



Appointment of **Head of Primary**

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Executive Summary

The British School Jakarta (BSJ) is a British International School with a distinctive British heritage, providing outstanding education for 1,400 students aged 2-18. One of the leading international schools in South East Asia, BSJ is a vibrant global community, welcoming students and families from over 50 different nationalities. BSJ takes huge pride in the fact that it is a non-profit | non-franchise educational establishment enabling it to carve a clear path in the learning and teaching.

Under the leadership of Mr. David Butcher, who has been the Principal since August 2018, the School has embarked on an important new phase in its development. In the rapidly changing world of international education, BSJ aspires to be a pioneering school setting new standards and recognised as a sector leader. The strategic aim is to be a school for 'today and tomorrow' and a series of unique partnerships with Manchester City Football School, Center for Systems Awareness, and other globally renowned partners are expanding BSJ's sphere of influence, and in turn enriching the educational experience and choice for its students.

This is an exciting time to join the BSJ community and the next Head of Primary will play a critical role in helping the School to realize its goals. BSJ embarked on a new strategic plan in 2021, including an overhaul of and the creation of a new Mission, Vision and Values. The appointed candidate will make a dynamic contribution as a member of the School's Board of Executive and position BSJ at the forefront of international education.

The role of the Head of Primary is a unique opportunity for the successful candidate to oversee the refinement of an inquiry based primary academic framework forged from the key elements of Early Years, Key Stage 1 & 2 education and the IPC curriculum. In addition, as of August 2025, BSJ will operate the BSJ Middle School (Years 6 & 7), that will be housed in a bespoke building between the primary and secondary campus. This new initiative is to increase the flow of learning through the school and allow students a better transition from Primary to Secondary education models. The Head of Primary will be an essential member of the core team to ensure that this is a successful venture.



About British School Jakarta

Located in one of the most dynamic and fastest growing cities in the world, BSJ provides an exceptional educational experience, nurturing, challenging and supporting students to become active and capable citizens of tomorrow. In the last year, the school has hosted Alumni events in London, Singapore, Jakarta, Boston and New York.

Our students are drawn from a wide range of cultures and backgrounds with over 50 nationalities represented in the student body.

Coupled with this, there are 160 members of teaching staff and in total there are 420 staff on campus everyday supporting the core business of learning and teaching.



To inspire excellence in Education & Life

VALUES

Purpose

To provide a holistic educational model that aligns tradition and modernity.

Learning

To place the individual at the heart of high quality learning which is collaborative, active, engaging and dynamic.

Environment

To be a safe, secure, healthy and sustainable school that fosters communication, collaboration and creativity.

Culture

To shape our school and work in unison as a community to provide an understanding of global issues for today and tomorrow.

VISION

Head

To learn, achieve, and be better global citizens.

Heart

To show compassion for the wellbeing of all.

Self

To improve, nurture, and understand who we are in the world.

System

To improve and flourish within all environments.





Mission, Vision & Values

Our mission is to **Inspire Excellence in Education and Life**. This coupled with the vision that supports our commitment to Wellbeing and Learning and Teaching at the school enables BSJ to have a very 'active.' approach to school life.

Accreditations and Awards

BSJ is a member of several International and British educational bodies, including The Federation of British International Schools in Asia (FOBISIA) of which the school is a Founding Member, The Council of British International Schools (COBIS), The Council of International Schools (CIS), The Western Association of Schools and Colleges (WASC), and The International Baccalaureate (IB). BSJ joined the Heads Conference (HMC) and the Educational Collaborative for International Education (ECIS) in 2018.

In May 2023, the school successfully navigated the CIS | WASC | IB synchronized accreditation visit and gained many commendations for Wellbeing and our learning and teaching across the school.

BSJ became an Apple Distinguished School in 2017, in acknowledgement of its Learning Technology achievements, commitment to innovation, and quality of leadership in this area.

It is also important to recognize BSJ's commitment to educational bodies in Indonesia and we are members of the Association of National Private Schools (ANPS) and Satuan Pendidikan Kerjasama (Private Schools in Indonesia) and we regularly host conventions and conferences for both organizations at the school.



Organisational Structure

Leadership and Management

As of August 2025, BSJ will be organized into three schools:

- **Primary School - Kindergarten - Year 5**
- **Middle School - Years 6 & 7**
- **Secondary School - Years 8 - 13**

The School is led by the Principal who is in turn responsible for a Board of Executives comprised of the following individuals:

- Elizabeth Westwood, Head of Primary
- Phil Edwards, Head of Secondary
- Andrea Downie, Head of Wellbeing
- Jason Haseldine, Head of Business & Operations
- Imelda Sahelangi, General Counsel & Head of Administration.

The work of the Principal and the Board of Executives is supported by an Extended Leadership Team (ELT) and Business & Operations Leadership Team (BOLT) led by the Head of Business & Operations.

Governance

BSJ is registered as a Yayasan (equivalent to a not-for-profit Foundation) under Indonesian law. The Foundation is led by a Council of Trustees of seven members who govern the School through the Board of Governors. There are ten members of the Board of Governors, two of whom are elected by parents of children studying in the School and five of whom are appointed by the Council of Trustees.

The current Chairman of the Board is Mr. James Bryson.

The Board delegates responsibility for the leadership, management and operation of the School to the Principal and the Board of Executives.



Primary School

The Primary School is the oldest part of the campus and spans the ages of 2 – 11. In the last five years, there has been a complete refurbishment of all year group hubs (Kindergarten – Year 6) and the Primary Campus provides an outstanding environment for our young learners. There are c. 600 Primary students on roll.

Approach to Learning through Inquiry

Learning in the Primary School is inspired by BSJ's Mission, Vision & Values and the intention is to ensure that the love of learning is lifelong and that students craft their educational journey in the formative years with inquiry, agency and a zest for curious discovery.

In 2021, BSJ introduced a vertically articulated model of education. From KG to the IB Diploma (DP) and Career-related Programme (CP) the model is driven by two main educational forces: inquiry and knowledge. This was linked with the introduction of the Kukang group in our Kindergarten (2 year olds). Since then, the Primary Leadership Team have diligently overseen the academic framework develop across the years groups with inquiry learning at the core. Cognizant of the fact that assessment is a core element of Primary education, there are thorough assessment models in place and the data is used to feed forward.

The Academic Journey

The academic journey in Primary is closely aligned to our Purpose **"to provide an holistic educational model that aligns tradition and modernity."**

Year group hubs are very well-resourced to enable staff to explore various learning styles that have inquiry at the root of the learning. The support for Primary faculty comes in the form of over 50 Learning Assistants plus other specialists. The year groups have specific hubs with large collaborative spaces that allow differentiated learning to occur throughout the year. Our students benefit from specialist lessons in Physical Education, Indonesian and Languages across the year groups. One of the areas that we have been working on in the last two years is student agency. Each class has a 'Discover' module where the students have autonomy with regard to the learning that takes place and the subject material. This is proving to be very innovative and successful. The Primary leadership are continually reviewing the scope and sequence of each group to ensure that there is capacity building year on year.



Sport

Sport is an integral part of life at the British School Jakarta. Students benefit from a diverse programme of sporting activities including athletics, tennis, swimming, football, dance and games. Membership of FOBISIA, The South-East Asia Student Activity Conference (SEASAC), The Jakarta Area Athletic Conference (JAAC), and other local leagues provides ample opportunities to compete with other schools across the region. This starts in the Primary section with highly qualified specialist teachers who dovetail the PE curriculum into the after-school sports programme. Our Primary students have been involved in the FOBISIA Games for a number of years and more recently have attended the Manchester City Cup in Abu Dhabi.

In September 2021, Manchester City Football Club and BSJ launched the first Manchester City Football School in Indonesia. This provides authentic and creative football coaching programmes for students, utilizing the coaching philosophy and methodology of Manchester City and a Manchester City coaching team, as well as the first-class facilities of BSJ. We have two full time Manchester City Football coaches as members of our faculty who train and oversees local coaches to deliver the three strands of programmes from our partnership. Other elite sports at BSJ include Swimming, Gymnastics and Tennis.

Arts

The Performing Arts faculty spans the whole school and plays a very special part in the life of BSJ students. All students from Kindergarten to Year 9 are provided with weekly music lessons while Drama becomes a class subject from Year 3 until Year 9. There are ample opportunities to learn a new instrument, perform in a play or be part of a musical ensemble. Our Primary students were outstanding with the final act of our 50th Gala Dinner where they received a standing ovation from the audience.

The BSJ World Theatre is a purpose-built 'state-of-the-art' Performing Arts centre offering outstanding facilities which include two stages, a dance studio, dressing rooms, a spacious foyer and a mezzanine area. An array of performances, staged productions, informal concerts and assemblies offer many opportunities for enriching experiences and knowledge. There is a committed and experienced staff who provide opportunities for our students to excel in the Performing Arts in the school. This year we have a cross collaboration between the two schools with the musical 'We Will Rock You'. We have had a number of memorable performances on our stage including Peter Pan, Dr Suess and Great Expectations and this year Primary are doing Alice in Wonderland.



Wellbeing@BSJ

Wellbeing is an integral part of life at BSJ. In January 2024, we appointed Ms. Andrea Downie, a world-leading expert in wellbeing to our Board of Executives. Andrea serves as our inaugural Head of Wellbeing and leads on this important area across the school. In the last three years we have held two outstanding Wellbeing Symposiums that have attracted some of the world's leading authorities on Wellbeing and Positive Psychology, including Dr Peter Senge, Sue Langley, David Bott and Robert Biswas-Deiner.

"Structure shapes behaviour" is a mantra at BSJ and in both Primary and Secondary schools, there is a 30 minute session for Wellbeing on a daily basis. Our bespoke Wellbeing Framework is constructed to support the needs of the whole BSJ community and it also permeates the learning model of Primary and Secondary. It is very much an innovative approach to such an important area of school life and future-proofing the school.



Campus

BSJ is located on a purpose-built 18-hectare (44-acre) campus in Bintaro, a leafy suburb on the southern outskirts of Jakarta. Space and the quality of facilities distinguish BSJ from many other schools in South East Asia, and the campus is ideally suited for all the elements of school life. In 2024 we completed a new entrance to the School (The Atrium) and a new school shop and café for the community. The School has also recently achieved 'Gold' Greenship Building Certification status as the community furthers their environmental sustainability aspirations to be Jakarta's greenest international school.

As a non-profit school, BSJ has a strong record of continuous investment in the campus and is committed to maintaining and developing a first-class learning environment. There is also a very clear strategy behind every construction that has the betterment of education at the school at its core. This is exemplified by the new sports Covered Football Field that is currently in progress at the school with the Middle School building and ten new classrooms.

The strategy at BSJ when it comes to any new construction is to synergize it with our Mission, Vision and Values: **'We Shape the School and the School Shapes Us.'** The 5 year strategic plan includes a state of the art STEAM building that will also incorporate a re-vamp of all the classrooms in the Secondary School.



Role Description

The Head of Primary is responsible for the strategic leadership and operational management of the Primary School and is accountable to the Principal for delivering the highest standards of education and Wellbeing. The Head of Primary is also a member of the whole school leadership team (Board of Executives) and will be expected to work closely with the Principal, the Board of Governors and staff to contribute towards the continued success and ongoing strategic development of BSJ.



The main duties and responsibilities of the Head of Primary are:

Strategic Leadership and Vision

- to work closely with the Principal and the Head of Secondary to provide cohesive whole school leadership;
- to collaborate with the Principal and Primary Leadership Team and Head of Wellbeing to develop an ambitious vision for the Primary School, translating this into a measurable strategy to build on existing strengths and achieve future goals;
- to develop a coherent strategy in the context of a rapidly evolving developing country, ensuring the School is well-placed to seize opportunities and respond to educational, political and cultural change;
- to provide clear, strategic leadership to the Primary School Leadership Team, devolving responsibilities appropriately and proactively creating opportunities for professional development.



Leadership of Teaching and Learning

- to be a visible presence within the faculty, encouraging and promoting teaching which is inspirational and creative;
- to champion a vibrant, imaginative learning culture within a supportive community;
- to ensure the Primary curriculum is regularly reviewed and upgraded, encouraging a culture of innovation;
- to ensure students and staff benefit from a stimulating and supportive learning environment;
- to drive innovation in the use of technology to enhance and support learning.

Operational Management

- to recruit, retain and develop high calibre staff to ensure that education in the Primary School is delivered to the very highest standard;
- to embed a culture of continuous improvement in terms of organizational structures and functions, ensuring all fully meet the changing needs of the School;
- to work closely with the Head of Business & Operations to ensure effective financial and resource management.

External Relations

- to build and maintain strong relationships with parents, demonstrating a detailed understanding of the needs of this diverse community;
- to be a compelling ambassador for the British School Jakarta on a local, national and international stage.



Person Specification

The Head of Primary will possess the following experience, skills, knowledge and personal attributes:

Experience

- an evidenced track record of successful senior leadership experience in a primary setting;
- proven experience of leading and developing high performing teams with a clear commitment to the continuing professional development of all colleagues;
- significant experience of raising standards with measurable outcomes, and clear evidence of a positive personal contribution to a school in the pursuit of excellence;
- a strong track record of primary curriculum development and a clear commitment to innovation in teaching and learning.

Skills and Knowledge

- visionary leadership skills with the ability to think creatively and deliver a clear educational vision for the Primary School;
- strong collaborative skills with the capacity to delegate effectively, empower colleagues to take ownership and provide meaningful support and challenge; excellent interpersonal skills with the ability to work collaboratively and build strong relationships across the School community;

- forward-thinking with a broad understanding of the rapidly changing education sector globally and a clear view on the opportunities and challenges for BSJ;
- an appreciation of the business aspects of school leadership and the role and the potential of technology in delivering high quality education.

Personal Attributes and Leadership Style

- a sense of adventure with high levels of cultural sensitivity and the flexibility, resilience and energy to thrive in a dynamic international environment;
- a warm, empathetic and visible leadership style with the presence to motivate and inspire excellence in others.

Qualifications

- A minimum of five years' experience in the field of education;
- Hold a PGCE or equivalent Teaching Qualification;
- Hold a Master's degree in Education (Leadership & Management);
- Certificate of NPQH or equivalent (desirable).



Living in Jakarta

Jakarta is the dynamic capital city of the Republic of Indonesia and the hub of communications within and outside the archipelago. Located relatively close to the equator, Jakarta is one of the fastest growing cities in the world. It is defined as a mega city and the population of its outer metropolitan area exceeds 30 million people. As a melting pot of people from many different cultures, Jakarta is a fascinating place to live.

Although most Indonesians, including Jakarta's citizens, are Muslim, the country is not an Islamic state but a 'Pancasila' state, which means a belief in one Supreme God, therefore religions must respect one another. Aside from Islam, Indonesian citizens also embrace other beliefs, including Christianity, Hinduism, Buddhism and others. Indonesian people are well known as some of the friendliest people in the world, especially towards foreigners, and they are also very tolerant.

Sometimes called "The Big Durian" by foreigners, Jakarta is divided into five municipalities: Central Jakarta, Jakarta's administrative and political centre; West Jakarta, which has the highest concentration of small scale industries; South Jakarta, the location of large, upscale shopping centres and affluent residential areas; East Jakarta, characterized by several larger

industrial sectors; and North Jakarta, which contains part of Jakarta Old Town and is the only area in Jakarta that has contact with the sea.

Strategically located on the west side of the island of Java, Jakarta is the principal gateway to the rest of Indonesia. As the centre of government, industry, and commerce, this extensive city stays well connected through its two main airports, Soekarno-Hatta International Airport and Halim Perdanakusuma International Airport, as well as various land and sea transportation options. There are plans to build a new capital city in Borneo. Jakarta is also exceptionally well-located as a base from which to explore the rest of the Indonesian Peninsula with some of the most fascinating places in South East Asia including world class diving sites, the highest concentration of active and non-active volcanoes, pristine beaches and a vast array of cultural sites, including the Borobudur, Prambanan and many other temples. This all offers one of the best locations in South East Asia, and possibly the world, for students and staff to have access to a large variety of exciting destinations for residential trips and other explorations, such as Bali.

Terms of Appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. Accommodation and numerous other benefits are included as part of the package.

Appointment Process and How to Apply

A global executive search exercise is being undertaken by Perrett Laver in parallel with the public advertisement of the post. Perrett Laver will support BSJ in the assessment of candidates against the requirements of the role and in identifying a wide field of candidates.

Applications should consist of a full CV and covering letter addressing the criteria set out in the role description and person specification. Applications should be uploaded at <https://candidates.perrettlaver.com/vacancies> quoting reference **7452**. The deadline for applications is **08:30 BST on Thursday 26 September 2024**.

The longlist of candidates will be determined in the week commencing 30 September and longlisted candidates will be invited to interview with Perrett Laver in the weeks commencing 7 October and 14 October.

The shortlist will be determined in the week commencing 28 October. Shortlisted candidates will be invited to first round interviews via Zoom on Wednesday 6 November and finalist candidates will be invited to informal interactions with the School and final round interviews at BSJ on Monday 18 and Tuesday 19 November 2024.

The British School Jakarta is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people; BSJ expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate/ police checks and an International Child Protection Certificate. Non-working spouses will also be required to complete a full self-disclosure document for safeguarding purposes.



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