

Principal

The International Community School, Amman

“ 3-18 years ” National Curriculum of England and Wales “ GCSE / A Levels



The International Community School, Amman is a thriving school offering a British-based education for over 500 boys and girls, currently from the ages of 3 – 18 years.

Purpose-built, the school is located in an attractive and spacious campus on the outskirts of Amman.

The International Community School's mission is to provide the highest quality British-based education to the international community in Jordan; striving for excellence and achievement in all fields in a caring, diverse and inclusive environment.

Educational Curriculum and Facilities

Small classes enable teachers to focus upon children as individuals. Highly motivated teaching staff are U.K. trained and kept up to date with recent educational developments through in-service training. Computers are valued across the curriculum and each classroom is well equipped with computer facilities as well as an ICT suite.

Children without previous English may be accepted into the school immediately. Intensive English (Language Support) enables non-English speakers to be immersed quickly into a language they require so they can be integrated into classroom learning.

The curriculum is taught in line with UK National Curriculum guidelines, including literacy and numeracy strategies. Wherever possible, use is made of the local environment through field trips and outings. Students in Years 10 and 11 follow a curriculum based on the GCSE (Edexcel) or the Cambridge IGCSE syllabus for different subjects.

The ICS is in a unique situation for the region in that nobody directly owns the school: about 25 years ago the Society for the International Community in Jordan was established by Jordanian law, whose sole purpose was and is to establish and operate the International Community School. All income therefore is used for the purpose of the school

The appointment:

The Board is seeking to appoint a Principal for this successful and lively school. The Principal will be responsible both for achieving excellence and maintaining the welfare of the whole school.

The post commands an attractive salary with accommodation and other significant benefits. Applications close on Monday 15th March with interviews to follow in London and Amman.

Position Summary:

The Principal will lead a school that is committed to the ongoing development and wellbeing of its students and staff. The Principal will provide strategic leadership and will represent and promote the school in the wider local and international community.

The Principal is accountable for:

- Providing strategic leadership for school improvement and development.
- Ensuring high standards of achievement for all students.
- Ensuring an orderly, motivational and aspirational culture and a strong school community where teaching, learning and positive relationships can thrive.
- Ensuring responsive and effective systems and management of people and systems such that all students and academic staff are well supported.

Major Areas of academic responsibility:

- School development
- School culture and behaviour
- Management and development of people, systems, resources and the school site.
- Staff, student recruiting and admissions
- Parent and community relations and marketing.
- Direct line management of the Heads of School.

School Academic Development

Strategic Management of the school, including:

- Annual school review, including analysis of student achievement data.
- Annual school development plan consistent with the school's Founding Law and the National Curriculum of England and Wales.
- Monthly reporting to the SMC.
- Ethical and motivational leadership appropriate to the cultural and political context in which the school operates.
- Development and implementation of whole school policies and advice to the board in analysing policy options.
- Professional internal and external relations with the SMC, local and international community demonstrating the school is well managed and in compliance with Jordanian law.

School Culture & behaviour

- High expectations for student achievement and behaviour. Alignment of students, teachers, staff, and parents around the school's values and approach.
- Behaviour management systems and practices that ensure consistent norms of orderly, respectful behaviour throughout the school and preserve the sanctity of teaching and learning in the classroom.
- Develop, nurture and cultivate an ethos of self improvement and life long learning alongside a constant theme of on-going collective and self-improvement.
- Maintain a strong sense of community in the school
- Encourage and prioritise a variety of activities including the arts, music, sports and outdoor activities.
- Foster a student support system which addresses students' academic and behavioural issues holistically and involves parents, teachers and all relevant staff as appropriate.

Management & Development of academic people & systems

Recruitment & retention of talented staff in line with the school's mission. Ensuring:

- Clear job descriptions in place with clear lines of accountability
- Ensuring access for all to appropriate professional development and regular training opportunities.
- Maintaining a performance management system that is both developmental and establishes a culture of accountability.

- Recognising and acknowledging the contributions and efforts of all staff. Adopting appropriate retention strategies for all staff.

Financial academic management

- Develop and manage the annual school budget, with input from Finance Manager and the Finance Committee of the SMC.
- Analyze and control expenditures with an understanding of the relationship between school objectives and the budget process, and use cost benefit analyses for budgetary decisions
- Presentation of monthly financial reports to the SMC
- Ensure proper financial controls
- Ensure effective systems and manage on-going process of academic improvement in the following areas:
 - Student data management
 - Personnel data management
 - Information technology

Health & Safety in coordination with the School's Administrator

- Implement the necessary policies in the area to ensure compliance with legal health and safety requirements
- Manage risk with due consideration to liability issues.
- Consulting with the SMC, and other senior staff in times of uncertainty
- Keep abreast of regional development which may impact on the security or smooth running of the school.

Student recruitment & admissions

- Develop and implement a marketing plan to recruit students to the school
- Oversee the school admissions process - ensuring compliance with Jordanian law and the school admissions policy, in line with the ICS Founding Law

Community relations in coordination with the School's Administrator

- Maintain effective and strong working relationships with the SMC.
- Consult with the SMC and stakeholders on public relations activities.
- Serve as ambassador and advocate of the school's mission, representing the ICS at whole school, local and international events.
- Develop and nurture mutually supportive relationships with parents, characterised by good communication strategies, involving parents where possible in the life of the ICS

- Develop and nurture partnerships with external organizations that enrich the culture of the school through service opportunities, educational, life and cultural experiences, and support programs, and other resources
- Inform the wider community about the unique qualities of the school's learning environment
- Engender public support for the school's academic and extracurricular programmes.

Personal Qualities & Experience

- Proven successful leadership within an international school of significant size through effective strategic planning, innovation and creative thinking.
- Experience of building a distinctive school identity and advancing the status and reputation of that organisation.
- Experience of leading strategic innovation and organisational change to address key priorities driving the ICS.
- Ambassadorial qualities and the ability to position the school effectively both locally and internationally.
- A passion for education and putting the learner at the heart of strategic developments.
- Commitment to the delivery of a high quality British based education.
- Entrepreneurial vision and a commercial edge, with the ability and skills to initiate opportunities and relationships to maximise income generation
- An inspirational leadership style to successfully develop a positive and dynamic culture within the ICS.
- Excellent interpersonal, oral and written skills
- Experience of working with the IB system

These job details are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.

HOW TO APPLY

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link [Apply for a Position](#) and complete every section of the online form as thoroughly as possible.
- Make sure not to miss any detail as this may result in a delay in the processing of your application.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: ana@anthonymillard.co.uk +44 (0) 1452 502266
- Applications will be acknowledged and then evaluated against the selection criteria. The letter of application should contain the names, addresses, email addresses and telephone numbers (landline and mobile) of three referees.
- 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.
- Short-listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2001 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Heads, Bursars, Marketing and Development Directors advice is provided on governance, management structures, development planning, marketing / PR and fundraising.

Their clients range from nationally known independent schools to state comprehensive schools, from public and private companies involved in education. These clients are based throughout the UK, mainland Europe, Africa, the Middle East and South East Asia.

Further information is available at:

www.anthonymillard.co.uk