



## ACADEMIC DIRECTOR

We are looking for a well-qualified and inspirational Academic Director 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 and ensuring the absolute highest quality of teaching and learning is accessible to all students. 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 **Thursday, 20<sup>th</sup> January 2022** although early applications would be most appreciated. Interviews will be by Google MEET or Zoom commencing on **Monday, 24<sup>th</sup> January 2022**.

Applicants who have not been contacted by **Monday, 21<sup>st</sup> February 2022**, 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

<b>Position:</b>	Academic Director
<b>Accountable to:</b>	Principal/Vice Principal - Head of Senior School
<b>Line Management:</b>	Assistant Heads of Senior School (Teaching and Learning, Staff Development, Data and Scheduling and Sixth Form Curriculum), Heads of Faculty, Academic Assistant and Exams Officer
<b>Committees Member:</b>	SLT, SMT, Heads of Faculty and Academic Committee

### Professional Duties

The Academic Director has primary responsibility for the quality of education provided in the Senior School, including curriculum, teaching and learning and the standards achieved by the students. They should develop the ethos of the Senior School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

<b>Communication</b>	<b>Leadership</b>
<b>Thinking</b>	<b>Integration</b>
<b>Engagement</b>	<b>Resilience</b>

### Overall Responsibilities:

- Advise, support and guide the Vice-Principal: Head of Senior School and deputise in their absence if appropriate.
- Contribute to the whole school strategic plan and ensure relevant areas are communicated to all key stakeholders.
- Promote the shared understanding of the whole school vision within faculty areas and curriculum.
- Integrate the whole school vision into faculty development planning.

### Leadership and Management:

- Line manage the Assistant Heads of Senior School: Teaching and Learning, Staff Development, Data and Scheduling and Sixth Form Curriculum.
- Chair Heads of Faculty, Academic Learning Community, Middle Years Curriculum Group and Academic Senior Management Team.
- Oversee Senior School Academic Committees, which are open to all members of the Academic Learning Community.
- Oversee senior school faculty development planning.
- Drive the development of the Middle Years curriculum to maximise cross-curricular links, fully integrate the whole school vision and develop metacognition.



- Ensure that all curricula, at all Key Stages, continue to evolve effectively and that Schemes of Learning are in place to support Teaching and Learning.
- Responsible for the production of Term Dates.

### **Teaching and Learning:**

- Drive the development of JIS as a thriving, vibrant and reflective learning community.
- Promote a strategic focus on the quality of teaching, in line with whole school aims.
- Lead on senior school inspection processes related to Teaching and Learning (both external and internal).
- Ensure that the Senior School faculty self-evaluation framework continues to evolve and be implemented effectively.
- Work in conjunction with the AHoSS Staff Development to lead whole school PRD Processes.
- Act as a member of the whole school professional development committee.
- Oversee the whole school professional development budget.
- Develop Academic policies and ensure that they are kept up to date and available for consultation by colleagues, students, parents or inspectors.
- Ensure that the Senior School Sharing Good Practice and Teaching and Learning policies are implemented and continue to evolve effectively.
- Curriculum model development.
- Initial capability proceedings for teaching colleagues related to academic matters.
- In conjunction with the AHoSS Staff Development, and Teaching and Learning, continue to develop the open door culture at JIS through learning walks, professional growth and sharing of good practice.

### **Recruitment:**

- Support Heads of Faculty with the long and shortlisting process of Senior School colleagues.
- Co-ordinate learning walks of all new colleagues with the view to sharing good practice and supporting colleagues professional growth.

### **Timetabling:**

- Lead the Options Processes for Year 6 into 7, 8 into 9, 9 into 10 and 11 into 12.
- Set up SIMS for each academic year.
- Work in partnership with the Vice Principal to determine the timetable model requirements based on options processes.
- Work with Heads of Faculty to determine staffing allocations.
- Possible timetabling of the senior school.



### Data Analysis:

- Work in partnership with the AHoSS Data and Scheduling to complete the Senior School exam analysis (iGCSE, A Level and IBDP) and preparation of materials for reporting to the board.
- Take a lead role in external and internal exam review processes and conduct exam reviews processes in conjunction with the Vice Principal.
- Work in partnership with the AHoSS Data and Scheduling to ensure the use of data at the faculty level continues to evolve effectively.
- Oversee whole school academic development planning based in part on the Senior School exam analysis.

### **PERSON SPECIFICATION FOR THE ROLE OF ACADEMIC DIRECTOR**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> <li>• Relevant professional development that prepares the applicant for this post</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of international students</li> <li>• Outstanding teacher with outstanding pupil outcomes</li> <li>• Excellent understanding of relevant curriculum</li> <li>• Excellent understanding of use of a range of data to improve outcomes</li> <li>• Excellent understanding of Safeguarding and Child Protection policies and practices</li> <li>• At least two years relevant experience at senior level in a similar school</li> <li>• Experience of leading/co-ordinating professional development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one school</li> <li>• Experience working overseas</li> <li>• Human Resources especially recruitment and retention</li> <li>• Up to date knowledge of current education issues</li> <li>• Awareness of innovative thinking and practice in education</li> <li>• Experience of developing the practice of others</li> <li>• Both pastoral and academic leadership experience</li> </ul>



	<ul style="list-style-type: none"> <li>• Evidence of strategic planning to raise standards for all students</li> <li>• Proficient ICT user</li> <li>• Awareness of innovative thinking and practice in education</li> </ul>	
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Assessment, consultation and communication skills (both verbal and written)</li> <li>• Presentation and facilitation skills</li> <li>• Strategic planning</li> <li>• Problem solving and crisis management skills</li> <li>• Commitment to supporting and developing a holistic approach to student well-being</li> <li>• Ability to enhance a balanced curriculum to enable students to achieve their full potential</li> <li>• High expectations and aspirations for pupils and staff</li> <li>• Form and maintain excellent effective relationships with all stakeholders in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Inspirational role model to others in school</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A high level of empathy and emotional intelligence</li> <li>• A leader with presence who is highly approachable to staff, students, parents and external agencies</li> <li>• Successful involvement in recruiting and appointment of staff</li> <li>• Strong commitment to developing and raising standards of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Champion for children</li> <li>• Proactive in self-development</li> </ul>





	<ul style="list-style-type: none"><li>• Ability to use initiative, inspire and develop leadership in others</li><li>• Values diversity and the unique contribution that every individual makes to the learning community</li><li>• Caring, positive, open and honest</li><li>• Dedicated and hard working</li></ul>	
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