



VICE PRINCIPAL (HEAD OF SENIOR SCHOOL)

We are looking for a well-qualified and inspirational school leader who empathises with the academic and holistic ethos found at top British International Schools. You will need to have a passion for being fully committed to the strategic development of the school alongside the provision of outstanding, individualised pastoral care and ensuring the absolute highest quality of teaching and learning is accessible to all students in the Senior School. Previous overseas experience is not essential. However, the desire to work in a genuinely international community is.

Jerudong International School students motto is **“Togetherness and Community: Embracing Individuality and Unity.”** Central to this is our Polio Points reward system. Year 7 to 13 students are challenged to act in a way that goes beyond what we would normally ask of them to do. The reward system is based on our six student aims of Leadership, Resilience, Communication, Thinking, Engagement and Integration. They are then rewarded with a Polio Point (as part of the international End Polio movement) which directly contributes to a donation to UNICEF.

This ethos is integrated fully into our journey towards becoming a truly sustainable school community and the goal of becoming a [Green Flag Eco-School](#). Our aim is to ensure that in every area of the school we try to think more carefully about the impact that we are having on our own local community and in the world around us. Beyond this, we encourage the students to think beyond the school campus and look at how their actions can have global effects. The [Sustainable Development Goals](#) is a blueprint to achieve a more equitable, peaceful and sustainable world for everyone. The school aims to inspire our students to be socially responsible, global citizens equipped to deal with the challenges of the 21st century. We believe that this image above encapsulates our focus for every student and teacher in the Senior School.

To apply, please submit a letter of application and CV as part of the Application Form found in the Employment section on the school website (<https://www.jerudonginternationalschool.com/about-jis-brunei/employment>), where you will also find further details of the post. Please ensure your CV includes a recent photo, and full contact details, including email address, of two professional referees (one should be the applicant’s current and most recent employer). CVs without an accompanying Application Form will not be accepted. Applicants submitting an incomplete Application Form will not be shortlisted.

The closing date for applications is **Monday, 1st November 2021** although early applications would be most appreciated. Interviews will be by Google MEET or Zoom.

Applicants who have not been contacted by **Wednesday, 1st December 2021**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.

The successful applicant must be available to commence employment in **August 2022**.

Jerudong International School (Brunei)

- One of the leading International Schools in Asia; situated in Brunei, on the tropical island of Borneo.
- Independent Boarding/Day School, with over 1600 students on roll, aged 2-18 (6th Form of c350).



- Exceptional facilities and resources, with a beautiful 120-acre campus.
- Member of HMC, BSA, FOBISIA and COBIS.
- British Curriculum, leading to (I)GCSEs, A-Levels and IB Diploma.
- Highly competitive tax-free Salary (+ package including Gratuity, Accommodation, Relocation Allowance, Medical Insurance, Annual Flight home, discounted school fees for children).
- c175 Expatriate teachers, mainly from the UK, Australia and New Zealand. Initial 2 Year Contract, but the vast majority stay much longer than that. Currently, over 100 staff children attend JIS.

Safer Recruitment

The safe recruitment of all colleagues (including consultants/ contractors/ supply teachers, activity providers and volunteers) in schools is the first step to safeguarding and promoting the welfare of children in education.

At Jerudong International School we ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.

As part of the safe recruitment procedure, we will require the following information prior to starting work at JIS:

- Up to date police records from a teacher's country of origin and previous country of employment.
- Two references, one of which must be from the current employer. If a teacher has worked in two or more schools, within 5 years, telephone contact will be made with those schools to ask why the teacher is leaving and if there were any concerns of a safety nature with children.



JOB DESCRIPTION

Position:	Vice Principal (Head of Senior School)
Accountable to:	Principal
Line Management:	Academic Director, Pastoral Director (DSL), Enrichment Director, Boarding Coordinator & Head of Admissions and Marketing.
Committees Member:	Executive Leadership Team, SLT, SMT, Marketing Committee, Safeguarding Team.

Professional Duties

The Vice Principal - Head of Senior School has overall responsibility for the continued academic, pastoral and enrichment development of the Senior School.

The Vice Principal - Head of Senior School will have overall responsibility for the holistic development of the Senior School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication	Leadership
Thinking	Integration
Engagement	Resilience

Overall Responsibilities:

- Work closely with the Principal and Head of Junior School to promote a 'one school' ethos as part of the Executive Leadership Team.
- Overall responsibility for the safeguarding of the students in the Senior School.
- Overall responsibility for the quality of education across the Senior School in conjunction with the Academic Director.
- Overall responsibility for the behaviour and well being of all students in the Senior School in conjunction with the Pastoral Director.
- Overall responsibility for the enrichment programme in the Senior School in conjunction with the Director of Enrichment.
- Be a member of the School Leadership Team (SLT) and chair the Senior School Management Team as well as other colleague teams as appropriate and to contribute to the development of policy and planning for the school.
- Be a conduit between the Principal, SMT, teachers and students for the communication of information and concerns.
- Responsibility for the strategic development of the Boarding Houses.



- Oversee Senior School communications with stakeholders and give presentations as necessary.
- Attend meetings as appropriate with the Board of Governors and parents and to provide such reports and information as is required.
- Promote the JIS brand with students and parents both locally and internationally.
- Promote links with other Senior Schools within Brunei and across the region.
- Ensure an orderly and supportive environment: protecting time for teaching and learning by reducing external pressures and interruptions and establishing an orderly and supportive environment both inside and outside classrooms.

Leadership & Management:

- Play a major role under the overall direction of the Principal in formulating and reviewing the School Development Plan and the aims and objectives of the Senior School by:
 - Ensuring whole school policies and written and kept up to date.
 - Leading and managing staff and resources to that end.
 - Monitoring progress towards targets.
- Assist the Principal as required and to deputise for him when necessary.
- Deputise as necessary for other members of the School Leadership Team when needed.
- Assist the Principal in compiling, proposing and overseeing the Senior school financial budgets on an annual basis.
- Be responsible for the professional and personal support of Senior School teaching colleagues.
- Have responsibility for the overview of the Senior School admissions process.
- Have oversight of major discipline matters. Work with the Pastoral Director in sanctioning all external exclusions. Work closely with the Principal in deciding any permanent exclusion situation.
- Have oversight of the Senior School's Professional Growth system for the purpose of informing personal professional development and performance management.
- Participate in the recruitment and development of teaching and non-teaching colleagues.
- Lead the development and maintenance of a collegial and supportive culture in the school that encourages risk-taking and openness.
- Attend HoFs & HsM Meetings as necessary.
- Lead Senior colleague briefing.

Teaching and Learning (working with the Academic Director):

- Have responsibility for the policies and procedures for the Senior School curriculum, teaching and learning, assessment, recording and reporting.
- Ensure the development, organisation and implementation of the Senior school's curriculum.
- Ensure that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individual students.



- Ensure that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers.
- Ensure the planning and allocation of resources is designed to facilitate the planned curriculum, including advising the Principal on current/anticipated needs for staff and other resources.
- Ensure student assessment and the monitoring of academic standards.
- Ensure that arrangements are in place for the identification and support of children of all abilities.
- Undertake the normal responsibilities of a Senior school subject teacher as agreed.

Pastoral Care (working with the Pastoral Director):

- Lead the development, organisation and implementation of policy for the personal and social development of Senior School students including pastoral care and guidance.
- Promote standards of conduct, discipline and proper regard for authority and the encouragement of good behaviour among Senior School students.
- Develop a culture of high attendance and high achievement.
- Handle major individual student disciplinary cases that may arise.
- Ensure a high level of provision for the pastoral needs and well-being of every student.
- Liaise with parents, carers and external agencies as required.
- Encouragement and development of Student Voice throughout the school through School Councils, Cross-Year PSE, Mentoring, etc.

Enrichment (working with the Enrichment and Operations Director):

- Overall responsibility for the quality, diversity, continuity, progression and monitoring of the educational visit, enrichment & Co-Curricular programmes.
- Liaison with the Enrichment and Operations Director over the underlying philosophy, operation and timetabling of the educational visit, enrichment & Co-Curricular programmes.



**PERSON SPECIFICATION FOR THE ROLE OF
VICE PRINCIPAL (HEAD OF SECONDARY SCHOOL)**

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Degree • Training relevant to leadership 	<ul style="list-style-type: none"> • Other professional qualifications such as NPQH • Masters in Educational Leadership
Knowledge and Experience	<ul style="list-style-type: none"> • At least two years relevant experience at senior level in a similar school • Effective leadership experience • Experience of overseeing Senior School admissions process • Experience of offering challenge and support to improve performance of academic, pastoral and support work • Experience of leading/co-ordinating professional development opportunities • Evidence of strategic planning to raise standards for all students • Excellent understanding of all relevant curricula used in the Senior School • Excellent understanding of use of a range of data to improve outcomes • Proficient ICT user • Excellent understanding of Safeguarding and Child Protection policies and practices • Up to date knowledge of current education issues • Awareness of innovative thinking and practice in education • Experience of developing the practice of others 	<ul style="list-style-type: none"> • Experience of promoting school brand • Experience of Boarding • Both pastoral and academic leadership experience





<p>Professional Skills</p>	<ul style="list-style-type: none"> • Assessment, consultation and communication skills (both verbal and written) • Presentation and facilitation skills • Strategic planning • Problem solving and crisis management skills • Commitment to supporting and developing a holistic approach to student well-being • Ability to enhance a balanced curriculum to enable students to achieve their full potential • High expectations and aspirations for pupils and staff • Form and maintain excellent effective relationships with all stakeholders in the community 	<ul style="list-style-type: none"> • Inspirational role model to others in school
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ambitious and purposeful leadership • A high level of empathy and emotional intelligence • A leader with presence who is highly approachable to staff, students, parents and external agencies • Successful involvement in recruiting, appointment and induction of staff • Strong commitment to developing and raising standards of the school • Ability to use initiative, inspire and develop leadership in others • Values diversity and the unique contribution that every individual makes to the learning community • Caring, positive, open and honest • Dedicated and hard working 	<ul style="list-style-type: none"> • Champion for children • Proactive in self-development

