

NORTH LONDON COLLEGIATE SCHOOL DUBAI

Seeks a

Head of First School

Effective August 2020

THE UK SCHOOL

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

INTERNATIONAL SCHOOLS

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub'. The School opened with over 400 pupils and, now entering its ninth year of operation, has nearly 1400 on the roll. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and has achieved outstanding results since its first cohort of graduating students in 2014. The average IB Diploma score in 2019 was 37, with two students achieving a perfect 45.

In September 2020, NLCS Singapore will open its doors to students widening the NLCS community and opportunities for families and staff around the world.

THE DUBAI SCHOOL

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem.

NLCS Dubai is an English-speaking school, and is authorised as an IB continuum school for the Primary Years Programme, Middle Years Programme and Diploma programmes. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are invited to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as videoconference debates and jointly produced student publications.

As the NLCS family of schools expands (with a further overseas school opening in Singapore in 2020), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.

THE ETHOS

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating, to 'Mad Scientists' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Senior Students, in order to give every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music, Art and Drama are all of excellent quality and over seventy activities take place at lunch times and after school each day, with large numbers of students involved.

In the UK, the School has produced sports players at national and regional level as well as nationally recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts

Centre in 2007 in the London school, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone. NLCS Jeju and Dubai also have state of the art Performing Arts Centres that places the creative arts at the centre of our extra-curricular, and events programme. This culminates in our Arts Festival during the last week of the academic year.

THE CURRICULUM

NLCS Dubai is an “IB Continuum School” offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grades 6 to 10, and Diploma Programme in the Sixth Form. NLCS Dubai is authorised in all three programmes. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

LIFE IN DUBAI

Dubai is a thriving international hub, where approximately 90% of the 9.6 million residents are expatriates living alongside the local Emiratis. The successful candidate will be sympathetic to and considerate of the culture of a Muslim country, in both their personal and professional life.

THE POSITION

The Head of First School will report directly to the Deputy Head of Junior School. He / she will be responsible for the day to day running of the First School, helping to build a high-quality team of teaching staff and establishing and developing a culture of excellence. The successful candidate will ensure that the progress of all children in the First School, irrespective of academic ability, is the main focus.

He/ she will develop a strategic view for the curriculum in the First School, which supports the vision, ethos and policies of the whole school. The appointee will support the creation and implementation of the school development plan, and will use management data effectively to manage standards across the First School.

QUALIFICATIONS & QUALITIES SOUGHT

Please see Person Specification

TERMS AND CONDITIONS

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate’s qualifications and experience.

LOCATION

This post will be based in Dubai.

TENURE OF APPOINTMENT

Three years

PARTICULARS OF THE SEARCH

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr James Monaghan
2. a fully completed application form - available from the school website www.nlcsdubai.ae

The application form should contain the name, email address, postal address and daytime telephone number of two referees who may be contacted with the candidate's permission; these should be direct supervisors or persons in senior positions of responsibility – not peers - who can validate the applicant's suitability for the role.

E-mail: recruitment@nlcsdubai.ae

The closing date for applications is 12.00pm (UAE time) on Monday 27th January 2020.

All UAE based candidates shortlisted will be invited to NLCS Dubai for interview and to teach a lesson. UK based candidates may be invited to NLCS London for interview and to teach a lesson.

PERSON SPECIFICATION
HEAD OF FIRST SCHOOL
North London Collegiate School Dubai

NLCS Dubai is looking for a confident Head of First School, with an open and inclusive style who is able to develop the strong sense of community within the school. The candidate will have an international outlook and an appreciation of the richness that a diversity of cultures brings to a school. He or she will assist the Head of Junior School in the areas of supervision of instruction, co-ordination of the PYP curriculum and student activities. The right person for this position will have the following capabilities in terms of personal qualities, professional experience and skills:

Personal Specification

Professional Qualification

- Teaching qualification /QTS
- Higher degree
- Strong knowledge of EYFS/National Curriculum and experience with the PYP programme (desirable)

Professional Experience

- Recent experience of managing students from a variety of cultures
- Demonstrated knowledge of and vision for the future of educational practice
- A track record of working productively and collaboratively as part of a leadership team to achieve strategic and shared goals
- Experience of the PYP curriculum (desirable)
- Proven experience in supporting teachers to deliver curriculum experiences that reflect differentiated learning

Specialist Knowledge and Understanding

- Comprehensive knowledge and understanding of the National Curriculum/IB framework
- Leadership and courage to introduce and manage change and innovation in learning and care
- School administration/leadership experience at Primary level
- Passionate about the unique needs of learners in the Primary School

Personal Qualities and Skills

- The ability to remain calm and sensible under pressure and in a crisis
- Persuasive communication skills
- Flexible, inclusive and pragmatic management style

- High level interpersonal skills
- Articulate and a strong communicator, confident in meeting and communicating with others
- Excellent English
- The ability to show empathy
- Imagination and vision
- Energy, stamina and a sense of humour
- Ability to adapt and multi-task

Knowledge of additional languages (especially Arabic) would be an advantage.

JOB DESCRIPTION

HEAD OF FIRST SCHOOL

North London Collegiate School Dubai

The Head of First School will play a central role at NLCS Dubai. His/her principal duty will be to support the Deputy and Head of Junior School in the exercise of leadership.

CORE RESPONSIBILITIES OF THE POST

- Implement the School's vision, aims, policies and ethos
- Be responsible for effective communication across the First School
- Support the Deputy Head of Junior School to improve teaching and learning
- Assist colleagues in the planning and delivery of the curriculum
- Support the Early Years Leader and manage them in their role
- Oversee the processes for assessing, monitoring and evaluating student performance
- Ensure the professionalism of staff in alignment with the School
- Establish and maintain appropriate operational frameworks to support daily routine and to achieve planned objectives
- Monitor the development of efficient processes and procedures to deliver administrative functions to meet the needs of the Junior School community
- Actively promote the School to prospective students and their families
- Utilise and refine systems and protocols to ensure effective communication with current students and their parents, recognising the diversity of backgrounds and needs
- To supervise and be accountable for all matters relating to pastoral care within the department and to create constructive links with the PSPE programme
- To advise the Principal and Head of Junior School and other members of the senior management on general issues concerning children of the First School, and to investigate the background to individual cases that have given cause for concern
- To ensure that effective policies and procedures are in place with regards to Child Protection and Bullying, and to regularly monitor this
- To encourage student participation in School life
- To provide induction for new students
- To ensure the physical and mental well-being of the students
- To ensure that the assessment, recording and reporting of student progress is managed in accordance with School Policy
- To monitor and be aware of the behaviour of the pupils in the Lower School
- To monitor the progress of individual pupils in terms of academic achievement within the First School, in consultation with the Deputy Head.

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.