



Anglican International School Jerusalem

Job Description

Director

Founded in 1962, and based on Judeo Christian values, the Anglican International School fosters understanding and reconciliation, welcoming students of all faiths or none. We currently have around 320 students from around 50 different countries with a staff of 100. AISJ is an accredited British School Overseas, accredited by Middle States Association and the International Baccalaureate.

We host a wide and varied program of study for all students aged 2–18, which is aimed at enabling each student to fulfill their potential academically and socially.



As an IB World School and a MSA (Middle States Association – USA) School, we are accredited to award both IB Diplomas and/or certificates and the American High School Diploma. At the Secondary School level, our courses follow the IB Curriculum. We teach the

Middle Years Program from Grades 6–10 and the Diploma Program in grades 11 & 12. Our goal is to facilitate each student's entry to higher education anywhere in the world.

Children aged 5 -11 are able join our AISJ family in our Primary School. In the elementary section of AISJ, we base our curriculum for Literacy and Numeracy on the UK curriculum enhanced by the IPC (International Primary curriculum) for all other subjects.

Pre-School at AISJ is a vibrant and exciting place for our 2-5 year olds. We teach the International Early Years Curriculum and the British Early Years Foundation Stage Curriculum as the basis for learning at these critical developmental years.



Alongside our academic pursuits, we enjoy an energetic social life as a school. Based in Jerusalem, and having a wide and diverse student population, we encourage interaction between all our students via Home Room activities, sports, clubs and whole school projects and activities including a whole school Residential trips to historical sites in Israel.

As a Christian School, we teach Religious Education from a Christian perspective with respect for all religious beliefs, especially those which co- exist in Jerusalem.

We have a diverse, hardworking and vibrant staff who fully invest their time and talents in all our students.





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We place a high emphasis on understanding and respect between all groups of students, staff and parents. We often speak about our AISJ Family and encourage a real sense of 'belonging' to one another no matter one's personal beliefs or political ideas or principles.

The Mission of the Anglican International School is to:

- Lead the way, every day to deliver the best world class education.
- Teach within the best methodology available and within the highest standards of Christian ethics and values.
- Value, care for and encourage every child to learn to the best of their ability and to prepare them to take their place as a world citizen.
- Value and professionally enhance every staff member.
- Assist every school family to partner in the learning experience of the child within this unique and special location.

Job Objective

To provide professional leadership for AISJ that secures its success and development, ensuring high quality education for all its students and enhanced standards of achievement within an ethos that models Christian beliefs and principles.

Core Purpose of the Director

The Director is the leading professional in the school. Working with the School Board, s/he must provide vision, leadership and direction for the school and ensure that it is managed and organized to meet its aims. With the School Board the Director is responsible for continuous improvement in the quality of education; for raising standards; for ensuring equality of opportunity for all; for the development of policies and practices; for ensuring that resources are efficiently and effectively used to achieve the school's aims; for ensuring that the school stays true to its Christian foundation; and for marketing the school in the local community in order to increase the school roll. The Director also secures the support and financial commitment of the wider community to the school through the development and maintenance of effective networks and identification of fund-raising opportunities that from time to time include overseas travel.

Reports to

The School Board through the Board Chair



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Job Description

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Responsibilities

The professional duties of the Director shall include:

A. Providing Strategic Direction and Development

The Director, working with the School Board will implement the School Strategic Development Plan and foster the aims of the School's Trustee body, CMJ.

The Director shall:

- Maintain the Christian ethos in all areas of School.
- Embody for the students, staff, board members and parents, the vision, purpose and leadership of the school;
- Formulate an annual Action Plan to achieve the objectives outlined above;
- Ensure that effective management, financial and administrative systems are in place to support the vision and aims of the school;
- Oversee the implementation of bringing consistency and continuity between the preschool, primary and secondary schools to ensure students have a smooth transition between them;
- Secure the commitment of parents and the wider community to the vision and direction of the School;
- Build effective links with other schools for both curricular and extra-curricular benefits;
- Develop an organizational culture in which all stakeholders recognize that they are accountable for the success of the school in meeting its long, medium and short-term objectives;
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

B. Leadership and Management of Staff

The Director will lead, motivate, support, challenge and develop staff to secure the highest professional standards and set appropriate targets to that end. The Director is expected to model good teaching practice by teaching at least one timetabled class.

The Director shall:

- Ensure that all staff have job descriptions and work towards them;
- Plan, allocate, support and evaluate work undertaken by staff teams and individuals, ensuring that there is clear delegation of tasks and devolution of responsibilities;
- Implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers;
- Motivate and enable teachers to develop expertise in their respective roles through high-quality continuing professional development;
- Ensure that proper standards of professional performance are established and maintained by means of professional procedures.



Anglican International School Jerusalem

Job Description

Director

C. Oversight and Leadership to Secure Quality Teaching and Learning

The Director will secure and sustain effective teaching and learning throughout the school, through monitoring and evaluating the quality of teaching and standards of students' achievement, and setting targets for improvement.

The Director shall:

- Determine, organize, implement and evaluate an appropriate curriculum for the school, having regard to a) the needs, experience, aptitudes and stage of development of the students b) the Christian tradition of AISJ and c) the resources available to the school;
- Create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behavior and discipline;
- In conjunction with the Senior Management Group of the School, monitor and evaluate the quality of teaching and standards of learning and achievement in order to set and meet challenging and realistic targets, and identify areas for improvement;
- Continue to develop effective links with the community to extend the curriculum and enhance teaching and learning;
- Maintain an effective partnership with parents to support and improve students' achievement and personal development.

D. Leading External Accreditation Processes

- Ensure that the school meets all accreditation criteria as set out by the various accrediting bodies:
 - International Baccalaureate Diploma Program (IBDP)
 - Middle Years Program (MYP)
 - International Primary Curriculum (IPC)
 - Middle States Association (MSA)
 - Council of British and International Schools
 - British School Overseas
- Prepare in advance of accreditation visits to guarantee a smooth process;
- Provide ongoing staff training and development as needed;
- Ensure sufficient finances available for the success of the various programs;
- Support staff as they prepare the materials/study for the re-accreditation process;
- Facilitate accreditation team visit;
- Develop strategies and timeframes to address accreditation recommendations.



Anglican International School Jerusalem

Job Description

Director

E. Providing Efficient and Effective Deployment of Staff and Resources

The Director deploys people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

The Director shall:

- Work with the School Board to create a personnel package which will enable the school to recruit staff of the highest quality;
- Work with the School Board to identify, evaluate and secure non-tuition sources of revenue;
- Work with the School Board to market the school effectively to the wider community (Israeli and Palestinian);
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control;
- Manage and organize accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education and ensure efficiency.

F. Providing Spiritual Leadership for Staff and Students

The Director will lead, through word and action, the spiritual life of the school.

The Director shall:

- Ensure that the school assemblies and religious education programs foster a Christian ethos in the institution, within a context of tolerance and acceptance of others;
- Formulate and implement programs for practical Christian service within the community;
- Maintain and develop the Christian ethos of the School within which effective teaching, successful learning and sustained improvement in the spiritual, moral, cultural, mental and physical development of the students can be achieved;
- Motivate and enable teachers to integrate a Christian worldview into the curriculum and co-curricular activities of the school.



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Job Description

Director

G. External Relationships

AISJ is a part of the ministry of CMJ Israel and it is vital that good relationships exist with the ministry. The Director is a member of the CMJ Israel Senior Management Team (SMT). In this role the Director makes a positive contribution to the development of the ministry in Israel.

The Director will:

- Attend the monthly meeting of the CMJ Israel SMT
- Maintain positive relationships between the school and the other CMJ ministries
- Become a worshipping member of Christ Church

In addition, the Director manages the relationship of AISJ with other local Christian schools.

The Director will:

- Develop good relationships and shared resources with CMJ Partner Schools
- Support and offer guidance to those wishing to establish new Christian schools in Israel.
- Develop good professional relationships with the leaders of the diocesan schools in Israel and the PA.

Requirements

Essential

- Mature, committed Christian expressing standards of ethics and morality founded on the principles of the Old and New Testament Scriptures
- Qualified Teacher Status
- Qualification in Educational Leadership
- Extensive teaching experience
- School Leadership Experience
- Ability to lead, motivate and manage people to work as individuals and members of a team
- Excellent communication skills
- Personable and approachable, with the social skills to mix with all levels of the local community
- Sound financial and business management skills including fundraising
- Ability to create an environment of stability and confidence
- Ability to articulate in concrete ways the vision for a Christian international school
- Ability to understand and respond appropriately to cross-cultural situations
- Ability to make sound judgments under pressure
- Knowledge of issues and challenges facing international schools



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Desirable

- Experience with students from Early Years to Secondary level
- Ability to manage own time and that of colleagues in an efficient, prioritized manner
- Previous experience as Director/Head of a School
- Familiarity with the British National Curriculum and International Baccalaureate
- Prior experience of international education
- Experience of working in an interdenominational and/or multi-faith environment
- Experience of working with a School Board
- Willingness to learn the local language
- Involvement with CMJ or other organization supportive of CMJ's aims

Safeguarding Statement

The Anglican International School Jerusalem is committed to safeguarding and promoting the welfare of children and expects all who apply to share in this commitment. Offers of interview and employment will be subject to an enhanced background and criminal record check.