



Le Bocage International School, Mauritius

Seeks: Principal for Academic Affairs

Effective: August 2017

Application Deadline: February 3rd, 2017

SCHOOL PROFILE

Le Bocage International School (LBIS) offers an international secondary school education to boys and girls aged between 11 and 19. It officially opened its doors in January 1990. In the years since its inception, the school has grown rapidly and has achieved an international character providing a well-balanced education responsive to the needs of more than 600 students. English is the language of instruction.



SCHOOL SITE AND FACILITIES

LBIS is located on the slopes of Mount Ory, just off the motorway between Plaines Wilhems and the capital, Port Louis. From there it commands a panoramic view of the surrounding mountains and plains leading down to the Indian Ocean. There are more than forty teaching rooms including four science laboratories, three computer rooms, two art studios, a three room Design & Technology learning area, a Food Technology laboratory and a large purpose-built library. There are a



number of playing fields and outdoor hard court surfaces. The multi-purpose sports hall, completed in 2001, also functions as an auditorium for the many special events held each year. In 2015, the building of a performing arts building and language lab was completed. The school also has a small canteen facility. The school is a wireless campus.

ENROLLMENT & STUDENT BODY

Students are enrolled in Forms 1 - 7 (UK years 7-13, US grades 6-12) that comprise over 30 nationalities. 86% of the student body is Mauritian, many of whom have lived overseas. Students come from a wide variety of social and cultural backgrounds, and most are bilingual. The student-teacher ratio stands at 9:1 and the maximum class size is 25 students, with most averaging about 16 students per class.



ACCREDITATION

LBIS is accredited by the Mauritian Ministry of Education and is a fully accredited member of the Council of International Schools (CIS). Le Bocage is also authorized to offer the International Baccalaureate Middle Years (Forms 1 – 5) and Diploma Programmes (Forms 6 & 7). It is a candidate school for the IB Career-related Programme. The school is also authorized to offer the Cambridge IGCSE examinations.

GOVERNANCE

LBIS is operated by PROGOS, a non-profit making company that exists solely for the purpose of offering an English medium international education. The Board of Directors is the ultimate authority and delegates management of the school to the Head.

TEACHING STAFF AND POSTS OF RESPONSIBILITY

LBIS employs seventy qualified teachers, all holding a degree in their subject area. Many of these hold postgraduate qualifications in education. Specialist staff includes two librarians and one technician, a careers counselor, a guidance/emotional counselor, a Learning Support team of four teachers, an English Language Support teacher, and a nurse. Curriculum responsibilities are shared by Heads of Department in eight key learning areas and the coordinators of the MYP, IGCSE and IB Diploma programmes of study, and are supported by the Principals for Academics and Pastoral Affairs.

COMMUNICATION/WEBSITE

LBIS keeps members of the community informed of its events and practices, primarily through the ManageBac platform. Regular communications are sent home and the website (<http://www.lebocage.net>) is frequently updated with news of upcoming events, reports and

photographs of recent events. The school also has its own Facebook page (<https://www.facebook.com/lebocageinternationalschool>).

ACADEMIC PROGRAMMES

The academic programme fosters continuity and coherence of learning across the school. It emphasizes preparation for higher education both in Mauritius and many countries around the world. The programme is defined by three sequential and developmental levels of learning which are as follows:

- Forms 1-5 The Middle Years Programme (MYP).
- Forms 4-5 The International Certificate of Education (ICE) preparing students for IGCSE examinations. This is run simultaneously with the MYP, with students following both programmes. The school scores consistently higher than the global average.
- Forms 6-7 The IB Diploma Programme. About 70% of our IB students follow the requirements of a bilingual diploma. In 2016, the pass rate was 90%, with an average score of 32.

Approximately 96% of our student body carry on their studies in the tertiary educational sector, most of whom study abroad.

THE POSITION

The Principal for Academic Affairs (PAA) of Le Bocage International School will be responsible to the Head for all aspects of the day-to-day management of the academic programme of the school and to administer, establish and supervise systems and routines to ensure the efficient delivery of the curriculum. In doing so, the PAA will actively promote the School Guiding Statements (SGS).

The PAA will carry out a variety of duties. These will include, but are not limited to:

- Overseeing the successful implementation of the curriculum from Forms 1 – 7, ensuring continuous improvement in teaching and learning
- Collaborating regularly with Heads of Department (HOD), Curriculum Coordinators (CC) and Timetable Coordinator (TC) to ensure curriculum continuity and coherence both vertically from Forms 1-7 and horizontally across individual year groups
- Collaborating with the Principal for Pastoral and Student Services
- Overseeing the effective use of ManageBac

- Organizing professional development days related to programme development during the school year, through the professional development calendar
- Maintaining an effective appraisal system for staff
- Observing individual staff members and departments on a regular basis, providing constructive feedback and supporting teachers to develop professionally
- Ensuring the suitable placement of students in courses
- Coordinating annual ISA testing
- Working with the Admissions Secretary to ensure that those students who are admitted to the school are able to access the curriculum and benefit from an education at the school
- Assuming a teaching role of no more than six hours per week
- Ensuring the production of a timetable which reflects the needs of the students

QUALIFICATIONS & SKILLS

Essential:

- Relevant graduate degree
- Working knowledge of the IB programmes (MYP and DP)
- Extensive understanding and experience of middle and high school philosophy and research-based best practices
- Demonstrated commitment to creating and participating in a culture of collaboration
- Demonstrated skills and experience in successfully supervising and supporting teachers in the development of school programmes and instructional excellence
- Excellent communication skills
- Understanding of and experience with the integration of technology to improve student achievement
- Understanding of and enthusiasm for working in an international setting
- Direct relevant experience managing enrollment, staffing, scheduling and budget

Desirable:

- Relevant post-graduate degree
- Experience with ManageBac & Open Apply
- Experience with IGCSE curriculum
- Knowledge of the IBCP

- Experience with Timetable Coordination

SALARY AND BENEFITS

Salary and benefits are competitive for the region and are structured to attract the best talent.

APPLICATION PROCEDURE

Applications should be sent to Mr. David Jenkins at davidj@lbis.intnet.mu, and should be received by February 3rd.

Applications must include:

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in the position
- A current résumé not to exceed two pages
- A one-page list of at least three referees, one of which must be current supervisor, with phone numbers and email addresses
- A maximum of four letters of reference (scanned at low resolution) which may already be in your possession

All applicants will receive a response, with a first round of interviews scheduled for the week of February 13th. A second round of interviews will be scheduled for the week of February 17th.