

NORTH LONDON COLLEGIATE SCHOOL (SINGAPORE)

Seeks a

HEAD OF HOUSE (ASSISTANT PRINCIPAL)

Effective July 2020

NLCS (Singapore) seeks enthusiastic and committed pastoral leaders as Head of House. The Heads of House will have responsibility for the social and academic progress of students in Grades 6 – 12 (Years 7 – 13), and have oversight of their pastoral care. They will lead the teams of tutors and co-tutors within their houses, who have day-to-day responsibility for welfare and discipline in the Senior School.

NLCS (Singapore) opens in August 2020, joining the NLCS family of schools.

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.

INTERNATIONAL SCHOOLS

In 2011, NLCS opened its first international 'branch' school in South Korea: NLCS Jeju. The School, now entering its ninth year of operation, has nearly 1400 on the roll. NLCS Jeju offers the IB Diploma to all in the Sixth Form and has achieved outstanding results since its first cohort of graduating in 2014. The average IB Diploma score in 2019 was 37, with two achieving a perfect 45.

In September 2017, NLCS opened its second branch school in the UAE: NLCS Dubai. The School is now in its third year of operation and is a co-educational, day school. This year, the first school cohort will graduate and take the IB Diploma.

NLCS (SINGAPORE)

Founded in partnership with Sobha, North London Collegiate School (Singapore), will offer an academically ambitious education in keeping with the aspirational ethos of NLCS (UK). The School will provide the same impressive range of extra-curricular activities for which NLCS (UK), NLCS Jeju (South Korea) and NLCS Dubai are well known, and to foster well-rounded individuals who are capable of becoming leaders.

This selective co-educational day school for students aged 3-18 years, will be built and funded by NLCS International's partners, Sobha. The school will be purpose built, boasting impressive, state-of-the-art facilities.

THE ETHOS

The ethos of NLCS (Singapore) echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

The School aims to provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained, not through an emphasis on results, by creating an atmosphere of rigorous scholarship; students are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being is of the utmost importance and good relationships are fostered between students and staff, as well as between the students themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating, to 'Mad Scientists' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events, in order to give every opportunity for students to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as NLCS schools aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music, Art and Drama are all of excellent quality and over seventy activities take place at lunch times and after school each day, with large numbers involved.

THE CURRICULUM

The curriculum will reflect the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK). This will be supported by an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

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 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.

THE POSITION

NLCS (Singapore) is looking for dynamic and committed pastoral leaders with an outstanding record of accomplishment, to support and teach at the School as it opens in July 2020.

The School operates a "vertical" pastoral system, within which the Heads of House are responsible for the well-being and academic progress of students in Grades 6 - 12. They will lead the teams of tutors and co-tutors within their houses, who have day-to-day responsibility for welfare and discipline of the students. They will produce weekly tutor notes, organise assemblies and raise agendas for pastoral meetings.

The Heads of House will meet weekly with the Vice Principal (Pastoral Care), individually and together with the other Heads of House, Head of Inclusion, Counsellor and members of teaching staff, to exchange information on pupils, contribute to the evaluation of the pastoral aspects of the School Development Plan and plan strategy for the future. They will work closely with the academic programme coordinators to ensure that pupils make excellent progress, that monitoring systems are robust, and interventions are effectively tailored to each pupil.

The Heads of House will develop close and productive working relationships with parents and will deal with concerns or complaints as they arise.

The successful candidates will work closely with the Vice Principal (Pastoral Care) in the organisation of the admissions process, including developing relationships with corporates and 'feeder' schools, organisation of the entrance assessments and the subsequent interviewing and selection of pupils. The Heads of House are also responsible for organising the induction programme for pupils joining the Middle and Upper Schools (and their parents).

As senior members of staff, they will be members of the Administration Team and attend weekly meetings; the Heads of House will also have responsibility for calendar entries relevant to Grades 6 - 12 and oversight of planning for key events.

The Heads of House will be responsible for helping to co-ordinate the PSHE programme, and will be expected to contribute to the teaching of this programme in the School. The Heads of House are each expected to teach approximately 21 periods per week.

QUALIFICATIONS & QUALITIES SOUGHT

Please see person specification

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
- Relocation costs
- Annual return flights to home country
- Health insurance
- Tuition fees for eligible children

PERSON SPECIFICATION
HEAD OF HOUSE (ASSISTANT PRINCIPAL)
North London Collegiate School (Singapore)

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title:	Head of House (Assistant Principal)
Classification:	Pastoral Leadership
Reporting to:	Vice Principal (Pastoral Care)
Professional qualifications:	<ul style="list-style-type: none"> Teaching qualification Bachelor's Degree
Professional experience:	<ul style="list-style-type: none"> Exemplary communication skills, both verbal and written Experience of pastoral leadership within a significant, relevant organisation Proven track record of outstanding teaching across all age groups Have a strong classroom presence and be able to model excellence in the classroom Experience of developing and enhancing the practice of staff Committed to raising the achievement and standards of pupils and staff Appreciation of managing students from a variety of cultures Able to work effectively with students and parents, outside agencies and colleagues
Specialist knowledge and understanding:	<ul style="list-style-type: none"> Knowledge of current behavioural issues and of the impact of mental health on adolescent behaviour and performance Knowledge of safeguarding and child-protection matters Knowledge of current best-practice regarding pupils with SEND (including Gifted and Talented)
Personal qualities and skills:	<ul style="list-style-type: none"> A good team player and team leader Ability to demonstrate emotional intelligence and empathy, adaptable to differing situations Ability to be sensitive of and adapt to cultural differences. Flexible, inclusive and pragmatic style Possess good organisational skills, manage time efficiently A firm and demonstrable commitment to the School's aspirational ethos that does not label students and the belief that 'everyone matters'
Duties & responsibilities:	<ul style="list-style-type: none"> Fostering and supporting the School's ethos, values, rules and guidelines Ensuring that the pastoral care available to each student is of the highest quality, is supportive, innovative and responsive to the needs of students Leading the team of tutors and ensuring that the work of tutors in the House is consistently of the highest professional standard in providing pastoral care and support to students and meeting regularly with the team of tutors to lead discussion and development and ensure excellent individual pastoral care

	<ul style="list-style-type: none"> • Overseeing the safeguarding, well-being and conduct of students in the House • Ensuring meaningful extra-curricular participation of all students in the House • Assisting and supporting the Vice Principal (Pastoral Care) in the process of development planning and the formulation of pastoral strategy • Communicating as required with parents and with external agencies with regard to the welfare, conduct and progress of pupils • Ensuring effective communication systems with parents are developed, with particular regard to the welfare, conduct and progress of students • Monitoring and tracking the progress of students, co-ordinating interventions where necessary and taking appropriate action to ensure that all students make excellent progress and achieve their best socially, emotionally and academically • Organising and leading thought provoking and engaging assemblies • Organisation of events and strategies which promote a spirit of “house identity” and social inclusion, (including the co-ordination of relevant contributions to charity and community service initiatives) • Supporting the Vice Principal (Pastoral Care) in all aspects of the admissions process • Liaising with relevant colleagues within both the Junior and Senior schools and admissions, to ensure a successful induction programme and transition of pupils in the House when they join the Senior School. • Contributing to the development of an innovative PSHE programme (and teaching PSHE, when required) • In collaboration with the Senior School’s academic coordinators, liaise with teaching staff to all students, so that no student is allowed to slip through the net • In collaboration with the Senior School’s academic coordinators, overseeing arrangements for reporting and parents’ evenings as directed by the Principal or Vice Principals. • In collaboration with the Senior School academic coordinator, co-ordinating arrangements for internal examinations • In collaboration with the Senior School academic coordinator, overseeing arrangements for reporting and parents’ evenings as directed by the Principal or Vice-Principals. • Assisting with the recruitment and appraisal of staff when required
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the Vice Principal (Pastoral Care) and the Principal any significant pastoral matters, including any safeguarding concerns. • Abide by the school safeguarding policy and keep abreast of any changes
Last reviewed:	October 2019

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.