

## APPLICATION PACK FOR THE POST OF

# HEAD OF SECONDARY SCHOOL

INTERNATIONAL SECONDARY SCHOOL – KHUZAM CAMPUS

RAK Academy

Ras Al Khaimah

United Arab Emirates

Age 11-18 | 668 Students | Co-educational | Day School | British Curriculum and IB



For August 2021



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INTERNATIONAL SECONDARY SCHOOL – KHUZAM CAMPUS, RAK Academy

The International Secondary School Khuzam opened in 1975, and since then has provided excellent opportunities to young people, preparing them with the knowledge and skills needed to navigate the modern world. They are a large and diverse community of learners, with students from over 80 countries.

The school works to guide and motivate every student to reach their full potential, offering academic and extra-curricular opportunities, rich and stimulating teaching, a dynamic curriculum, and excellent learning facilities. Every child is unique, with their own talents, interests, and potential.

Students aged 11-14 years follow Key Stage 3 of the English National Curriculum. From ages 14-16 years, students elect subjects to study for a range of IGCSEs. Students can then choose either A-Levels or the IB Diploma Programme for the final two years to prepare for university and life after school.

International Secondary School Khuzam is part of the Ras Al Khaimah Academy (RAK Academy) family of schools.

## RAK Academy

Ras Al Khaimah (RAK) Academy is one of the oldest, largest, and most prestigious schools in the United Arab Emirates. It is a not-for-profit, non-selective, coeducational school for students from Pre-KG to Grade 12 located in the Emirate of Ras Al Khaimah. It was originally founded in 1975 to provide education for the children of British expatriates in the Emirate. Since 1988, under the patronage of His Highness Sheikh Saud bin Saqr Al Qasimi, the Ruler of Ras Al Khaimah, the school has evolved to cater for students of all nationalities and abilities.

"Learning excellence with a community heart" is RAK Academy's core value with a strong belief that a 'care' ethos, combined with a deep respect for difference and diversity, is the foundation of all academic endeavour and success. The Academy commits, first and foremost, to do what is best for the student. The result is a world-class international education, with a choice of internationally recognized curricula.

Today RAK Academy welcomes over 2,700 students from 97 different nationalities. RAK Academy consists of five campuses situated across the Emirate, offering a British-style curriculum for primary age students, an international primary curriculum (IBPYP), as well as an international secondary curriculum (IGCSE, A/S Levels and IB Diploma).

RAK Academy benefits from 5 well-equipped campuses that offer world-class facilities to its young learners and ensures their wholesome development in a nurturing and safe learning environment. Student wellbeing is their top priority and that is reflected in the facilities their campuses have to offer. Together, its campuses offer 266 classrooms, 7 fully equipped ICT suites, 4 theatres, 5 art rooms, 5 well-stocked libraries and 5 music rooms offering an exposure to a variety of instruments. They also have 6 science labs and 3 design technology labs to nurture the inquisitive minds of their young learners, as well as 5 mosques.

RAK Academy believes that physical education is an important part of student well-being. Their physical education facilities include 4 small and 2 big indoor gymnasiums, 17 indoor and outdoor play areas, 2 swimming pools, 5 football fields, 7 basketball courts, and 1 tennis court.

The academy provides bus facilities for its students. In addition, they also have 5 on-campus clinics, an online uniform store, 6 canteens and 5 coffee shops.





Truly reflective of their endeavours to nurture their students into well-rounded individuals, their secondary students have graduated and moved on to join premier universities around the world, such as University of Waterloo, Zayed University, Durham University, University of Geneva, University College London, University of Virginia, University of Bath and Universiteit Van Amsterdam, to name but a few.

RAK Academy's five campuses include the following:

School	Age	Number on roll
RAK Academy - British Primary School, Khuzam site	3-11	811
RAK Academy - International Primary School, Khuzam site	3-11	504
RAK Academy - British School, Al Rams site	3-11	288
RAK Academy - British School, Al Hamra site	3-11	432
RAK Academy - International Secondary School, Khuzam site	11-18	668

## International Primary Khuzam (IPK)

Opened in 2007, IPK offers the International Baccalaureate Primary Years Programme (PYP) to Grade 5. Based in the Education Zone of Ras Al Khaimah City, the school serves communities over a wide area of the emirate.

## British School Al Rams (BSR)

Opened in August 2018, BSR offers the British National Curriculum from Foundation Stage to Grade 5 (Year 6). Based to the north of Ras Al Khaimah, the school serves communities in the northern surrounding area, into the Omani territory of Musandam.

## British School Al Hamra (BSH)

Opened in August 2018, BSH offers the British National Curriculum from the Foundation Stage to Grade 5 (Year 6). Based to the south of Ras Al Khaimah, the school serves communities down to Sharjah.

## British School Khuzam (BSK)

Opened in 1975, BSK offers the British National Curriculum from the Foundation Stage to Grade 5 (Year 6). Based in the Education Zone of Ras Al Khaimah City, the school serves communities over a wide area of the emirate.



## International Secondary Khuzam (ISK)

Opened in 1975, ISK offers the UK National Curriculum from Year 7 (Grade 6) to Year 9 (Grade 8), followed by the Cambridge International IGCSE in Years 10 and 11 (Grades 9 and 10). The pre-university choice in Years 12 and 13 (Grades 11 and 12) is the UK A Level or the International Baccalaureate Diploma.



[www.rak-academy.org](http://www.rak-academy.org)



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INTERNATIONAL SECONDARY SCHOOL – KHUZAM CAMPUS, RAK Academy

The Board and Executive Principal of RAK Academy are seeking to appoint an outstanding Head of Secondary School to lead International Secondary School Khuzam from August 2021. The Head of School will be expected to provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of secondary school life. The Head promotes an inspiring vision and clear direction that is shared by all members of the school and the Senior Leadership Team. He/she will ensure that the school is managed and organised to meet its aims within specific budget requirements and is responsible for evaluating the school's performance and identifying priorities for improvement.

The successful candidate will be joining an Academy group where students must be at the heart of everything they do. The post will be a demanding one; the students and staff need outstanding leadership in their very real journey towards the improvement and development of their school.

Ras Al Khaimah itself is a beautiful place to live and work, with a wide range of regional attractions. The local RAK community is supportive and appreciative of the academic demands placed on their children as a necessary pre-requisite of successful future life chances. RAK Academy wants to be at the heart of the community, and they are determined in this drive to make RAK Academy schools a regional asset for companies who wish to relocate with their employees' families to this area.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at [edward@lsceducation.com](mailto:edward@lsceducation.com). To apply for the post, please visit [www.lsceducation.com](http://www.lsceducation.com) and submit your up-to-date CV and a letter of application quoting code ISK. The letter should incorporate how you meet the person specification, why you are applying for the position and what particular attributes and qualities you would bring to the role.

### Key Dates

**Closing date:** 29 January 2021

**First Round Interviews:** 10 & 11 February 2021 (virtual)

**Second Round Interviews:** 15 & 16 February 2021 (virtual)

**Final Round Interviews:** 24 & 25 February 2021 (virtual)

*RAK Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.*





## Job Description

Job Title	Head of Secondary - International School, Khuzam campus
Reports To	Executive Principal
Grade	Head of School
Division	Academic
Business Unit/ Department	Senior Leadership Team

## Job Summary

The core purpose of this role is to provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of secondary school life. The Head promotes an inspiring vision and clear direction that is shared by all members of the school and the Senior Leadership Team. He/she ensures the school is managed and organised to meet its aims within specific budget requirements and is responsible for evaluating the school's performance and identifying priorities for improvement.

## Accountabilities

### Inspirational and Strategic Leadership:

- Promote an inspiring vision dedicated to high standards that is shared by all members of the International Secondary school, Khuzam campus (ISK), including a focus on iGCSE, IB Diploma and A-Levels outcomes
- Initiate, prioritise and lead school improvement activities through effective strategic leadership and planning which supports the vision, mission and values of RAK Academy and the identified needs of ISK
- Display a high level of professional competence in all areas of responsibility and act as a positive role model for other leaders within the school
- Communicate a clear view of the school's aims so that all staff know what is required of them and are capable and committed to achieving the school's goals
- Distribute leadership effectively to achieve high standards of learning and personal development by creating an ethos of collective responsibility and mutual support
- Inspire and empower middle leaders, teachers and support staff by clearly defining all roles and aligning these roles with school and academy priorities

- Be receptive and respond to external evaluation of the school and manage the process professionally and efficiently with your senior colleagues
- Work effectively with school governance teams (RAK Academy Board), Executive Principal and other Heads of Schools to ensure informed and responsive decision-making, which help to direct change and effective management of school resources
- Ensure that the levels of student attainment and the quality of teaching successfully align with the school's promise to parents and with RAK Academy's vision for education
- Clearly and confidently delegate work, trusting and empowering others to perform to high levels
- Provide regular feedback and motivation to others to successfully achieve their targets
- Encourage others to contribute, creating a spirit of teamwork and opportunities of cooperation and collaboration between colleagues and departments
- Contribute time and expertise to the professional development of the school's teachers and leaders
- Participate and lead professional development workshops in the UAE, including events run by the Ministry of Education and ensure that RAK Academy and ISK is promoted and reflected positively in all external opportunities and promotions

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### Self-Evaluation and Improvement Planning

- Ensure that the school's academic programme is fit for purpose, is suitably adapted to meet the needs of its students and challenges learners of all abilities
- Involve all staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment
- Take positive steps to gather the views of ISK parents, students and others about the quality of service provided by the school and take appropriate action to ensure levels of service are of a continuous high standard
- Work collaboratively with external bodies and the Senior Leadership Team to achieve outstanding results on school accreditations, inspections, and evaluations
- Monitor teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed targets
- Monitor the performance of all teaching and support staff in the school
- Ensure that self-evaluation provides valid, comprehensive and reliable analysis for identifying key priorities for the preparation of the school improvement plan (SIP) and involves staff, parents and students as appropriate
- Ensure that middle leaders and teachers collect and analyse appropriate and accurate information from within the school as well as data from external sources, including international assessments and stakeholder surveys
- Ensure that middle leaders and teachers set aspirational, yet realistic goals, aimed at improving students' performance
- Ensure that all improvement activities are focused on creating impact and raising quality in ISK
- Monitor and manage change quickly, flexibly and successfully.
- Prioritise and act upon a manageable number of key initiatives and involve stakeholders in the process
- Ensure that all recommendations from previous inspections and evaluations are included in the school's improvement plans
- Maintain an overview of all curriculum review and development activities; ensuring that teachers maintain currency in their knowledge of the curriculum and best teaching practices

### Effective and Efficient Management of Resources

- Work closely with the Executive Principal, Director of Finance, Admissions Manager, other Heads of Schools, RAK Academy HQ managers, and SLT to ensure that all policies, procedures and routines across the school and academy are effective and efficient.
- Ensure that all school staff are well qualified and experienced, trained to do their roles and are deployed effectively to support the school
- Ensure accountability of the school's actions and outcomes with regards to compliance and health and safety issues
- Comply with all regulations and guidelines issued by the local authorities and regulators under direction from RAK Academy HQ
- Monitor and evaluate the school's performance on students' attainment and progress, students' personal and social development, teaching and assessment, curriculum that meets the needs of students, health and safety, and student support services
- Work collaboratively with the Executive Principal and Admissions Manager to achieve enrolment targets and business objectives
- Ensure that all academy policies are followed and that the school's policies, procedures and routines are effective, efficient and reviewed annually with appropriate staff members
- Comply with all RAK Academy policies and guidelines and submit high quality reports in a timely manner
- Work collaboratively with the Executive Principal to ensure proper identification and access to appropriate professional development activities for all members of staff
- Ensure that teaching and learning is monitored closely and consistently, in order to rate the quality of teaching practice across the school and identify areas of development
- Promote peer modeling, team teaching and coaching with and across grade levels and departments
- Ensure that all school staff are appraised annually providing recognition for areas of strength and recommendations for areas of development and growth.
- Work collaboratively with the Facilities Manager to address any health and safety issues and ongoing maintenance requests.



### Parent, Student and Community Relationships

- Be responsible for the safety and well-being of all students through positive recognition and high expectations for behaviour and conduct
- Monitor and promote outstanding attendance and punctuality across the school
- Inform the Executive Principal of any serious student incidents or parent concerns and work collaboratively with the SLT and RAK Academy HQ personnel to resolve issues in a timely and respectful manner
- Build and maintain relationships with school parents and the wider ISK and Ras Al Khaimah communities by establishing regular and appropriate communications
- Market ISK to the local and wider community with the aim of recruiting new students and retaining existing students to achieve a full school roll.
- Develop knowledge of the education market in Ras Al Khaimah, the UAE and the Gulf region and monitor trends over time in order to remain competitive within the northern emirates region
- Engage school parents as active partners in their children's learning in a variety of ways
- Encourage positive and regular participation of parents at school events
- Consult the parent community about the work of ISK on a regular basis and ensure that parents' views are received respectfully and help guide the school's development
- Ensure that the school uses a wide range of effective methods, including technology, to communicate with parents taking into account the home language of parents by promoting two-way communication
- Ensure that parents receive regular reports of their children's progress and attainment that includes next steps for learning
- Develop strong community partnerships that effectively support all students' development and improves students' learning experiences
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously
- Consider the implications of decisions on the community (staff, parents, students, ISK community and the wider RAK Academy) and act accordingly
- Ensure all staff understand the importance of a customer-focused operation and ethos
- Ensure a proactive approach in delivering operational excellence focused on extra-ordinary service across all aspects of school life
- Connect school events to local community events so that students and parents have the opportunity to participate in the broader local events such as Literacy Festivals, Art Festivals, Music Festivals, RAK Academy Sporting and Academic competitions, etc.





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### Person Specification

#### Educational Qualifications and Certificates

- Master's degree in Education (desirable)
- Principal/educational management qualification
- Post Graduate Certificate in Education (or equivalent)

#### Experience

- Recent successful leadership roles within secondary school settings
- School improvement experience in a secondary context (desirable)
- Understanding of both British secondary and IB Diploma programmes (desirable)

#### Key Focus Areas

- Exam level outcomes targets
- Embedding high aspiration throughout the school and an inclusive learning environment
- Development of best practices to support the raising of academic attainment across the school
- External links and partnerships to encourage holistic student development, curriculum re-invigoration and interactive learning opportunities
- Efficient and effective targeting of resources to ensure excellent teaching and learning
- Responsiveness to the local community and parent body
- Student retention, enrolment and growth targets

### Skills

#### Competencies

- knowledge of international accreditation, inspection and evaluation frameworks
- excellent communication skills in spoken and written form
- educational leader and outstanding teacher
- experience in developing and/or sustaining high performance teams
- highly effective relationship management with a variety of stakeholders
- financial literacy and accountability

#### Attributes

- intercultural awareness
- inspirational speaker
- able to convert vision into action
- flexible and capable of managing growth and instilling high standards
- pioneering, professional and nurturing
- resilience and positive determination
- completer/finisher
- empowers others to achieve





## Key Interactions

### Internal Interactions

- Executive Principal
- RAK Academy HQ support functions (Digital Transformation, Standards, Inclusion)
- Other Heads of schools
- School Senior Leadership Team
- Key stakeholders (parents, students, staff)
- RAK Academy Board
- RAK academy Board Sub-Committees

### External Interactions

- Vendors
- Suppliers
- Sub-Contractors
- Customers / Parents

## Job Dimensions

Number of Direct Reports:	4
Number of Academic Staff:	79
Number of Non-Academic Staff:	73 (includes Technicians and TAs)
Delegation of Authority:	Per approved DOA

## Remuneration Package

- Attractive tax-free salary including housing allowance.
- Flights at the beginning and end of contract for employee, spouse and dependants 18 years and below
- Medical coverage for employee, spouse and 2 dependent children 18 years and below.
- Annual travel allowance for employee, spouse and dependants 18 years old and below.
- Two free school places for children 18 years old and below.



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### Living in Ras Al Khaimah

Ras Al Khaimah has its own charms, including world-class beaches and hotels, the world's longest zip line, mountain, and wilderness hiking opportunities, and for the shoppers, some great shopping malls. The pace of life and cost of living is more attractive than in its more famous neighbour, Dubai. Most top range hotels are represented in Ras Al Khaimah, with have top quality eating opportunities. Ras Al Khaimah is renowned as a tolerant place to live and work, with a friendly and warm atmosphere among expats and locals alike. Many cultures and nationalities co-exist happily here, and we are proud of our relaxed and positive approach where we celebrate our differences.

Read More :

<https://u.ae/en/information-and-services/visiting-and-exploring-the-uae/social-responsibility>

### Exercise

There's no getting away from it, the abundance of outdoor pursuits opportunities gives most staff the chance to get fit. In the cooler times of the year, hiking, cycling, sports, are a great way to unwind, while the hotter times can be tolerated in the plentiful gym club membership opportunities, together with beach access.

There is a wide array of sports available in Ras Al Khaimah although most don't advertise themselves very well. As always, it's a case of asking the right questions to secure the right information. There are some excellent golf courses, along with sailing, football and all manner of sports in between. You have to be prepared to go looking for what you'd like.

If fitness or a spa is more your thing, then a five-star hotel family membership may be what you're looking for. Membership fees range from 3000 to 5000 AED per year and include gym and private beach access, plus an array of discounts on treatments, food and suchlike.

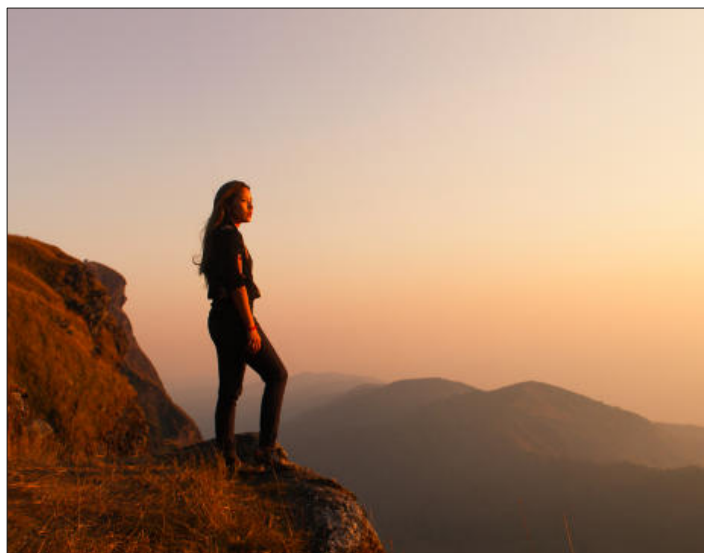


### Cinema

Films tend to be released in English around the same time as the US release date, often considerably in advance of the UK release date. A family trip to the movies, including tickets, drinks and popcorn costs around the same as similar elsewhere.

### Eating Out

A popular pastime in RAK and most staff eat out (or order a take-away) on a regular basis. There's a wide array of cuisines on offer, including Lebanese, Indian, Thai, Chinese, Cantonese, Malaysian, Arabic, Italian and a few UK options (such as UK style Fish & Chips), if you know where to look. A main meal costs less than equivalent quality eateries in Europe and North America, depending upon where you choose to eat. And although UAE is a Muslim country, it is possible to get Pork products in supermarkets in special sections.







## Day trips

The emirate of Ras Al Khaimah is well-suited for families and the more adventurous alike, with a wealth of outdoor and leisure activities. Jebel Jais in Ras Al Khaimah, UAE's highest mountain, offers several designated trails suited to all walkers – from family to more experienced hikers. It is also home to the World's Longest Zipline, certified by the Guinness World Records.

Having a cooler climate and a mountainous landscape to the north, and white beaches of the Gulf coast to the west, Ras Al Khaimah attracts a large tourist population. Consequently shopping, eating out and leisure are well-catered for, a wonderful and liberal part of UAE with an amazing culture and geographical past.

The emirate is home to UAE's highest restaurant "1484 by Puro" which is situated 1,484 meters above sea level. Ideally positioned on the mountain-facing façade of the Jais Adventure Peak, an entire side of the venue consists of ceiling to floor glass windows that open up to uninterrupted views of the serene landscape, framed by year-round sunny blue skies and breath-taking sunsets, where guests can marvel at the spectacle of warm evening hues and the far-reaching mountains beyond.



## Dubai & Abu Dhabi

Perhaps its most convenient attraction and again so near to home, is Dubai International Airport and the easy and cheap air travel it provides. Staff regularly visit many overseas destinations. Even without longer distance air travel, Abu Dhabi and Muscat are accessible by car. Abu Dhabi is little over two hours' drive away, and this opens up further travel opportunities. The UAE serves most worldwide destinations.





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### Applying for this post

#### Key dates

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If you would like to have an informal discussion about this post or the school, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616 or email at [edward@lsceducation.com](mailto:edward@lsceducation.com).

If you are keen to apply for the post:

- Visit the LSC Education website at [www.lsceducation.com](http://www.lsceducation.com).
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application, quoting quote **ISK**
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact [edward@lsceducation.com](mailto:edward@lsceducation.com).

#### References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

#### Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

#### Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at [www.lsceducation.com](http://www.lsceducation.com).

#### Data Protection

LSC Education promise to look after your personal information. Before submitting any of your personal data to us, we would encourage you to read our Privacy Statement. If you have any concerns or questions about the way we use your data, please contact us at [dataprotection@lsceducation.com](mailto:dataprotection@lsceducation.com).

#### LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at [www.lsceducation.com](http://www.lsceducation.com)