

## Candidate Brief



A co-educational school in Sultanate of Oman, offering a bilingual Arabic-English holistic education from early childhood to pre-university.

**a3c**  
Anthony Millard  
CONSULTING

# Principal

## The Sultan's School

Required to start  
September 2023



## Contents

- 3 **About the School**
- 4 **Living and working in Oman**
- 5 **Our Aims and Future**
- 6 **The Appointment of Principal**
- 7 **Appointment Process, How to Apply**
- 8 **Role and Responsibility**
- 13 **Person Specification**
- 14 **What The Sultan's School will offer**



## About the school

Founded by His Majesty, Sultan Qaboos bin Said in 1977, The Sultan's School was set up to offer Omani students an education of the highest international standard while respecting and promoting the cultural and religious values of their own country. It is now Oman's leading bilingual school.

It is a co-educational day school of approximately 1300 students (Kindergarten to Year 13), with a small boarding department catering for 80 boys from different regions who have been selected to join a scholarship programme sponsored by His Majesty the Sultan and by Petroleum Development Oman.

Located on a campus of 45 hectares, 12 kilometres from the international airport, the school benefits from excellent transport links and facilities. Overseas staff are accommodated in well-appointed villas on campus.

The curriculum combines elements of the Omani and Cambridge International Programme in Primary and Middle School and leads to the IGCSE and the International Baccalaureate. Virtually all students proceed to Higher Education.

A wide range of extra-curricular activities includes sport, music, drama, design and technology and art. Leadership and citizenship are fostered through these activities and also through engagement with the community and in environmental and wider global issues.



# Living and working in Oman

Oman is an Arab country with Islam as the official religion and Arabic as the official language, while English is widely spoken (especially in Muscat). Muscat is a melting pot of nationalities and cultures from East to West. Expat life in Muscat offers a very laid back and relaxed lifestyle. It has a warm, safe, and family-oriented vibe, which is probably one of the reasons why it attracts so many expat families.

Expats make up a large chunk of Oman's population, thought to about 1.9 million out of 4.5 million people. Oman proves to be a popular destination for foreign expatriates as it has warm weather, friendly locals, a large expat community and a number of good employment prospects.

For leisure time Oman offers a number of activities to help you relax and enjoy yourself. There is much to visit in the way of sight-seeing, old-world landmarks such as forts and castles are still here, and every year in January there is the Muscat Festival, which is held in the city of Muscat and is a fantastic celebration of all aspects of Omani life.

Oman is often regarded as one of the most special and rewarding places in the world to teach.

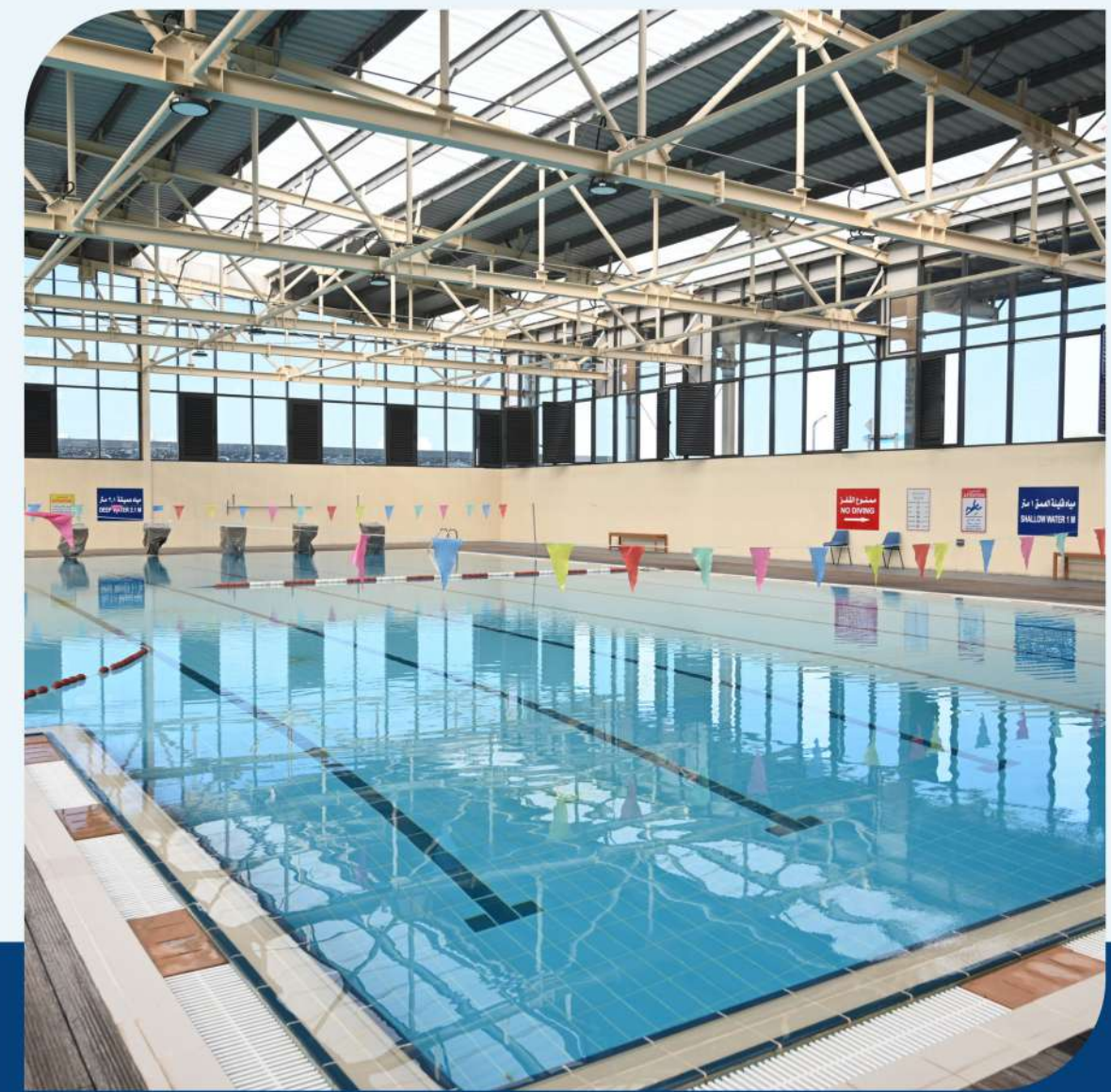




## Our aims for the future

While the basic Statement of Philosophy of 1978 is still appropriate today, we are focusing on continuing the development of our students. The school will work in partnership with our parents to help develop young people who will:

- value and aim for excellence in everything they do, seeking high standards of academic achievement,
- develop their potential to the full in non-academic as well as academic activities,
- learning from the past but looking to a better future, act in a constructive and, a flexible manner in a changing world,
- have a spiritual, moral and national dimension in their lives to behave courteously, aware of the needs of others, embody a strong sense of affiliation and community, and play a positive role in the society in which they live, while enjoying learning, thinking and doing.



We wish to continue to offer our graduates options for international qualifications and direct progress to quality higher education anywhere in the world.

The Sultan's School is recognised within the region for preparing its students to be responsible global citizens, and inspiring in each student a passion for knowledge and life-long learning.

To maintain the personal approach, there is a sense of three schools in one (kindergarten, primary and secondary), all working together on the same campus with common guiding aims and ethos, where each student is valued.

We follow a broad curriculum, enabling us to offer a quality education. Our students are globally outstanding, as measured against international benchmarks, ready to learn, unlearn and relearn.



## The Appointment

This is an opportunity for an experienced, educational leader and authentic communicator with the following qualities:

- dynamic, inclusive and inspirational, with demonstrable outstanding leadership in a school of comparable size and standing,
- fully conversant with IGCSE and IB programmes of study, preferably with experience of bilingual curricula and multi-cultural school communities,
- a pace-setter who determines the agenda in pursuit of excellence while seeking out every opportunity to enhance the school's reputation and competently and effectively manage change,
- capable of building and developing teams,
- an enthusiast, who readily and regularly shares and celebrates the successes of the students, the staff and of the school as a whole,
- a passionate educator of the premier league; possessing integrity, a clear philosophy, knowledge of best educational practice, vision, charisma and constructive determination. A person who can win hearts and minds,



- a first class administrator, who is focused, organised and efficient,
- an intelligent manager who can delegate and empower, yet retain accountability and responsibility,
- adept at identifying the school's competitive edge, with flair for student recruitment, marketing and PR,
- astute at financial management and ICT literate; accepting ownership of both budgets and project delivery, and
- a rounded and well-balanced individual who both respects and enjoys the work and life opportunities of the Middle East.



# Appointment Process

The Sultan's School has engaged the services of Anthony Millard Consulting (AMC) to assist with the recruitment of the next Principal.

If you would like to have an informal discussion about the post, please contact the AMC office: [nikki@anthonymillard.co.uk](mailto:nikki@anthonymillard.co.uk)

**17 October, 9am GMT** - Closing date for applications

**19 - 20 October** - Long list interviews via Zoom

**31 October - 2 November** - Final interviews to be held at the School

## How to apply

Visit [www.anthonymillard.co.uk](http://www.anthonymillard.co.uk) and click 'Apply Now' on the job vacancy page, and complete the online form. Upload your CV and covering letter, detailing your suitability for this post.

The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.

Full references will be required for the short list interviews, but will only be taken when AMC has received specific consent from candidates to do so.

The Sultan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applications.





## Role and Responsibility

The appointee will be expected to lead, manage and develop all aspects of the school's life, efficiently, effectively and successfully.

At all times, the Principal's actions and pronouncements must be compliant with current legislation and the policies and guidelines set out by the Board.



## Scope and purpose

The Principal is responsible for the leadership, organisation and management of the school, to deliver:

- a development and progress plan,
- the achievement of the agreed annual school operating plan measured by key performance indicators covering student numbers, education quality, health & safety, revenue and costs,
- excellent education with a commitment to teaching and learning which meets the needs of students and staff and expectations of parents, and
- a strategic vision and inspiring leadership for the life and work of the school.



## Key Responsibilities

### Strategic Planning & Vision:

- contribute to the development of the School's overall vision and offering to parents. Work with the Board to formulate the school's aims, objectives and policies,
- ensure all staff in the school are aware of the vision and mission and the expectation that it should guide all that is done in the school,
- work with the school's leadership team to ensure effective implementation and monitoring of the school's strategic plan, and
- prepare staffing structure, following consultation, for teaching and associate staff, including a Leadership Team, to ensure the effective implementation of the school strategic and annual plan.

### Education:

- create an environment across the school that puts achievement at the heart of all that The Sultan's School does and promote a culture of personal accountability and passion for education,
- meet challenging but realistic educational targets that demonstrate excellence in academic progress,

- ensure student personal development is effectively promoted through the curriculum and other activities,
- promote excellence in teaching - from the recruitment of quality teaching staff through to the monitoring and improvement of teaching standards in school,
- monitor and evaluate school performance as a means for improvement,
- develop school self-evaluation and impact measurement as a means of improving the quality of teaching and learning,
- establish procedures in consultation with staff and the Board, for monitoring, evaluating and reviewing learning, teaching, student development and achievement quality, and
- ensure group policies and local regulatory requirements for the curriculum, school premises, health and safety and well-being of staff and students are met.



# Key Responsibilities

## Commercial:

- explore and deliver the significant development opportunities for the school to ensure that target student numbers are attained,
- oversee the development and implementation of a marketing plan and carry out an ambassadorial role in collaboration with other members of the leadership team and relevant staff members, representing the school with key influencers and parents of potential students,
- prepare an annual revenue and expenditure plan in collaboration with the Finance Officer, for agreement with the Board, and monitor progress of the school, proposing actions where necessary, and
- ensure effective use of resources (teachers, facilities and teaching materials) in the delivery of educational excellence.





# Key Responsibilities

## Leadership of the Senior Leadership Team:

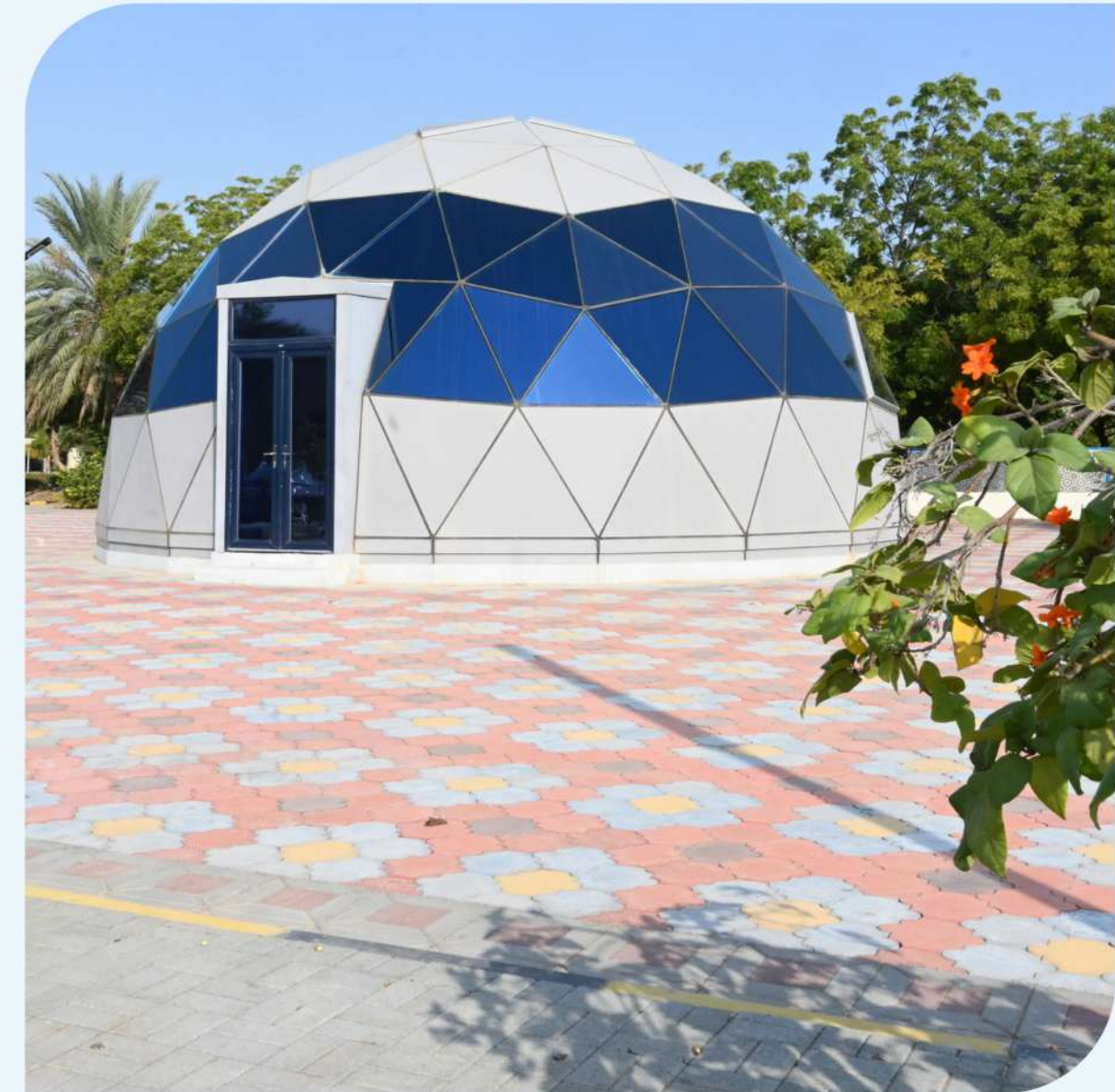
- provide clear direction and supportive management to the Senior Leadership Team.

## Leadership of Staff:

- appoint and retain staff, and manage their performance in line with the prevailing legislation through the provision of appropriate induction, training and performance management systems, encouraging teaching excellence and ensuring access to appropriate continuing professional development opportunities,
- promote and support the professional development of all staff in accordance with the school's staff professional development policy, and
- promote the well-being of the staff to maximise their professional contribution and satisfaction.

## Leadership of Students:

- lead students with vision and enthusiasm and encourage whole-school commitment, developing the school's supportive ethos, motivating staff and students by personal interest, encouragement and concern for individual needs, and
- maintain high standards of behaviour among all students through a behaviour policy based on self-discipline and respect for others, handling disciplinary matters fairly and equitably.





# Key Responsibilities

## Communications:

- communicate regularly with parents and guardians/ carers on student performance, working with them and the staff to maximise potential,
- work to maintain effective partnerships with the community, promoting and representing the school at local, regional, national and international level,
- provide information and advice to the Board, with the help of colleagues, on all aspects of school performance, including efficiency and value for money, and
- operate two-way communication channels throughout the school to ensure effective communication between staff and students, staff and school management, and parents and school staff/management.



## Personal Development:

- keep abreast of understanding of current and future trends in education, and
- participate, as appropriate, in teaching students at the school.



# Person Specification

The successful candidate should be:

- a strong, resilient academic leader facilitating the development, articulation, implementation, and stewardship of an ambitious vision and culture that is shared and supported by the whole school community,
- a person who has excellent knowledge and experience of the International Baccalaureate curriculum, and previous experience of international accreditation;
- a powerful and effective communicator who will command the interest and imagination of staff, students and parents, and all stakeholders,
- a positive role model, with diplomacy and a strong ability to inspire and lead the whole school community,
- a visible leader who ensures the smooth management of the organisation, operations, and resources for a safe, efficient, and effective learning environment,
- an educational ambassador collaborating with families and partnerships and the school's stakeholders, responding to diverse community interests and needs, and mobilising community resources, possessing the diplomatic skills and confidence to operate at all levels, and
- a person acting at all times with integrity, fairness, and in an ethical manner always putting the interests of the students first.





## What The Sultan's School will offer the new Principal

- Salary according to experience and position
- End of service gratuity
- Accommodation
- Health insurance
- Fee discount for children of members of staff
- Annual travel to home country
- Continued professional development
- Relocation support





**a3c**  
**Anthony Millard**  
CONSULTING

# Thank you

for taking the time to read this  
brief, and for considering this  
opportunity.

We look forward to reading  
your application.