



CHARTERHOUSE
ALMATY

Appointment of a
**Founding Head
of Junior School**



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Executive Summary

Charterhouse and International Educational Corporation (IEC), a leading education provider in Kazakhstan, seek an exceptional Founding Head of Junior School to lead the development and delivery of an outstanding primary phase (Reception to Year 6) at Charterhouse Almaty. This senior leadership role offers a unique opportunity to establish and shape a world-class Junior School within a prestigious new British independent school overseas.

Working closely with the Founding Head, and reporting directly to him, the Founding Head of Junior School will oversee all aspects of academic, pastoral and operational provision across the primary phase of the school. The successful candidate will ensure a strong day-to-day educational offer in the Junior School while driving long-term strategy, curriculum design, staff development and community engagement.

Situated in the foothills of the stunning Trans-Ili Alatau mountains, Charterhouse Almaty will provide an exceptional, future-ready British education for children aged 4-18. This is a rare opportunity for a visionary, experienced and values-driven educationalist to create a Junior School culture of curiosity, kindness and continuous excellence from the ground up, combining the finest traditions of British independent schooling with the best of contemporary educational thinking.

An Introduction to Charterhouse Almaty

In June 2024, Charterhouse signed a collaborative agreement with IEC Kazakhstan to develop Charterhouse Almaty, the newest member of the Charterhouse family of schools.

Opening in September 2026, Charterhouse Almaty will offer a high-challenge, high-encouragement learning environment, rooted in the Charterhouse philosophy of 'scholarship for all'. The school will have a capacity of 700 students, with scope to extend to 900 students through phased development. Charterhouse Almaty will offer a British-style curriculum, including IGCSEs and A-Levels, preparing students to take places at some of the world's most prestigious universities.

Demand for world-class independent education is growing rapidly in Almaty and the student population is expected to be 75% Kazakh nationals and 25% expatriates. The school will be situated on three hectares of premium real estate, just off Al-Farabi Avenue, the main thoroughfare in Almaty. Its location affords easy access to premium residential areas as well as the main commercial centres in Almaty. Students will benefit from more space per student than any other school in the city.

About Charterhouse

Founded in 1611, Charterhouse has been home to pre-eminent thinkers, creators, writers and leaders. It remains one of the world's leading independent boarding and day schools, providing an outstanding education for almost 1,000 boys and girls aged 13-18.

The Charterhouse experience is underpinned by a clear and deeply held set of values. These are shared by students and staff across all staff in the Charterhouse family. They are:

- Perseverance
- Responsibility
- Moral Courage
- Open Mindedness
- Kindness

All staff at Charterhouse Almaty will be expected to actively promote and demonstrate these five values in all that they do.

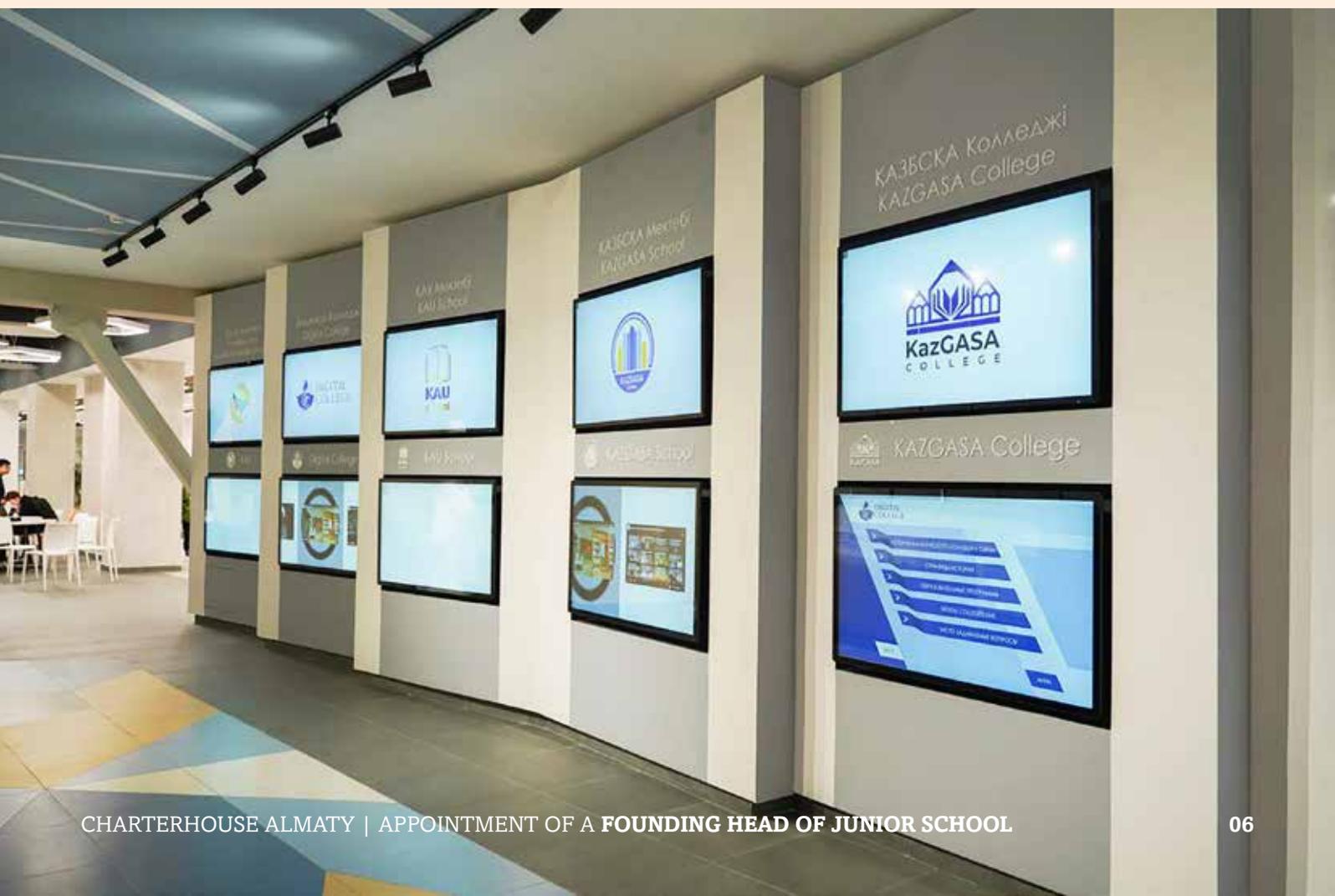
In recent years, Charterhouse has very successfully expanded its family of schools in the UK and overseas. There is a long-term strategic commitment to continue to explore opportunities for further growth and this is therefore an exciting time to join the family.

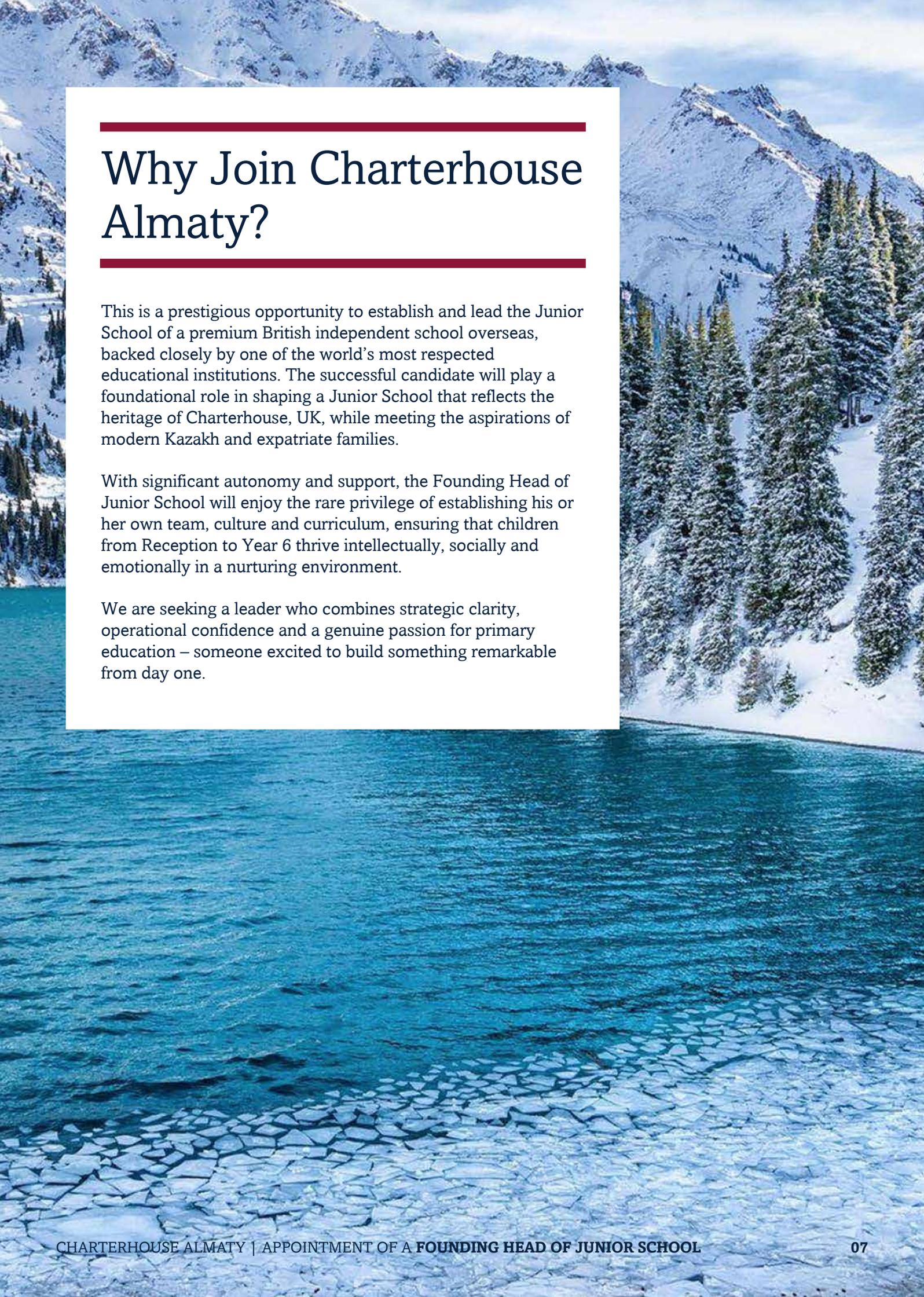
About IEC

IEC is one of the largest private educational holdings in Kazakhstan and is a well-regarded provider of English language education from Reception to PhD level programmes, with more than 15,000 students. It is also the main institution for preparing architects and civil engineers in Kazakhstan.

IEC currently has six institutions offering a full range of educational programmes. These institutions include two schools: KazGASA School and KAU School, covering primary and secondary education; two colleges: KazGASA College and Digital College, providing a vocational education; and two higher education institutions: KazGASA, offering bachelor's, master's and doctoral programmes, and KAU, offering bachelor's degree programmes.

Charterhouse Almaty is the first British independent school venture for IEC.





Why Join Charterhouse Almaty?

This is a prestigious opportunity to establish and lead the Junior School of a premium British independent school overseas, backed closely by one of the world's most respected educational institutions. The successful candidate will play a foundational role in shaping a Junior School that reflects the heritage of Charterhouse, UK, while meeting the aspirations of modern Kazakh and expatriate families.

With significant autonomy and support, the Founding Head of Junior School will enjoy the rare privilege of establishing his or her own team, culture and curriculum, ensuring that children from Reception to Year 6 thrive intellectually, socially and emotionally in a nurturing environment.

We are seeking a leader who combines strategic clarity, operational confidence and a genuine passion for primary education – someone excited to build something remarkable from day one.



Role Profile

Reporting directly to the Founding Head of Charterhouse Almaty, the Founding Head of Junior School will be a core member of the Senior Leadership Team. S/he will oversee the day-to-day operations, academic and pastoral provision, and strategic development of the Junior School. The role requires vision, leadership, deep curriculum expertise and a strong track record of achieving outstanding outcomes within primary school education.

Key Responsibilities

Vision and Strategic Leadership

- Establish and articulate a Junior School vision and culture that reflects the Charterhouse learning philosophy: one of intellectual curiosity, high expectations and high encouragement
- Promote a spirit of scholarship for all, ensuring that students are both challenged and supported in line with the academic values of Charterhouse, UK
- Drive strategic planning to support short-, medium- and long-term goals
- Develop and implement school improvement plans and systems for robust self-evaluation
- Embed a culture of feedback-informed teaching and continuous pedagogical reflection
- Contribute proactively to whole-school strategy as a key member of the Senior Leadership Team

Academic Excellence

- Oversee the design and delivery of an ambitious, rigorous and inspiring curriculum across Reception and Key Stages 1 and 2, rooted in subject mastery and our high-challenge, high-encouragement learning philosophy
- Promote high standards of teaching, learning and assessment through strong pedagogical leadership
- Embed a culture of innovation and evidence-based teaching, drawing on the Charterhouse pedagogical toolkit
- Ensure consistent use of actionable, data-informed and confidence-building feedback as a driver of student progress and self-esteem
- Ensure excellent transition into the Senior School, preparing students for the next stage of their education



Pastoral Care and Safeguarding

- Establish a nurturing, inclusive and child-centred school culture
- Promote student wellbeing, character development and social responsibility
- Act as the Designated Safeguarding Lead (Junior School), ensuring a rigorous safeguarding culture
- Embed high standards of behaviour, student care and pastoral systems
- Ensure Health and Safety and safeguarding compliance in accordance with UK best practice

Staff Leadership and Professional Development

- Recruit and retain high-calibre teaching and support staff, aligned to the values and expectations of a Charterhouse education
- Line manage and professionally develop key team members
- Foster a culture of collaboration and trust among staff
- Collaborate closely with the whole-school Senior Leadership Team to design and implement staff appraisal, mentoring and CPD programmes
- Model professional excellence and promote staff wellbeing



Key Responsibilities

Parental and Community Engagement

- Build strong and trusting relationships with parents and families
- Act as a highly visible and approachable figure within the school community
- Communicate proactively and transparently with parents on student progress and school matters
- Represent the Junior School at admissions, marketing and school events
- Engage effectively with local culture and the wider Almaty community

Operational Management and Compliance

- Oversee the effective day-to-day operations of the Junior School, including timetabling and resource management
- Set up and maintain robust policies and administrative systems that closely align with whole-school procedures
- Ensure compliance with both local regulatory requirements and UK best practice
- Prepare the Junior School for inspection and accreditation (e.g. BSO, COBIS)
- Work closely with the Head and the Chief Operating Officer in monitoring risk, finance and operations to ensure sustainable school growth and development

This Role Profile outlines the core responsibilities and requirements for the role. It is not an exhaustive list, and the Founding Head of Junior School should be prepared to take on additional duties, or adjust to the evolving needs of the school, in consultation with the Founding Head. The role will be reviewed periodically (especially after the school's opening and initial years of operation) to ensure it continues to meet the school's needs as Charterhouse Almaty grows and develops.

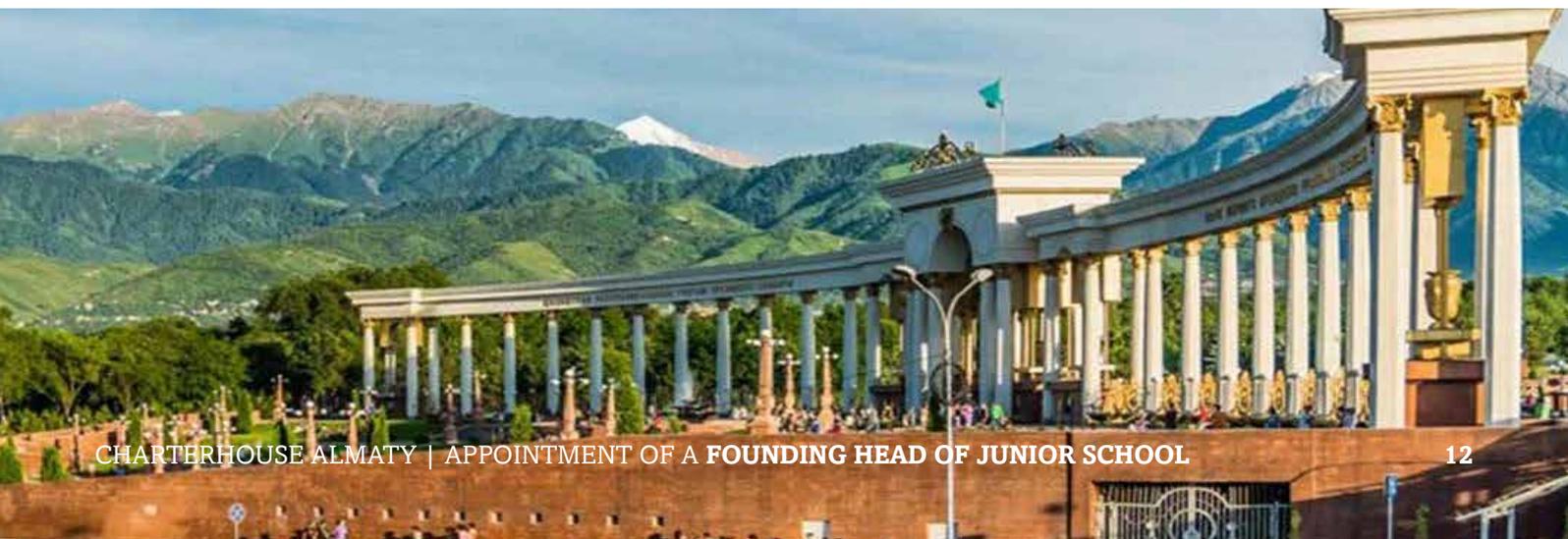
Person Specification

Criteria	Essential	Desirable
Education and Qualifications	University degree and teaching qualification (e.g. QTS)	Higher degree in education or leadership
	Strong commitment to safeguarding and willingness to undertake Designated Safeguarding Lead (DSL) training	Accreditation or inspection qualification (e.g. BSO)
Leadership Experience	Senior leadership experience in a high-performing junior/primary school	Experience as Head or Deputy Head in a high-performing British independent school overseas, or British international school
	Proven track record of school improvement and development	Experience founding a new school or leading new strategic initiatives
	Familiarity with the principles of coaching in education and its impact on student self-reflection and progress	Experience applying coaching methodologies in education with tangibly positive results
Curriculum and Teaching	Expertise in Early Years and Key Stages 1-2 curriculum and pedagogy	Strong evidence of impactful coaching / professional development of peers in Early Years and Key Stages 1-2
	Experience leading curricular innovation	Proven ability to design and implement innovative and impactful curriculum models
	Strong track record of improving student outcomes	Strong track record of improving outcomes for EAL learners
Pastoral and Safeguarding	Deep commitment to student wellbeing and pastoral care	Trained Designated Safeguarding Lead (DSL)
	Experience managing behaviour and inclusion systems	Experience designing and embedding approaches to behaviour and inclusion across a primary/junior school



Person Specification

Criteria	Essential	Desirable
British Independent Education Overseas	Experience of, or affinity with, UK-based independent schooling	Experience of working in a British independent school overseas
	Ability to adapt British standards to local context	Demonstrable evidence of cultural sensitivity in the workplace
School Improvement and Compliance	Experience with school self-evaluation, development planning and inspection readiness	Experience with ISI, Ofsted, COBIS or BSO inspections
	Understanding of compliance and operational systems in schools	Experience in policy writing and audit readiness
Knowledge and Skills	Deep knowledge of child development, pedagogy and learning theory	Knowledge of Early Years frameworks and theory
	Strong leadership, decision-making and strategic planning abilities	Experience managing budgets and school finances
	Excellent interpersonal, communication and presentation skills	Skilled at cross-cultural stakeholder engagement, with the ability to communicate with credibility and emotional intelligence across diverse audiences
	Proficient in use of digital tools to enhance learning and administration	CRM or MIS system familiarity
Personal Attributes	Inspirational, optimistic and resilient leader	Passionate advocate for British independent schooling overseas
	High standards of integrity and professionalism	Sense of adventure and excitement for Almaty opportunity
	Reflective, growth-orientated and coachable	Commitment to lifelong learning and innovation
	Confident, warm and community-minded	Able to navigate complex interpersonal dynamics and lead inclusively within a multicultural context





Appointment Process and How to Apply

Applicants are invited to submit a CV, highlighting key achievements and leadership responsibilities, together with a covering letter (no more than two pages) that thoughtfully addresses the competencies set out in the Role Profile and Person Specification.

Completed applications should be emailed to hr@charterhousealmaty.com. The closing date for applications is **Friday 13th June 2025**, although earlier applications are encouraged. The school reserves the right make an appointment before the closing date should an exceptional candidate be identified.

The successful candidate will take up the post in April 2025 or sooner, with flexibility for an earlier start where possible to support pre-opening preparations.

Charterhouse Almaty is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The appointment will be subject to satisfactory police clearance from the candidate's home country (issued within the last three months), three professional references, and full verification of qualifications.

The successful candidate will be required to provide attested copies of degree certificates, academic transcripts, and proof of full-time student status. These documents must be notarised, authenticated by the Ministry of Foreign Affairs in the candidate's home country, and legalised by the Kazakh Embassy. A valid medical certificate is also required. The school's HR Department will support overseas applicants through this process to ensure timely completion and compliance with Kazakhstan's immigration regulations.



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