



APPLICATION INFORMATION PACK

DEPUTY HEAD -
PASTORAL

PRIMARY SECTION

TO START AUGUST 2024



INTRODUCTION



THE SCHOOL

The British International School of Jeddah was established in 1977 and is one of the largest international schools in Saudi Arabia. The school provides high quality, coeducational, British international education to the expatriate and local community. Since its inception it has grown and developed rapidly, culminating in relocation to the current purpose-built campus in 1999. In total, the school has over 1300 students from over 60 countries.

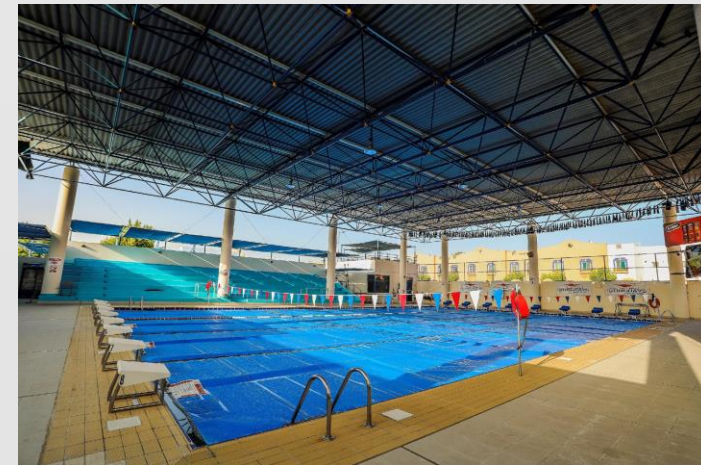
FINANCIAL POSITION

The school is a not-for-profit establishment and is financed entirely from school fees.

The Director, in consultation with the Business Manager and Heads of Secondary and Primary Sections manages the annual budget, once approved by the Board.

THE FACILITIES

There are some 90 rooms, 9 science laboratories, 5 computer rooms, a large sports hall, a gymnasium, a multi-purpose hall, a cafeteria, 3 libraries, a clinic, 2 swimming pools and an outside sports area with running track.



THE COMMUNITY



THE CITY

Jeddah is the 2nd largest city in Saudi Arabia, with a population of approximately 5,300,000. Jeddah is a major commercial center and has many government offices. There are many shopping districts, restaurants and cafes. The Corniche is the largest waterfront area in Saudi Arabia at nearly 30km long. Clustered around this area are cinemas, hotels, restaurants, parks, beaches, aquarium, resorts as well as lots of artwork. Artwork is everywhere in Jeddah. Many traffic islands have large individual displays which as well as being attractive and interesting also helps with finding your way around.



Located on the Red Sea, Jeddah also has some of the best diving in the world on its doorstep. Camping in the desert is also popular amongst expats, as is exploring Saudi Arabia and all it has to offer.



THE BISJ COMMUNITY

The school has over 1300 students from over sixty countries. The biggest groups are British, Saudi, Pakistani, U.S.A, Egyptian and Lebanese. Our school community is a vibrant and happy one with the school offering far more than an academic environment. Parents are supportive and interested; students are well disciplined, inquisitive and hard working. Our staff is energetic, positive and provides a fantastic education for the students.



THE STAFF

BISJ teachers are recruited both on overseas contracts and locally. As of November 2023, there were 210 staff members, including full-time teachers, teaching assistants, counselors, librarians, clinicians, and administrative staff, from 33 different nationalities. Overseas staff are housed in the school housing compound or in local compounds, which have excellent modern facilities.

OUR PURPOSE: VISION & MISSION



Learning to live Learning to learn Learning to lead

VISION

We will be an outstanding international school, continuously striving for improvement and engaging out whole community with the concepts of Learning to Live, Learning to Learn & Learning to Lead

MISSION

We provide excellent British-style education with an international perspective, within a safe environment, where individuals feel secure, respected, valued, happy and successful.



ACCREDITATIONS



The British International School of Jeddah is fully accredited by:

The Council of International Schools

New England Association of Schools and Colleges

The British Schools of the Middle East

BISJ is authorised by the International Baccalaureate Organisation, and Cambridge International Examinations.



THE ROLE AND IDEAL CANDIDATE

Whilst proven experience in a leadership role will be a strong advantage, applications are also welcomed from candidates with the right skill set, seeking to develop their careers, in a well-established and highly reputed school.

Joining the Head Teacher, Head of Early Years, Deputy Head Teacher (Curriculum) and Deputy Head Teacher (Administration) on the Primary Leadership Team (PLT), the successful candidate's responsibilities will include:

- Designated Safeguarding Lead, coordinating training for staff and volunteers
- Leading the day-to-day management of student behaviour in line with the Positive Behaviour policy
- Evaluating, developing and administering screening and admission protocols for prospective students in liaison with the Registrar
- Supporting the SENCo where necessary in managing the student support referral process: cooperatively monitoring and supporting students with social, emotional and behavioural needs alongside the Primary Counsellor
- Oversee charity collection initiatives of the Primary School in liaison with the Deputy Head Teacher (Administration)
- Oversee the review and development of the PS PSHE Programme in liaison with the Deputy Head Teacher (Curriculum)
- PLT point-of-contact for the Student Council and its coordinator
- Co-produce the annual Upper Primary Show
- Taking a leading role in the induction of new staff with regards to pastoral policy and procedures in consultation/liaison with the Head and/or PLT

In addition, as a member of PLT, the Deputy Head Teacher (Pastoral) includes shared responsibility for:

- Staff, student and parent relationships
- Oversight of teaching and student learning
- Staff meetings, InSeT and parent information sessions
- Promoting the image of BISJ community, locally and beyond

The ideal candidate for this key position will be an emotionally intelligent, energetic, passionate educator who is a collaborative team player. A positive disposition and strong people skills are essential, as is the ability to learn and adapt quickly to a new educational environment.

DEPUTY HEAD – SALARY AND BENEFITS



The salary is tax free and highly competitive with other comparable international schools in the region.

Additional benefits include:

- Free, furnished and equipped accommodation.
- Paid utilities; electricity, water and basic wi-fi.
- Relocation allowance.
- Overseas allowance.
- Free tuition at BISJ for up to two school-age children.
- A generous annual travel allowance for you and your dependants.
- Medical insurance for you and your dependants.
- Employee Life insurance.
- End of Service benefit.



HOW TO APPLY



To apply, please use the School's website to send us your application, CV and covering letter, or email the Recruitment Team – recruit@conti.sch.sa

CVs should be no more than 2 pages and include details of 2 referees, one of whom should be your current or most recent Head of School.

The deadline for applications is Sunday 14th January 2024.

This role will commence in August 2024.

Please note that although our advertisements include a deadline, we reserve the right to appoint before then. We recommend early applications.

We're committed to the safeguarding and wellbeing of both children and staff. We carry out extensive pre-employment checks to ensure the safety of our community.

