



# REPTON

## CAIRO

### Head of Junior School

Start Date August 2021



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# From the Headmaster

Repton (UK) is a wonderful and inspiring place: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

Repton Cairo is an exciting project. Situated in the prestigious Mivida development as part of New Cairo City, this newly-built school boasts world-class facilities within easy reach of central and Eastern parts of Cairo. The School will start small, building up gradually from an initial Primary-only setting to offering IGCSEs and A Levels in due course.

Working in close collaboration with Merge-Plus Education, Repton is delighted to bring its unique educational vision to North Africa.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi, China, and Malaysia, with plans to open a further four over the next few years.

We are a school with ambition and purpose, eager to attract teachers to our international schools, who share our values and aims.

I hope very much that you will read this document with interest and I encourage you to apply.



**Mr Mark Semmence**  
Headmaster





# An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7<sup>th</sup> century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has a thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to be well-known, to grow and to flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).



# A Global Family of Schools

Repton was a pioneer among British independent schools in the international market with the establishment of Repton School Dubai in 2007. From this has sprung the Repton family of schools, the development of a global community which is key to Repton's international and outward-looking vision. Currently, Repton has schools in Dubai (2), Abu Dhabi, China, and Malaysia with plans to open schools in Egypt and Doha over the next few years.

The Headmaster and Senior Management Team work closely with Repton International Schools Ltd (RISL) in shaping the growth of Repton International as a leading educational brand.

Repton also currently has three schools in the UK (Repton, Repton Prep and St Wystan's) with the ambition to increase its UK family of schools.





At Repton schools, academic standards are high and creative activities, including music, art, drama and design, flourish. The UK school has a national profile in sport, in particular in football, hockey and swimming. Our pupils in all our schools thrive both in and out of the classroom as they develop the skills, qualities and values that will lead to a successful life.

Whilst Repton schools are undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The schools continue and develop a strong educational vision, a belief in the primacy of Truth, of Wholeness, of Respect and of Excellence. The UK school's considerable strengths were recognised in the 2020 ISI Inspection which found Repton to be 'Excellent' in all of the areas examined. Our schools in the UAE are also recognized as 'Outstanding' by the local inspection authorities and, although early in their journey, this aspiration underpins our approach to all the international schools.

Repton Cairo opens in September 2021 accepting pupils into Early Years, KS1 and KS2. Thereafter, the school will grow steadily, with the emphasis on preserving quality at all times, until a capacity of approximately 1500 pupils, aged 3 – 18 is reached.

Repton Cairo is sited in the prestigious Mivida community in New Cairo, 25 minutes from the international airport. Mivida prides itself in its eco-friendly environment, where rich greenery surrounds luxury homes in a tranquil setting.



# Head of Junior School

## Preamble

It is hoped to identify a candidate with the capability to become Principal as the School grows. However, it should be understood that a full process of appointment will be conducted for that role in due course and that, all being well, the incumbent Head of Junior School would be invited to apply.

## Accountability

Accountable to the Board of Governors of Repton School Cairo, through the Principal.

The School reserves the right to adapt the needs of the role as circumstances demand or opportunities arise.



# Key Areas of Responsibility

Provide vision, direction and leadership for the Junior School creating, maintaining and developing the conditions that enable pupils and teachers to achieve effective learning.

Work closely with the Principal (when in post) to establish a school of the highest quality befitting of the Repton name.

Chair the Junior School Management Team (JSMT) and direct Junior School managers in the organisation and management of the School.

Oversee the Junior School curriculum and ensure the highest standards of learning and teaching.

Ensure academic continuity and progression throughout the School.

Liaise closely with administrative departments at Repton School, Cairo to ensure the efficient administrative management of the School.

Be a figurehead in the promotion of Repton School, Cairo, its aims, standards and ideals and model these both in school and in the wider community.

Be responsible for the day-to-day administration of the Junior School budget and offer direction and support to school managers and subject leaders as and when aspects of financial responsibility are delegated to them.

Report to the Principal (when in post) on all issues relating to the efficient management and organisation of the School.

Under the direction of the Principal (when in post), to be responsible for the recruitment and deployment of teaching and academic support staff.





## Strategic direction/development

### Key Tasks

Establish, develop and enhance the ethos of the School in line with the expectations and standards of Repton UK and sister schools within the Repton International group.

Under the direction of the Principal, lead the Junior School Leadership Team in development of a strategic view for the Junior School in its community and analyse and plan for its future needs and further development within the local, national and international context.

Under the direction of the Principal, work with the Junior School Leadership Team in the creation and implementation of a strategic plan which identifies priorities and targets ensuring that:

- 1) pupils achieve high standards and make progress
- 2) teachers are effective
- 3) school improvement is sustained

Under the direction of the Principal, lead the Junior School Leadership Team in the management and direction of Repton School Cairo as a whole.

Under the direction of the Principal, lead and support school managers and staff in the process of whole school and subject self review; mentor Junior School managers and subject leaders.

To work closely with the Director of Admissions in promoting and marketing the School to prospective parents in order to build the School roll.



## Teaching and Learning

### Key Tasks

Establish and maintain an environment and a code of behaviour in line with school policy, which promotes and secures: excellent teaching, effective learning, high standards of achievement and progress, pupil safety and wellbeing, and good behaviour and discipline.

Under the direction of the Principal, lead and support staff in the process of school self-review. Mentor school managers and specific teachers as considered necessary.

Provide effective, appropriate pastoral support to pupils, to ensure their happiness, well-being and safety.

Maintain effective links with the community to extend and enrich the curriculum.

Maintain an effective partnership with parents to support and improve pupils' achievement and personal development.

Under the direction of the Principal, work with the School Leadership Team to provide appropriate professional development opportunities for all staff. Ensure that these are linked to individual and school needs through performance management and the School Development Plan.

Direct the Junior School academic leaders to ensure that the School curriculum and timetable are fit for purpose.

Direct and oversee necessary alterations to the teaching timetable, ensuring they are implemented/communicated.

Support Department Heads in ensuring adequate cover is provided for any staff absences within the School.

Keep an accurate record of staff absence and communicate this to the Human Resources Manager on a weekly basis.

Ensure that effective systems are in place to assess the suitability of prospective pupils to the School.

Work with the Director of Admissions in the efficient administration of such assessments.

Ensure policies, practices and parental communications are established and maintained to support the physical, emotional and social development of each pupil.

Work with the Principal and Senior School managers and staff to establish a natural, well-organised progression as pupils move up through the School, ensuring that parents are kept well informed on this and related matters.

Ensure the safety of all children in the School, following UK and international best practice in the areas of Safeguarding and Child Protection.

## Leading and Managing Staff

### Key Tasks

Direct the Junior School Leadership Team to implement and maintain effective systems for the management of staff performance, incorporating appraisal and target setting through performance management for teachers; participate as a performance reviewer.

Hold weekly meetings of the Junior School Management Team and make the agenda and minutes available to the Principal upon request.

Be responsible for school development/improvement, leading and advising staff.

Together with the Junior School Leadership Team, establish and implement clear policies and practices for the day-to-day running of the School.

Contribute to staff development activities.

Understand the needs and expectations of others, including the Principal, school managers and subject managers, offering appropriate support and guidance where necessary.

Ensure that less experienced teachers are appropriately monitored, supported and advised.

Sustain own motivation and that of other staff.

With academic leads, draw up the timetable for Repton Junior School Cairo, with regard to specific curriculum needs, liaising with specialist staff where necessary.

Set a good example in terms of dress, punctuality and attendance.

Uphold the School's values, behaviour code and uniform regulations.

Under the direction of the Principal, lead the School through government/local authority inspection and/or accreditation processes ensuring that required administrative tasks meet deadlines and required standards are met.





## Efficient Deployment of Staff and Resources

### Key Tasks

Direct the Junior School Leadership Team in management of the budget for professional development throughout the Junior School.

Direct the Junior School Leadership Team in management of the budget for educational resources throughout the Junior School.

Direct the Junior School Leadership Team in the management of the budget for staff salaries/benefits throughout the Junior School.

Direct the deployment of staffing and manpower throughout the Junior School.

Take responsibility for health and safety issues and delivery of policies throughout the Junior School, directing with the School Leadership team where necessary.

Implement and monitor the general policies, including those for Behaviour, Anti-Bullying, Discipline and Child Protection within Repton School Cairo.

Work with the Junior School Leadership Team to provide information, objective advice and support to the Board of Repton Cairo to enable it to meet its responsibilities for securing effective teaching and learning, high standards of achievement, pupil and staff safety and wellbeing, and for achieving school efficiency and value for money.

Work with the Junior School Leadership Team to create and develop an organisation in which all staff recognise that they are accountable for the success of the School.

Ensure that parents and pupils are well-informed about the Junior School curriculum, pupil attainment and progress, and about the contribution parents can make towards achieving the School's targets for improvement.

Oversee parent/staff communication and lead in such communication as and when appropriate.

### Qualifications / Attainment

|                  |                         |
|------------------|-------------------------|
| Bachelors Degree | <b><i>Essential</i></b> |
| QTS              | <b><i>Essential</i></b> |
| NPQH             | <b><i>Desirable</i></b> |

### Skills Required

|   |                         |
|---|-------------------------|
| Strong leader with a track record of experience in a senior position            | <b><i>Essential</i></b> |
| Experience in delivery of English National Curriculum                           | <b><i>Essential</i></b> |
| Problem solver, able to work under pressure and prioritise a multitude of tasks | <b><i>Essential</i></b> |
| Strategic thinker, able to prioritise, plan and organise                        | <b><i>Essential</i></b> |
| Team builder  | <b><i>Essential</i></b> |
| International school teaching experience  | <b><i>Desirable</i></b> |
| Experience/understanding of UK independent school education                     | <b><i>Desirable</i></b> |

### Personal and Professional Qualities

|  |                         |
|--|-------------------------|
| Excellent communication skills, able to share the Repton vision with staff and parents | <b><i>Essential</i></b> |
| Strong organisation skills   | <b><i>Essential</i></b> |
| Understanding of marketing and PR  | <b><i>Essential</i></b> |
| Resilient, adaptable, flexible   | <b><i>Essential</i></b> |
| Sense of humour  | <b><i>Essential</i></b> |

# Teaching at Repton Cairo

Repton is committed to employing and rewarding teachers who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as the investments in both staff and facilities.

Repton Cairo has its own salary scale and the person appointed will enter the scale at the level suitable to his/her qualifications and experience.

## **Full-time teachers also benefit from:**

- An attractive '100%' fee remission scheme
- Private health care
- Annual flights to country of origin
- Relocation allowance
- Accommodation

Teachers work in well-equipped, spacious classrooms. All teachers are also tutors, providing pastoral care to the pupils, and contribute to the extracurricular life of the School. This helps to develop the collegiate and purposeful atmosphere which is valued so much by staff at Repton schools.

The School is committed to the professional development of its staff so that they can continue to grow as teachers and educators and Repton Cairo invests significantly in this.

Repton Cairo benefits from excellent facilities set within the prestigious Mivida development in New Cairo. The site will be further developed as the School grows, to provide premium facilities for pupils from 3 – 18 years of age.





# Information for Candidates

Candidates should apply to [hr@reptoncairo.org](mailto:hr@reptoncairo.org) with a covering letter and a fully completed application form, which includes the names and contact information of two professional referees.

Applicants will be contacted for interview if they have been successful in the short-list process. We regret that, due to the large number of applications we receive, we are not able to contact unsuccessful applicants.

In accordance with the UK Children Act, any appointment to a Repton school is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the following shall be deemed to be included, in addition to the duties that you may be required to perform:

**Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the UK Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in summary dismissal.*





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