



UWC South East Asia **DIRECTOR OF ADMISSIONS**

January 2026



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We encourage candidates to explore the digital resources linked throughout this document, indicated by this symbol 



🌱 An introduction to UWCSEA

Widely recognised as a global leader in international education, United World College of South East Asia (UWCSEA) has been providing a holistic, values-based education to international students for over 50 years. A member of the UWC movement, and a K–12 school educating nearly 6000 students and over 300 boarders from over 100 different nationalities across two campuses in Singapore, UWCSEA is among the largest international schools in the world.

The College is characterised by:

- A determined commitment to the mission and values of the UWC movement. These are embedded in the learning programme, clearly differentiating the College from other international schools.
- A commitment to being a learning institution that continually improves; sustained strong demand for the College's offering is evidence of its continued success in responding to opportunities.
- An intentional approach to welcoming and celebrating diversity in our community through both our student admission and staff recruitment policies that is underpinned by our deep commitment to the principles of DEI.
- A reputation and location in Singapore that attracts the highest quality teachers in international education, and a teaching and learning environment which retains them.
- A highly professional and committed administrative and support staff, who provide operational expertise and are fully committed to the mission and values of the College.
- A talented, committed and diverse student body. Academic results are outstanding and student success is valued in all five elements of the learning programme.
- A dynamic and involved parent community that supports and challenges.
- High demand, with applications exceeding the number of available places for students.
- Investment of a percentage of income in scholarships for students each year. These scholars come from a variety of cultural and socio-economic backgrounds.
- A focus on developing ethical students with a readiness for action.

UWCSEA's two campuses are united by a common mission and educational goal, and by the **values, wellbeing and learning principles** and **UWCSEA profile** that govern our daily interactions. The wellbeing and learning principles in particular, as an agreed and common view of how students learn best, and therefore how best to teach them, help to ensure that our teachers take a common approach to student learning and development.

Most importantly, our campuses are connected by a shared **Learning Programme**, which is made up of five elements: Academics, Activities, Outdoor Education, Personal and Social Education and Service.

Both campuses are overseen by the Head of College, under a single Board of Governors.



Why join UWCSEA

Purpose. People. Possibility.

Joining UWCSEA is about more than taking on a role at an international school. It is about becoming part of a mission-driven community that believes education can shape a more peaceful, sustainable and compassionate world.

At UWCSEA, every role matters. Whether you work directly with students or support the College behind the scenes, your contribution helps create an environment where our community can thrive.

Our identity as a workplace and community is shaped by the following four core pillars.

1. Shaped by Our Mission

UWCSEA is a values-led organisation, guided by a clear and compelling mission.

- Purpose with impact: Our work is grounded in the belief that education can be a force for good in the world.
- Values-driven culture: Decisions are guided by integrity, responsibility and a commitment to what truly matters—not just metrics or outcomes.
- Meaningful contribution: UWCSEA is a place for people who want their work to have purpose and who believe in the potential of young people to shape the future.

2. Shaped by Deep Connections

Strong relationships sit at the heart of our UWCSEA community.

- A genuine sense of belonging: We are a diverse, international community where people feel valued, respected and heard.
- Strength through diversity: We are enriched by different perspectives, experiences and ways of thinking.
- Collaboration in action: Across roles and departments, ideas grow through connection, trust and shared endeavour.

3. Shaped by Personal Growth

We believe that excellence begins with continuous learning—for everyone.

- Lifelong learning: Whether in teaching, leadership or support roles, our people are encouraged to grow, reflect and develop professionally.
- Leadership at every level: Leadership is not defined by title alone. We value initiative, responsibility and the courage to contribute ideas.
- Supportive development: Through mentorship, feedback and professional learning, we support people to stretch themselves and grow.

4. Shaped by a Vibrant Life

We recognise that people do their best work when they are supported to live well.

- Life in Singapore: A safe, well-connected and culturally rich city offering an exceptional quality of life.
- Wellbeing-focused culture: We value balance and care for individuals and families.
- Stability and longevity: UWCSEA is a well-established institution with a strong reputation and a long-term commitment to its people.

Join us

If you are looking for a workplace where purpose, people and professional growth come together—we invite you to explore opportunities at UWCSEA where you can help shape the future with us.

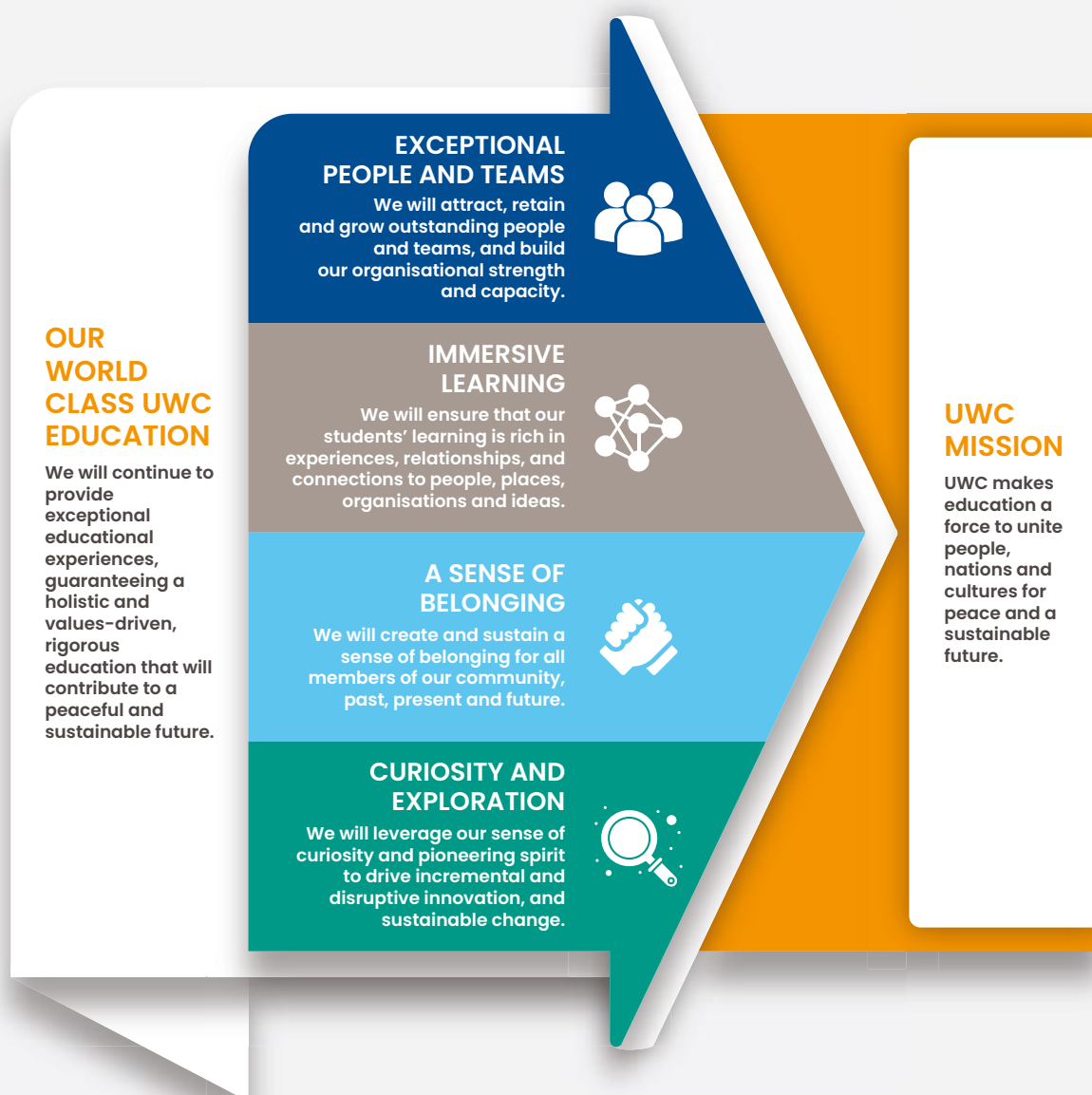
To find out more about UWCSEA and the position, please read on.

UWCSEA 2023–2030 Strategy

Our Strategy to 2030 and Beyond provides a framework for our future-focus over the next ten years. A successful Strategy will ensure our students continue to experience a world-class education, supported by outstanding teachers and teams and a diverse, caring College community where everyone belongs. Our commitment to our mission will lead us to explore possibilities that will result in a peaceful and more sustainable future.

Our Strategy is underpinned by our **Guiding Statements** and informed by current thinking on the future of learning, schools, work and technology.

Our Strategy builds on our world-class education and contains four Strategic Commitments. These Commitments will inform our strategic priorities each year and ensure a whole College approach to our development. This development will take place in a context where our first commitment and starting point will continue to be providing a world-class education for our students and the fulfilment of our inspirational mission to make education a force to unite people, nations and cultures for peace and a sustainable future.



Our strategic vision 2023–2030

Our strategy to 2030 and beyond provides a framework and is “more like a river than a rock” in that it can bend and remain responsive to what lies ahead. A successful Strategy will ensure our students continue to experience a world-class education, supported by outstanding teachers and teams and a diverse, caring College community where everyone belongs. Our commitment to our mission will lead us to explore possibilities that will result in a peaceful and more sustainable future.

Our four Strategic Commitments are:

1. Exceptional People and Teams

We will attract, retain and grow outstanding people and teams, and build our organisational strength and capacity.

We will do this through:

- Providing a joyful, enriching professional environment that promotes connection, autonomy and competence for each individual
- Implementing systems and processes that make our work together effective and efficient and build in compliance and accountability

2. Immersive Learning

We will ensure that our students’ learning is rich in experiences, relationships, and connections to people, places, organisations and ideas.

We will do this through:

- Expanding experiential learning by developing students’ hands-on experiences for constant growth and discovery
- Extending external connections to link students and our Community to opportunities and ideas beyond UWCSEA

3. A Sense of Belonging

We will create and sustain a sense of belonging for all members of our community, past, present and future.

We will do this through:

- Extending access so that more students have the opportunity to experience a UWC education, regardless of circumstance or background
- Strengthening inclusion so that everyone within the Community feels accepted, respected, and valued for who they are

4. Curiosity and Exploration

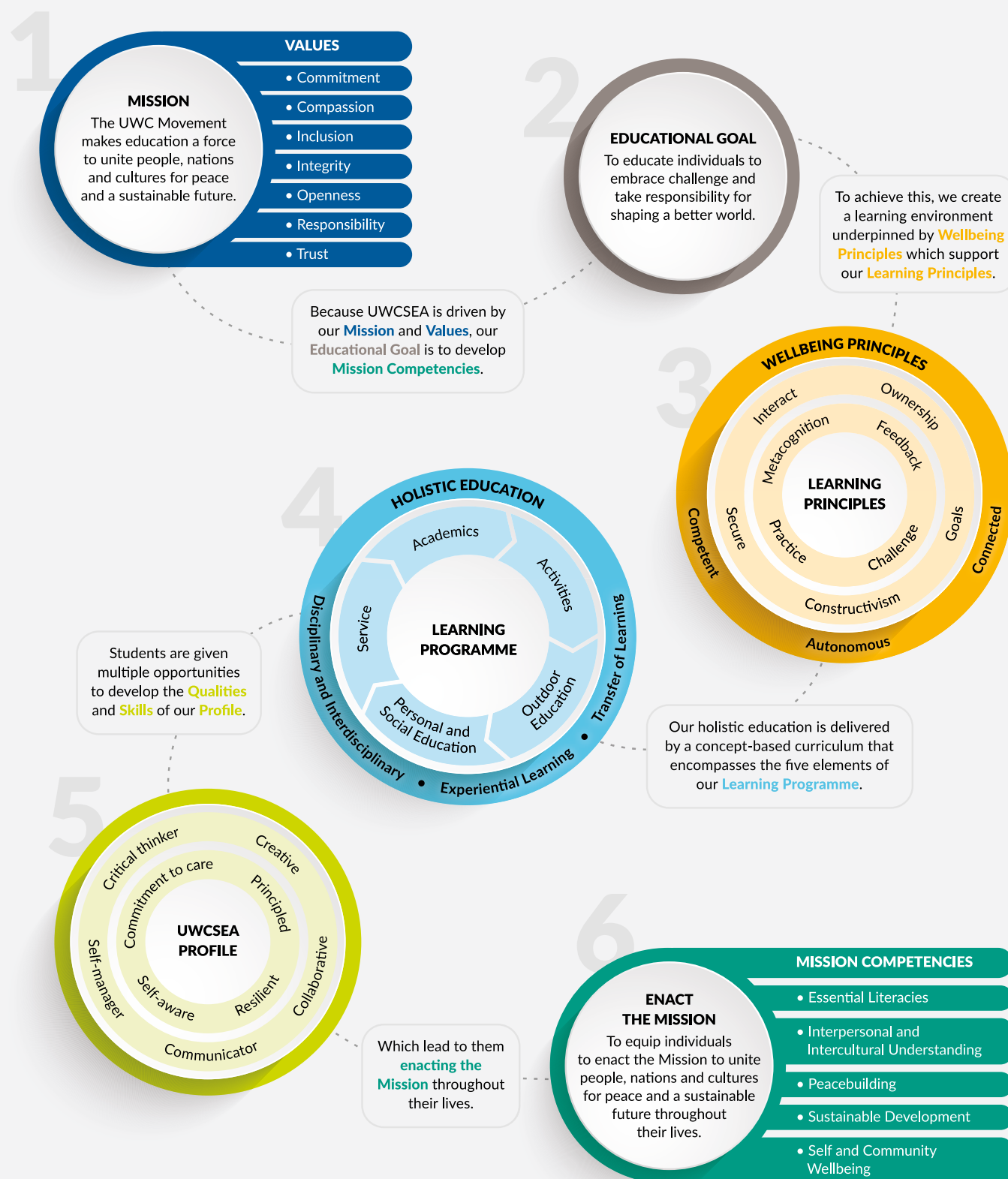
We will leverage our sense of curiosity and pioneering spirit to drive incremental and disruptive innovation, and sustainable change.

We will do this through:

- Exploring bold ideas to maintain UWCSEA’s position as a global leader in education
- Continuing incremental innovation to create a community that is future-ready, flexible, and forward thinking

UWCSEA Guiding Statements

Because UWCSEA is driven by its **Mission**, **Values** and **Educational Goal**, we create an environment that is underpinned by **Wellbeing** and **Learning Principles**, and provide a holistic **Learning Programme** that develops the **Qualities**, **Skills** and **Mission Competencies** that enable students to live the **Mission** throughout their lives.



Learning programme

The learning programme at UWCSEA consists of five interlinking elements: Academics, Activities, Outdoor Education, Personal and Social Education and Service. Each of the five elements of the programme is developed to ensure that the students are gaining experience and knowledge that will help them to develop as independent learners and global citizens.

Academics

The academic programme culminates in the UWCSEA High School and IB Diploma Programme in Grades 11 and 12, with students following a UWCSEA-designed programme in Primary, Middle and High School (K1 to Grade 10). Students in Grades 9 and 10 can choose from a range of UWCSEA courses before undertaking the UWCSEA High School Diploma and the IB Diploma in Grades 11 and 12.

The **IB Diploma results** are outstanding with the Class of 2025 (605 students) receiving an average of 36.3 points, our most high-achieving 50 students scored an average of 44.0 points, and 24.7% graduated with a bilingual diploma. Every year, our graduates are accepted into their **universities of choice** and attend best-in-field institutions in the Australia, UK, US and a number of other countries around the world. A number of students complete their National Service in Singapore before taking up their studies again, and others elect to complete a gap year before commencing university studies.

Activities

The College offers an extensive Activities programme to students. Founded on the notion of breadth of opportunity as well as mastery, students have the chance to develop new skills, explore new interests, pursue their passions and be successful beyond the classroom. The myriad opportunities encourage connections across age-groups and school sections as our students interact with like-minded peers. Self-discovery and self-management are key outcomes of participation and engagement.

Outdoor Education

The Outdoor Education programme is a central part of the College educational philosophy and a powerful part of the UWCSEA educational experience. Outdoor Education experiences begin in Kindergarten 1 and, through careful planning and building of skills, understanding and confidence, culminate in Grade 11 students undertaking their own personal expedition. In all cases, students are asked to stretch themselves to experience new things and to improve their team-building and leadership skills, resulting in greater resilience, empathy and self-awareness.

Personal and Social Education (PSE)

The PSE programme influences the ethos and atmosphere of the whole College. It is of crucial importance in making students feel secure, valued and encouraged in their learning, growth and social development. Self-confidence and self-esteem are built through all aspects of the learning programme, but making PSE a unique strand ensures that time is dedicated to this important part of the student experience. From younger students identifying and celebrating mastery of new skills to Grade 12 students using their self-knowledge to select their path after graduation, the PSE programme is a dedicated time for students to explore their identity and place in the world.

Service

UWCSEA has service at the heart of its mission, and service is a vital aspect of the learning programme. Long before the concept of service became common in schools and a compulsory element of the International Baccalaureate, all students at UWCSEA were involved in local service. Today, the Service programme at UWCSEA is a model of how meaningful action by individuals and groups can help students to grow and develop as compassionate people and active agents of change. The breadth and complexity of the Service programme at UWCSEA requires leadership, staff and students to make an enormous commitment to putting ideas into action.



UWCSEA community

Students

Students at UWCSEA are selected through a process that takes a **holistic view**. Previous school reports and references, as well as the student's potential to contribute, support and participate fully in the life of the College are all taken into account. The process results in a remarkable student community which is characterised by their energetic commitment to the mission and values of the school and their drive to have a positive impact on the world. There are around 100 nationalities and 80 home (first) languages among the student body at the College.

Boarders and Scholars

There are over 300 young people aged 13 to 18 years in the residential boarding houses on the Dover and East campuses. The diversity of the boarding community includes students of very different cultural, educational, linguistic and socio-economic backgrounds, who add a wonderful dynamic to the wider community on campus. The boarding community includes a number of scholars (students attending on scholarship). The Scholarship Programme supports approximately 105 scholars from around the globe. Most come to the College to complete the IB Diploma in Grades 11 and 12.

Student numbers 2025/2026

School	Dover Campus	East Campus	Whole College
Infant School (K1–G1)	295	335	630
Junior School (G2–G5)	696	703	1,399
Middle School (G6–G8)	763	669	1,432
High School (G9–G12)	1,337	1,149	2,486
Boarders (G8–G12)	179	161	340

While scholarship students must have the academic ability to meet the demands of the UWCSEA learning programme, they are also selected on the basis of their potential to have a positive impact on the local and global community. Many scholars are selected by one of the 150+ UWC National Committees, a network of volunteers around the world who find students who will benefit from, and contribute to, the UWC mission. Others are selected through UWCSEA's own projects within the Asia-Pacific region. Funding for scholarships is generated through school fees, the UWCSEA Nominee Programme (UNP), corporations, National Committees, parent and alumni donations.

Faculty and staff

The College employs 514 full-time teaching staff and 602 administrative and support staff. The majority of teachers are from: Australia, Canada, New Zealand, Singapore, UK and the US, while the majority of administrative and support staff are Singaporean. Over 44 nationalities are represented across the staff. All teachers and many support staff participate in the Activities and Service programmes, and are involved in trips and expeditions each year. The College places a premium on professional development, and with a large staff, the scope for professional learning is extensive. The Professional Learning Programme brings high quality professional development programmes and conferences to campus and supports opportunities through external providers as well as collaboration with colleagues.





Dover Campus



East Campus

📍 Campuses and facilities

📍 **Dover Campus** occupies 11 hectares in the central area of Singapore. Modern and well-equipped, the campus offers specialist facilities which allow a wide range of educational activities. A multi-year US\$60 million programme to enhance and rebuild many of the Dover facilities included the retro-fitting of the campus operations to align with the Singapore Building and Construction Authority's Green Mark Platinum Super Low Energy award. From August 2032, UWCSEA Dover will have a new bespoke campus in Tengah, Singapore's first smart and sustainable town.

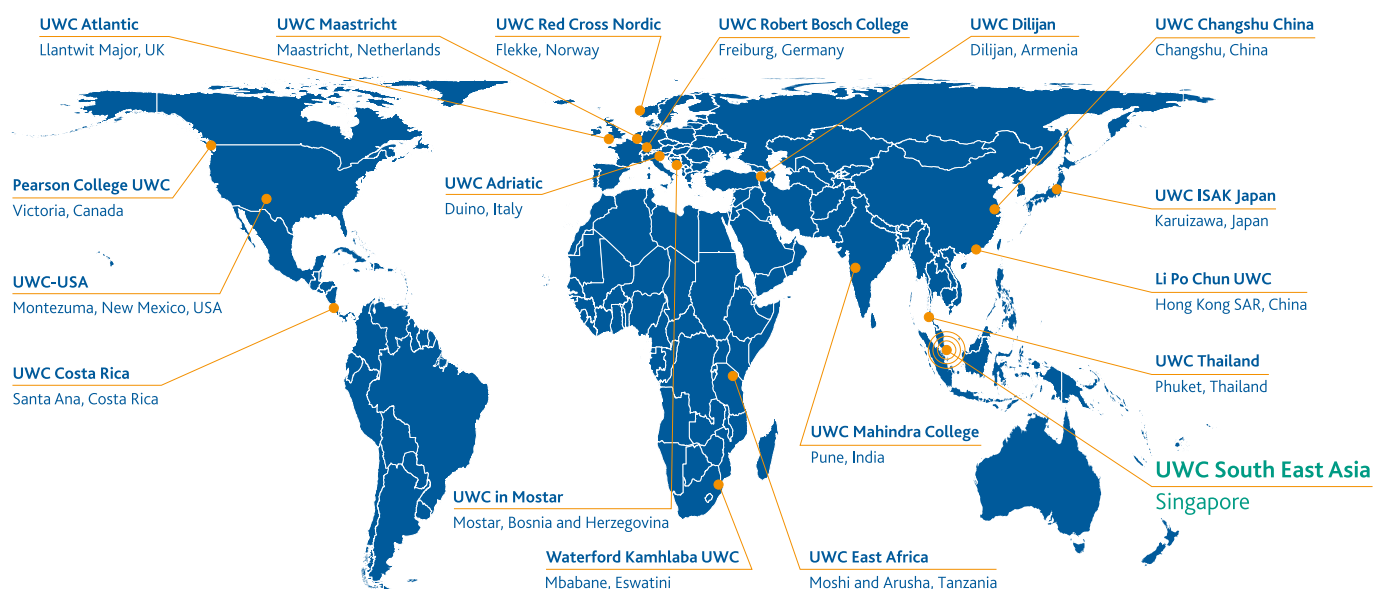
📍 **East Campus** occupies five hectares in the fast-growing hub of Tampines, situated in the north east part of the island. Purpose-built in keeping with our sustainability goal, with close attention to environmental and energy impact, the campus has consistently maintained operating standards set by the Singapore Building and Construction Authority, most recently being recognised as a Greenmark Platinum Super Low Energy site. The thoughtful campus design provides a wide array of specialist facilities which support students as they engage in all five elements of the UWCSEA Learning Programme.

The facilities on both campuses play an integral role in delivery of UWCSEA's learning programme for all students, as they engage in hands-on, experiential learning in their physical environment. The College has a 1:1 laptop/tablet scheme for all students K-12 using Apple technology. A team led by the Head of Digital Learning Technologies on each campus ensures that technology is integrated into classrooms in educationally appropriate ways.

UWCSEA and the UWC Movement

"I regard it as the foremost task of education to insure the survival of these qualities: an enterprising curiosity, an undefeatable spirit, tenacity in pursuit, readiness for sensible self-denial, and above all, compassion."

Kurt Hahn, Founder, UWC movement



The UWC Movement was founded in 1962 by the German educationalist **Kurt Hahn**. Hahn was a leading figure in the creation of the concept of experiential learning. He believed that education was about the development of the whole person and should prepare students for life, not just for university.

Hahn founded the UWC Movement based upon the ideals of a holistic, experiential, values-based education. His philosophy can be encapsulated in the phrase *Plus est en vous*—there is more in you (than you think). Today, there are 18 UWC schools and colleges around the world, with UWCSEA in Singapore being the largest of these. As well as providing an international education for young people living in Singapore, each year the UWC movement and UWCSEA provide scholarships for more than 100 students from all over the world to attend UWCSEA.

"Education might be the vehicle but we exist to make the world a better place. UWC exists to educate a generation of people who believe that they can take responsibility for the world."

Faith Abiodun, Executive Director, UWC International



The position

Job title

Director of Admissions

Reports to

Chief Strategy and Engagement Officer

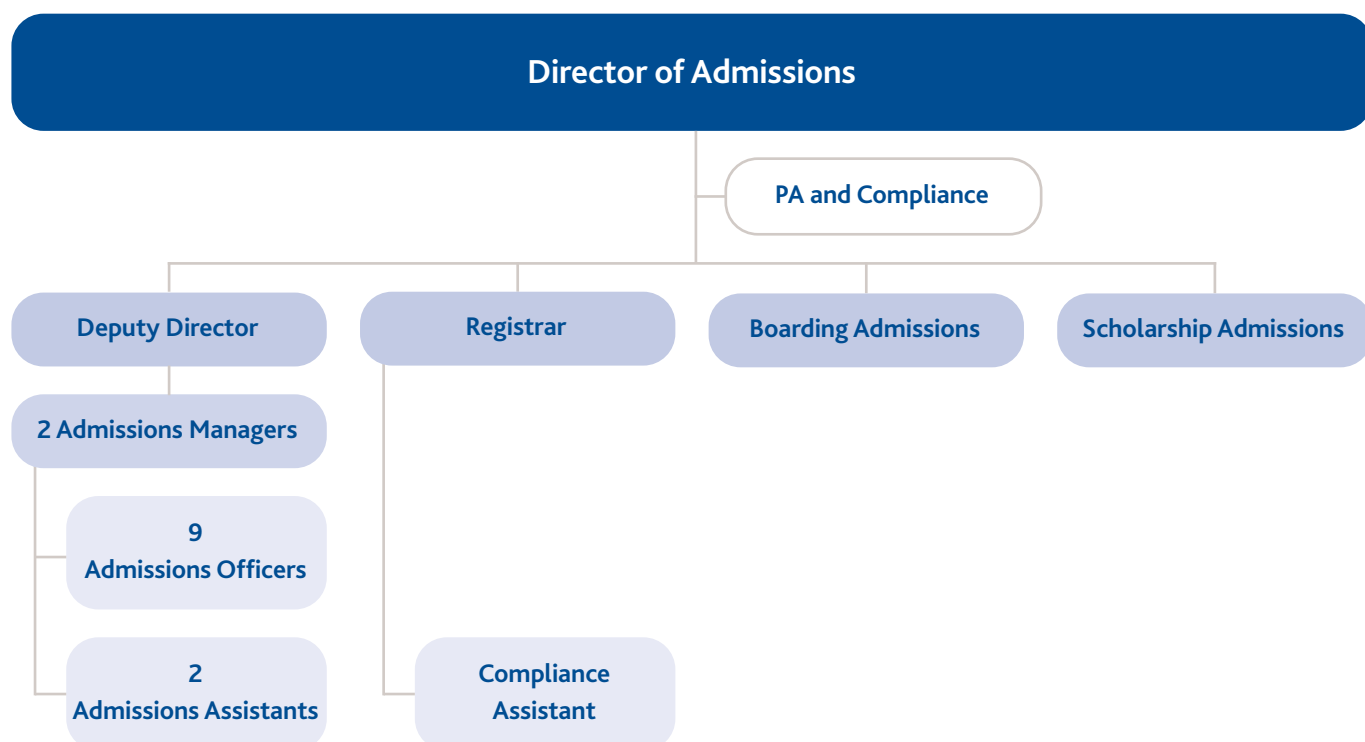
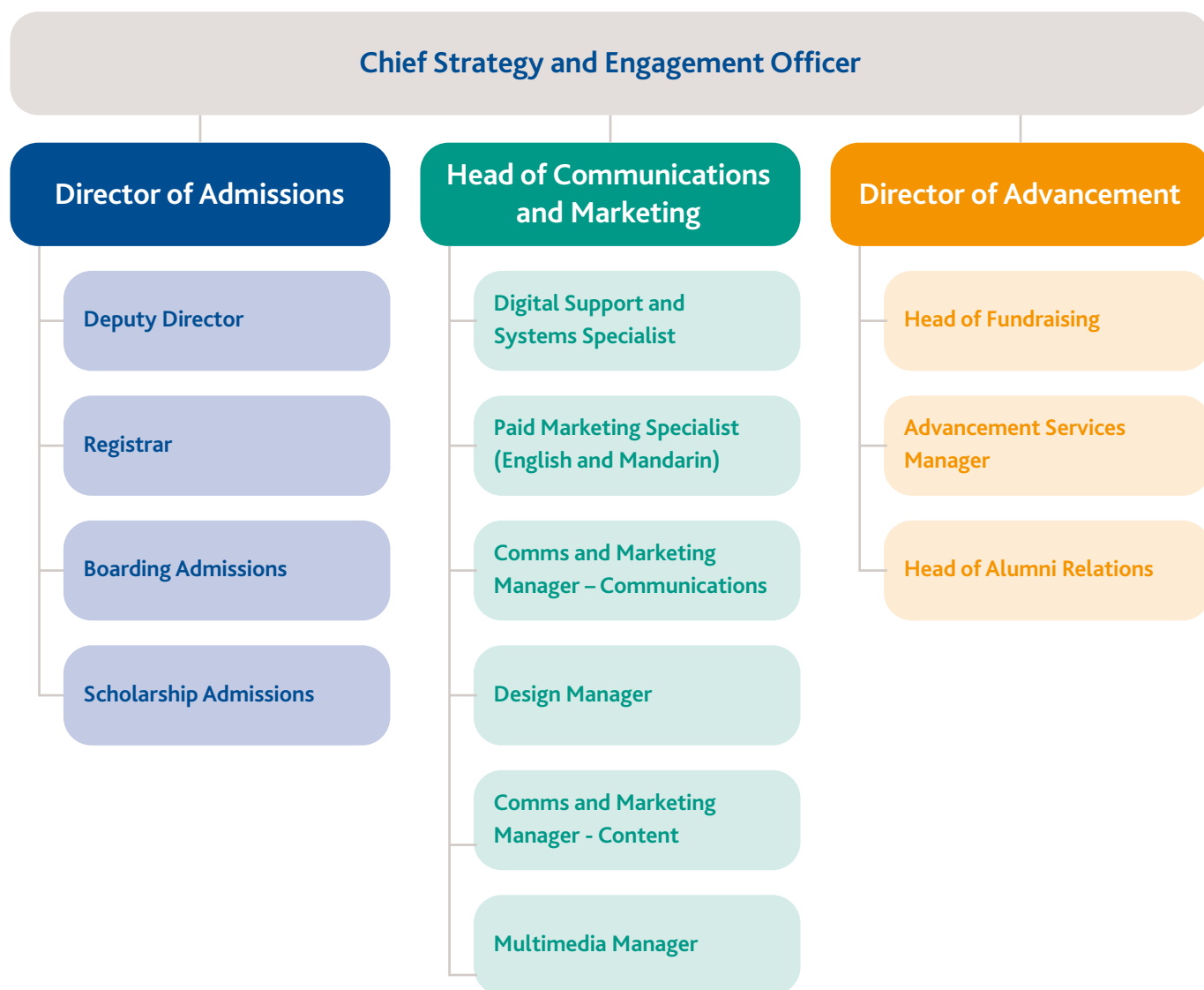
Location

UWC South East Asia in Singapore

Position summary

The Director of Admissions is a strategic leadership role at the College, reporting directly to the Chief Strategy and Engagement Officer (CSEO), and playing a critical part in the College's long-term success and mission delivery. S/he interprets current and future market conditions and assesses the impact of external and internal factors on enrollment figures, providing strategic direction to the College Leadership Team to navigate an increasingly complex student recruitment market in Singapore and globally. S/he ensures the UWCSEA Admissions Policy is implemented through an effective and family-friendly process that protects the integrity of the policy while ensuring outstanding customer service. S/he champions continual process improvement, ensuring all admissions procedures are efficient, transparent, and processes are informed by best practices. The Director of Admissions leads the admissions team and works closely with the marketing team in proactively adjusting recruitment strategies in real-time to attract and enroll highly qualified, mission-aligned students from diverse backgrounds.

The overall purpose of the role is to ensure two full campuses, enrolled with a deliberately diverse community of students who can make the most of the opportunities presented by a UWCSEA education.





Key roles and responsibilities

Assess internal and external market trends and implement effective admissions strategies to meet enrollment targets (which will include student numbers, diversity and Mission alignment); in partnership with the Head of Communications and Marketing, implement and drive sales and marketing strategies in a fast paced and competitive market to ensure that UWCSEA remains a leading member of the UWC Movement and international school in Singapore.

Champion the use of advanced enrollment analytics, predictive modeling, and digital marketing strategies to optimize the recruitment funnel and forecast future enrollment needs.

Pro-actively recruit students and families to the College by providing a customer-focused experience that helps them to identify whether they align with the UWCSEA mission and would benefit from a UWCSEA education. This includes active lead-nurturing, ensuring a positive experience and promotional events such as recruitment fairs, overseas tours and open days.

Review the College Admissions policy and annual application process to ensure it continues to be fit for purpose; lead any changes with energy and enthusiasm including supporting internal stakeholders through change.

Review High School admission applications and select students.

Strategic enrolment planning and stakeholder engagement for the admission of students with support needs, including multilingual, neurodiverse, or complex support needs.

Establish and track a comprehensive set of performance metrics including conversion rates, student retention forecasts, and diversity profile metrics, and support team performance against these; prepare and present regular, comprehensive reports on enrollment strategy, market performance, and pipeline conversion metrics to the relevant Board Committee.

Work closely with internal educational leadership to ensure that the Admissions team is fully up-to-date with the programme and that educational leadership are aware of trends in the market and in applications and can consider any necessary adjustments to the programme.

Oversee ad liaison with the UWC Movement, including National Committees and UWC International, as well as overseeing the admission of scholars and partial scholars to UWCSEA, including connecting with the fundraising team and, where appropriate, means-testing team.

Lead, mentor, and develop the admissions team, fostering a culture of high performance, collaboration, and professional development; ensure robust succession planning for key team roles.

The person

Qualifications

A degree from a recognised university in a relevant field such as Business Administration, Marketing, Education, or a related discipline. A postgraduate degree (Master's or higher) is highly desirable.

Experience

Minimum of 10 years' progressive experience in a combination of admissions, strategic relationship-management, marketing, or sales, with at least 5-7 years in a senior leadership role, preferably within a complex international environment.

Demonstrated track record of successfully meeting and exceeding ambitious enrollment targets in a competitive global market.

Proven experience in developing and executing comprehensive, data-driven admissions and student recruitment strategies.

Skills and qualities

- **Strategic and Commercial Acumen:** Exceptional ability to interpret and forecast market trends, assess internal/external factors, and translate data into effective admissions strategies
- **Customer-Service Leadership:** A deeply ingrained commitment to providing an outstanding, personalized, and family-friendly customer service experience for prospective families
- **Relationship Management Skills:** Excellent interpersonal and communication skills in a group and individual setting; tactful, empathetic, credible and compassionate
- **Leadership and Management:** Proven ability to lead, motivate, and manage a high-performing admissions team, fostering a culture of efficiency, transparency, and continual process improvement
- **Stakeholder Management:** Outstanding interpersonal, communication, and presentation skills, with the ability to influence and collaborate effectively with diverse stakeholders, including the College Leadership Team, Board, educational teams, and the UWC Movement
- **Policy Process Excellence:** Analytical rigour to review and lead change in admissions policies and processes, ensuring integrity and alignment with best practices
- **Mission Alignment:** A deep commitment to mission-driven education and strong intellectual curiosity for communicating to prospective families the UWC mission and the UWCSEA educational offering; ability to interact with educators and talk about their work in a compelling way
- **Cultural Competence:** A high level of cross-cultural awareness and sensitivity, essential for recruiting a deliberately diverse and global student body.
- **Technical Skills:** Demonstrated competence in leveraging CRM systems to manage, track, and report on the entire admissions pipeline from initial lead to enrollment
- **Working Culture:** High energy, enthusiastic personality and a strong work ethic as an individual contributor and collaborative team player, requiring minimum supervision
- **Organisation:** Creative, innovative, flexible, with excellent organizational and analytical skills; the ability to manage multiple projects effectively and maintain a high degree of professionalism and confidentiality in a team-oriented, complex environment



Timeline and application process

This role is scheduled to begin in **August 2026**. Interviews will be conducted in **March 2026**, with a final offer extended to the successful candidate by the end of that month.

How to apply

To ensure your application is processed, please submit it strictly via our [applications portal](#).

- **Deadline:** 11 February 2026, 11.59PM (SGT)
- **Note:** We do not review or acknowledge applications sent via email. Please use the portal to ensure your profile reaches our hiring team directly.

All applications will be handled with the strictest confidence.

Our Commitment to Safeguarding and Diversity, Equity, Inclusion and Justice

The UWC Mission is to make education a force to unite people, nations and culture for peace and a sustainable future. We are committed to creating a community in which all members feel safe and secure, and know that their authentic selves and individual differences are accepted with respect and care. At UWCSEA, we acknowledge that diversity, equity, inclusion and justice (DEIJ) is an ongoing and evolving process and strive to create and sustain a sense of belonging for all members of our community, past, present and future. All qualified applicants, including those who identify as a part of marginalised group(s) and individuals with (dis)abilities are encouraged to apply. Our school is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references, identity and criminal record checks.



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