



Dubai Scholars – Head of School

Dubai, United Arab Emirates

Seeks: Head of School

Effective: July 2017

Application Deadline: December 31, 2016



Dubai Scholars is a private school located in Dubai, UAE. We are currently seeking a Head of School to take over the reins and bring the school to new heights while respecting the legacy that has been created.

Dubai Scholars has a current enrollment of 1,600 students and enjoys a strong reputation in the local market. We serve a predominantly Asian population within the affordable-segment market. The school offers the EYFS framework in the early years, leading on to the UK National / Cambridge Curriculum and the IGCSE and GCE examinations.

The ideal candidate for this position should have the appropriate education degrees and credentials, plus experience as a school leader. He/She should be committed to high standards. Candidates should have the pedagogical background to administer a curriculum that is engaging, innovative and enriching; as well as to ensure the horizontal and vertical alignment across the years of study (including the IGCSE and GCE programmes). Applicants should be instructional leaders capable of modeling best teaching practices and of creating a program that is supportive of all students.



The Dubai Scholars Head of School will be highly effective at documentation as well as capable in the management of information systems so that student progress, attainment, and other aspects of learning can be effectively monitored. The successful candidate will also be a skilled recruiter who is able to identify and develop quality teachers. The new Head of School will be a collaborative and motivational leader who is both confident and flexible.

Candidates for this position should be energetic, driven, and committed to excellence across all areas. Applicants should have strong interpersonal and communication skills. The successful candidate will be calm, mature, open, patient, hard-working, humble, and in essence, a good person.



Qualifications

The following are a list of required qualifications for our incoming Head of School:

- Post graduate degree in education
- Prior experience with school accreditation and / or school inspections
- Prior experience with student and school data management systems
- Record of academic and professional achievement

A 3-year contract will be offered. Competitive package will be offered including accommodation, yearly air ticket, health insurance, visa costs and end of contract gratuity.

Application Procedure

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All candidates who wish to apply for the position are requested to establish a professional file with ISS to facilitate the application process and ensure that credentials are provided in a uniform and consistent manner. Since SIG has requested ISS to assist with this search, applicants for this specific position do not need to pay a fee to originate or reactivate their professional file.

Current ISS candidates: Send a formal letter of interest specific to this position in **PDF format** to Dr. Paul DeMinico (pdeminico@uiss.edu). Your active file will be sent to Dr. DeMinico upon receipt of your letter.

Not an active candidate? Follow the steps below:

- 1) **Send a formal letter of interest** specific to this position in **PDF format** to Dr. Paul DeMinico (pdeminico@uiss.edu)
- 2) **Create or update your ISS file**
 - New candidates – <https://www.iss.edu/recruitment/candidate/new-user>
 - Returning candidates - <https://www.iss.edu/recruitment/user/login>

***Please email Dana Zarrello, administrative candidate assistant, for assistance:
dzarrello@iss.edu.*

- 3) **Complete online ISS application.** When you reach the Payment Page, find the field labeled "Coupon Code" and type in **SIGHOS2016** to waive your membership fee. *Your application will be reviewed by the ISS team to make sure all the necessary information is present. This process can take several days, depending on the time of year.*
- 4) **Begin to build your professional dossier.** Upload supporting documents (certifications, educational philosophy, current resume, and open letters of reference) through your ISS candidate dashboard.
- 5) **File Activation.** Once your confidential reference forms have been received and your file is "active" your file will be made available to Dr. DeMinico and the search committee.

Applicants are asked to submit their letter of interest and complete all necessary application steps as early as possible, as ISS and SIG reserve the right to close the selection process at any time if an ideal candidate is found.

For more information about the school, please visit www.dubaischolars.com