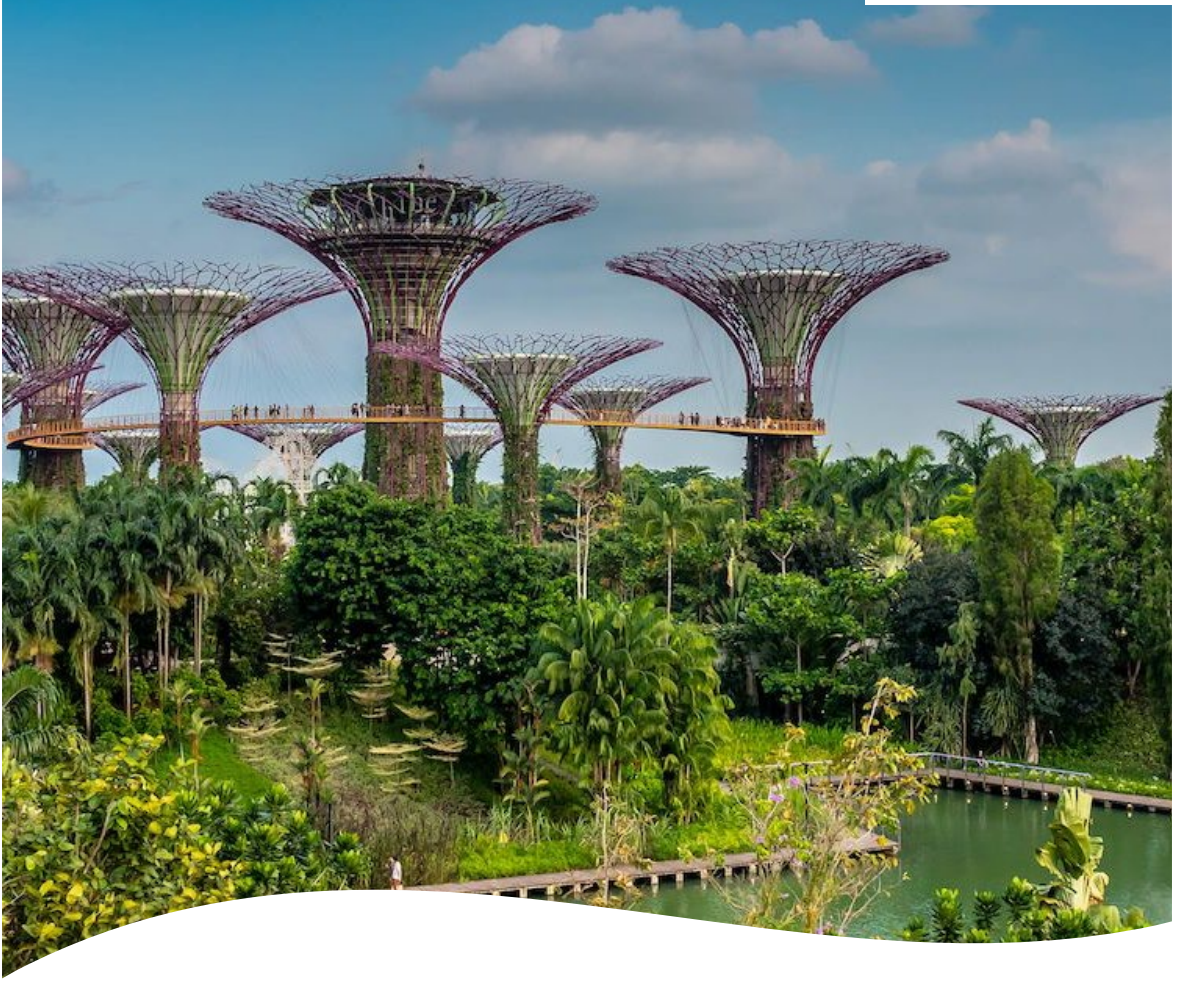
In 2011, NLCS opened its first international branch school in South Korea: NLCS Jeju. NLCS Jeju is a co-educational day and boarding school, and offers the IB Diploma to all students in the Sixth Form, and has achieved outstanding results since its first cohort of graduating in 2014. The School's alumnae continue on to excellent universities around the world, including destinations in the UK, USA and Asia.

In September 2017, NLCS opened its second branch school in the UAE: NLCS Dubai. The School is a co-educational, day school, following the IB Continuum, with pupils undertaking the IB Diploma in Grade 12.

### NLCS (Singapore)

Founded in partnership with Sobha Group, North London Collegiate School (Singapore), opened in August 2020, joining the NLCS family of schools.

NLCS (Singapore) offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK). The School provides the same impressive range of extra-curricular activities for which NLCS (UK), NLCS Jeju (South Korea) and NLCS Dubai are well known, fostering well-rounded individuals who are capable of becoming leaders. This selective co-educational day school for students aged 3-18 years, has been built and funded by NLCS International's partners in Dubai and Singapore, Sobha Group. The School is purpose built, boasting impressive, state-of-the-art facilities.



## **LIFE IN SINGAPORE**

Singapore is a thriving hub, and intriguing blend of Western modernity and traditional Asian culture. With a population of 5.6 million, Singapore is lauded for its rich culture and vibrant entertainment, and is a prime location for expatriates seeking a high quality of life and a beautiful environment.

The Singaporean Government has invested in the education sector as a key priority to support the country's economic development. With two universities in the top 100 in the world, Singapore's higher education offer is considered to be one of the best in Asia. The international outlook within Singapore has led to international partnerships with universities offering joint degrees, research programmes and research collaboration; it also attracts 75,000 international students annually from around the world to study at their institutions.



## RESPONSIBILITIES:

### Leadership

1. All members of the Senior Team have joint responsibility for all aspects relating to the education and development of our students; each has a focus of responsibility, but all contribute to the whole and support the work of others.
2. Create and foster an environment of reflective practice and development, leading by example in all aspects of personal and professional development.
3. Develop and maintain a culture of high expectations for self and others.
4. To keep abreast of developments and best practice, relevant to the specific responsibilities of their role, and advise the Senior Team of their relevance and potential impact on the school
5. To provide reports to the Principal, in line with specific areas of responsibility, as and when required.
6. Lead by example as a teacher and as a leader, achieving high standards of pupil achievement and motivation through excellent teaching.
7. To lead teams and individuals in line with specific areas of responsibility
8. Support the development and maintenance of school policies and practices to ensure consistent application.
9. Contribute to the development and implementation of the School Development Plan.
10. Sustain effective, positive relationships with staff, pupils, parents, Governors and the local community.
11. Contribute towards the school's marketing and admissions activity as and when required
11. Complete all supervisory duties, as required by Senior Team members, and directed through published rotas
12. Attend relevant school events and activities.
13. Manage budget(s) in line with areas of responsibility.
14. Production of School publications as detailed in the Senior Team Portfolio
15. Production of School publications as detailed in the Senior Team Portfolio
16. Organisation of key School events as detailed in the Senior Team Portfolio
17. To ensure safeguarding and child protection policies and practices across the school are in line with best practice and ensure all students safeguarding needs are met.



## Co-curricular

- I. To design, implement and oversee the School's co-curricular program, that specifically includes:
  - a. School clubs
  - b. The CCA programme
  - c. Extra curricular sports provision
  - d. Extra curricular performing arts provision
  - e. Service/community activities
  - f. Trips and visits
2. To design, implement and oversee additional enrichment activities that offer elite/specialised provision, especially in sports and performing arts, potentially by third party agencies
3. To ensure that the quality of all co-curricular activities is in line with school expectations through thorough monitoring and quality assurance measures
4. Reporting to the Principal on the quality of the School co-curricular program, with identified strategies for improvement.
5. Through leadership of the CCA Coordinators, ensure that the school's CCA program is rich and diverse with a range of high quality experiences for students
6. Through leadership of the Community Service Coordinator to ensure that the Service/community outreach program is effective and continues to grow and develop
7. To design, implement and lead on the Senior School 'Colours' award program
8. To ensure that the schools co-curricular program features strongly in marketing and promotional material
9. Through leadership of the Trips and Visits Coordinator, ensure that school trips and visits provide a breadth and depth of experiences which incorporate supporting the academic curriculum and the Senior School's service program
10. Through leadership of the Director of Sport, ensure that the school sports program is delivered in a way that provides students with a high quality program and a variety of sporting opportunities.
11. Through leadership of the Director of Performing Arts, ensure that the school's co-curricular music, drama and dance programmes are outstanding
12. To ensure the effective provision of leadership opportunities for students within the co-curricular programme
13. To liaise with and support the CAS Coordinator with CAS provision across the IBDP
14. Through leadership of the House Competition Coordinator, ensure that the ongoing competition is exciting, vibrant and creating house spirit



## Administration

1. To lead and guide the planning and implementation of events, festivals and rehearsals, as required. Including, but not limited to; parent events, Founder's Day, Prizegiving)
2. To coordinate and lead the school's contribution towards the NLCS Communities of Practice
3. To oversee and lead on the NLCSI inspection process
4. To lead and coordinate the production and maintenance of the whole school calendar
5. To oversee the production and management of the whole school timetable
6. To oversee and manage the school's policies, including associated evaluation and review processes
7. Coordinate and manage whole school staff meetings
8. Line manage the Director of ICT and ensure that the school's stated ICT strategy is implemented

## Staffing

1. Devise and implement the school's annual PD strategy for academic staff
2. Oversee the processes regarding recruitment of academic staff
3. To design and implement the school's new staff induction programme for academic staff
4. To oversee the policy and processes around academic staff appraisal and performance management
5. To ensure that the school develops and implements a strategy for academic staff wellbeing

## Safeguarding

1. Abide by the school safeguarding policy and keep abreast of any changes

### **TERMS AND CONDITIONS**

**A competitive package will be offered to the successful candidate, which will include the following:**

- **Competitive salary**
- **Initial three year contract**
- **Accommodation Allowance**
- **Relocation costs**
- **Annual return flights to home country**
- **Health insurance**
- **Tuition fees for eligible children**

## **APPOINTMENT PROCESS**

Candidates should apply through our [recruitment system](#)

Applicants should submit the following:

- A letter of application, addressed to the school Principal
- A completed Application Form
- CV
- Photograph

### **CLOSING DATE**

16th September 2021 09:00 BST

### **SAFEGUARDING AND CHILD PROTECTION**

NLCS (Singapore) is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This post will be offered subject to satisfactory background and police checks. Full details are available in the School's Recruitment, Selection & Disclosure Policy and Procedure and the Safeguarding and Child Protection Policy.

