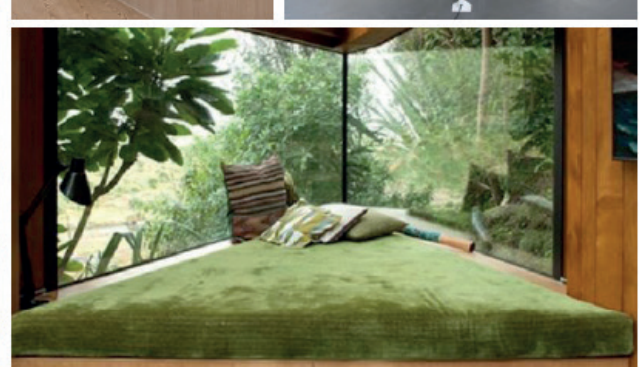


CITIZENS SCHOOL LLC

FOUNDING PRINCIPAL CANDIDATE BROCHURE

"WE ASPIRE FOR OUR STUDENTS
TO BECOME PRODUCTIVE AND
RESPONSIBLE GLOBAL CITIZENS
WHO ARE LIFELONG LEARNERS
ABLE TO COMMUNICATE
EFFECTIVELY, EMBRACE
DIVERSITY AND CONTRIBUTE
TO DEVELOPMENT"



Address: Al Satwa, Dubai
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About Us

Citizens Education Hub intends to bring to the UAE a unique offering consisting of 4 complementary education establishments: a nursery, Citizens School, an excellence center for child support, and a research and teacher training academy. The Hub (31,027 Sqmt BuA) is being built on a trophy plot conveniently located in the heart of Dubai, across the road from Meraas's City Walk Development and Al Khazzan Park. Citizens School is a mainstream UK curriculum inclusive school of 24,500 Sqmt BuA. It will provide its students with a safe and nurturing learning environment that will allow each one to succeed and excel, including those with special educational needs.

Location

Citizens school is based in the heart of Dubai. Below you will find an overview of the environment in Dubai.



Culture

Dubai is today considered as one of the most exciting cities in the world. Dubai allows you to be cosmopolitan and hip, and yet also casual and relaxed. The city is dynamic and ever growing with more than 85% of the population from the expatriate community. Dubai is clean and virtually crime-free and has an easy-going atmosphere and reputation for hospitality. Dubai offers expatriates the ability to live a cosmopolitan and international lifestyle in the tax-free, year-round sunshine of the Middle East. Dubai is a popular tourist destination and offers visitors and residents an excellent quality of life, fantastic leisure and entertainment options all year round, access to a variety of water sports and excellent shopping bargains.

Accommodation

The options range from large villas to five-star beach hotels to small serviced flats. Standards are uniformly high.



School Mission

“To provide an inclusive, safe and nurturing learning environment for all our students to succeed and excel”

Education

English is the medium of instruction in most schools. An academic record of your child is required for admissions. Some schools conduct entrance tests. Schools offer GCSE, 'A' Levels, French, American, Indian, Japanese among other curricula. Standards are above average.

Transportation and Traffic

The Road Transport Authority manages the roads, the Salik tolls, enforces parking regulations and provides public transport systems in Dubai. Dubai Metro is the popular means of transportation with free car parking available at the stations and stops near shopping malls. Taxis are everywhere in Dubai. They are clean and reasonably priced. The trip from one side of Dubai to the other would probably not cost more than 100 AED. There are air-conditioned bus shelters in high use areas. Buses also offer areas specifically designated for women in accordance with cultural and religious preferences. Buses are cheap and many routes connect with the two lines of the Metro.

Religion

Islam is the religion of Dubai and the city is dotted with elegant mosques. Islam requires that both men and women dress modestly. However, Dubai is a liberal city. Emiratis are proud to wear their national dress, both men and women, but do not expect this of foreigners. If you want to show respect to the Emirati people, it is best for women to wear clothing that covers the body to the knees and the shoulders.

Attractions/Leisure Life

There are tons of attractions, places to visit and activities to do in Dubai, or in the UAE. Dubai boasts a plethora of parks and gardens and if you are looking for themed parks, Dubai has MotionGate, Legoland, Wild Wadi and a lot more. Dubai is very diverse, and you can enjoy any type of cuisine anywhere - Arabic, Indian, Asian, Italian, you name it. Dubai is also a major shopping destination as almost all throughout the year you can find good deals and steals.

Weather

Dubai has a sub-tropical, arid climate with clear skies, sunshine and high temperatures throughout the year. Rainfall is rare and erratic. Summer is from April to mid-November and Winter starts from December to March.



Job Description

Summary

The key responsibilities of the incumbent include the following:

- Overall academic and commercial leadership, management and development of the School
- Lead academic and curriculum provision, in particular, the core educational issues of student performance, teaching and learning, and strategic direction/development
- Play a pivotal role in supporting and promoting the relationship between the School and the owner Group
- Embody and add value to the mission and sense of purpose of the School and the vision of the Group

Accountability

- Accountable to the CEO of the group / parent company and the Board of Governors
- Licensed by the Dubai Knowledge and Human Development Authority (KHDA) and Ministry of Education (MOE)

Core Purpose

- Provide vision, direction and leadership for the School
- Engage closely with peers in the region to establish best-in-class quality/standards befitting of the School name.
- Drive the commercial success of the School by working closely with the Group and Local teams
- Be a figurehead in the promotion of the School in the wider community
- Liaise closely with administrative departments in the School to ensure the efficient management of the School.
- Manage strategic allocation of the School budget and offer direction and support to school Leadership and subject leaders
- Develop & maintain solid, lasting relationships with the regulators
- Oversee the day-to-day implementation of the school's special education needs policy
- Lead and manage performance and development of the staff
- Strategic planning to identify priorities and targets to ensure:
 - o Pupils achieve high standards and make progress
 - o Teachers are effective in and outside the classroom
 - o School improvement is sustained

Special Needs (SEN) Responsibilities

- Coordinate, monitor and evaluate provisions for SEN students and their performance
- Liaise with and advise, colleagues and parents
- Contribute to School Improvement Plan and School Self Evaluation
- Liaise with external/Government agencies for SEND support and child protection
- Review and enhance the SEN policy in consultation with the School Leadership Team / Regulators
- Lead and be accountable for child protection across the school
- Train staff on child protection and inclusion

Skills and Knowledge Requirements

- Successful leadership in academic and commercial aspects of school
- Deep understanding and experience on the challenges and demands of leadership in a co-educational prep school environment.
- Demonstrable experience of developing and leading high performing teams
- Recognized academic and intellectual credentials
- An intellectual enthusiasm for wider educational developments, particularly with relation to developments in technology supporting academic outcomes and effective teaching & learning
- Cultural sensitivity and the ability to relate to parents, pupils and stakeholders of the school from a wide variety of countries and cultural backgrounds.
- Good awareness of the cultural and operational challenges of managing a school in the Middle East
- A keen supporter of inclusive education



School Vision

"We aspire for our students to become productive and responsible global citizens who are lifelong learners able to communicate effectively, embrace diversity and contribute to development"



Package details

- **Term of Employment:** Four years
- **Place of Work:** Dubai, UAE
- **Basic Salary:** AED 38,200 per month
- **Accommodation allowance** - AED 10,417 per month; and Transport allowance - AED 6,000 per month
- **Bonus:** Performance based annual discretionary bonus: 20% of annual basic salary upon achieving 90% of agreed upon KPIs (as set out in employment contract)
- **Annual Flights:** Upon completion of 12 months service, he/she shall be eligible to receive one economy class annual return ticket to his/her home country for per year. He/She may elect to take these flights at any point during the 12-month period immediately following the date on which they become applicable, with the first date being the first anniversary of the Commencement Date. He/She shall not be entitled to receive a payment in lieu of any accrued and untaken flight tickets in any circumstances. Annual flights are also included for spouse and dependents.
- **Health insurance:** This will be provided in accordance with the School's private medical expenses insurance scheme. Spouse and children are entitled to the same scheme.
- **Working hours:** He/She will be required to work the necessary hours that are required in order to fulfil the duties as Founding Principal and Operating Principal of the School. It is anticipated that this will be a minimum of 40 hours per week from Sunday to Thursday
- **Probationary Period:** 6 months. During the Probationary Period, either party may terminate the employment by providing the other with one week's notice
- **Annual leave entitlement:** He/She will be allocated periods of annual leave in accordance with the School's academic year. Upon the opening of the School on August 30, 2020 he/she shall be entitled to 27 working days annual leave although this may be increased by the School from time to time at its absolute discretion. Please note that the academic year will include mandatory term time periods, during which he/she will not be permitted to take annual leave other than in exceptional circumstances. Whilst the particular dates may vary from year to year, we anticipate that the School will be closed for a minimum of 14 calendar days at the end of the Autumn term / term one, 14 calendar days at the end of the Spring term / term two and 60 calendar days at the end of the academic year / term three. However, this may vary from time to time depending on the particular academic year dates and the requirements of the School. He/She will be required to take your annual leave during these periods. He/She shall also be entitled to public holidays as announced by the applicable authority from time to time
- **Schooling for dependents post Year 4:** As the school will provide education from EYFS – Year 4 in its first academic year, there is no immediate education possible for post Year 4 dependents. However, the school offers an allowance of AED 35000 per year, but this is negotiable.



How will you measure if the school has been successful?

Following are the measures:

- KHDA Ratings
- Achievement of Student Ramp up
- Achievement of Budget

KHDA Ratings:

School's success is based on the annual performance of the school that is measured annually by KHDA. KHDA inspectors will make judgements using a six-level scale:

Outstanding	Quality of performance substantially exceeds the expectation of the UAE
Very Good	Quality of performance exceeds the expectation of the UAE
Good	Quality of performance meets the expectation of the UAE (This is the expected level for every school in the UAE)
Acceptable	Quality of performance meets the minimum level of quality required in the UAE (This is the minimum level for every school in the UAE)
Weak	Quality of performance is below the expectation of the UAE
Very Weak	Quality of performance is significantly below the expectation of the UAE

The schools in UAE are structured around six performance standards and conclude with an overall performance judgement:

1. Students' achievement
2. Students' personal and social development, and their innovation skills
3. Teaching and assessment
4. Curriculum
5. The protection, care, guidance and support of students
6. Leadership and management

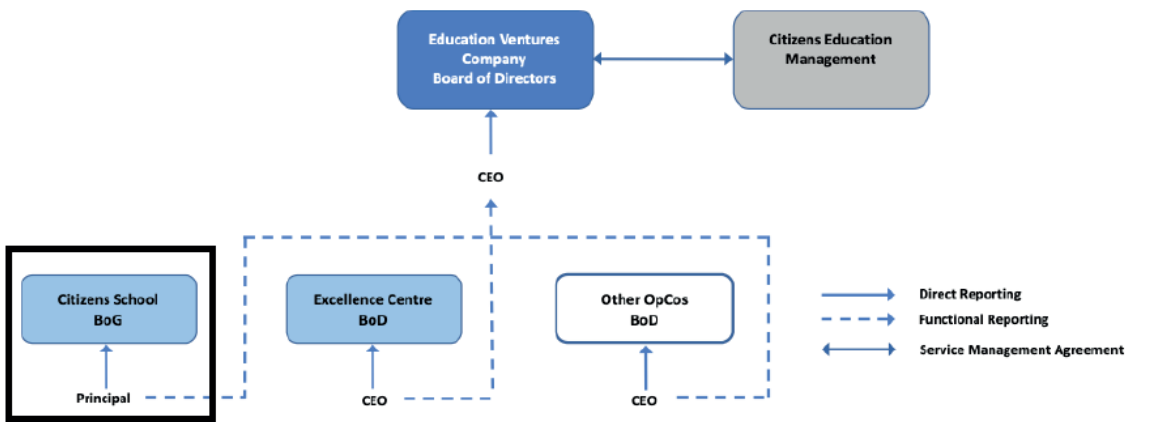
The choice of these performance standards, underpinned by 17 performance indicators, is based on research into school effectiveness. While there are legitimate disagreements about some aspects of the purpose of education, there is almost universal consensus that an effective school will seek to secure the best possible academic outcomes, while also ensuring students' personal, physical, social and emotional development ¹. These two key outcomes – students'

1 <https://www.moe.gov.ae/ar/importantlinks/inspection/publishingimages/frameworkbooken.pdf>

achievement and students' personal development – are the key measures of school effectiveness and form the basis for the first two standards. The next four standards focus on what research tells us about the most powerful factors determining school effectiveness: the quality of teaching, curriculum, care and leadership.

What level of involvement does the company envisage with the school?

A new management company known as Citizens Education Management FZ LLC has been established and a part of ZEI Team will be managing it. CEM was created to design, develop and operate inclusive educational communities, in response to a clearly identified need and in line with the directives of the leadership of the UAE and Dubai. Over the next 6 to 7 years, it is the intention of CEM to replicate CE Hub's success by establishing similar educational hubs in appropriate locations, other Emirates or regional countries. CEM is headed and advised by a team of seasoned professionals with a proven track record in investment and education. Together they lead the creation and manage the development of CE Hub. Please see the reporting structure below



The Board of Governors / Directors of each of the subsidiaries will appoint its own principal / CEO who will also functionally report to the CEO of EVC. These boards will be in charge of approving annual plans as submitted by the principal or CEO in coordination with the CEO of EVC.





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