

## Leadership Posting

### Head of Secondary School Colegio Anglo Colombiano

*Bogota, Colombia*

Application Deadline: November 26, 2021

Start Date: August 2022



Colegio Anglo  
Colombiano

**HEAD OF SECONDARY SCHOOL**  
**Information Pack**

“AN EDUCATION  
BASED UPON VALUES,  
PRINCIPLES, MORALITY  
AND ETHICS IS  
EXACTLY WHAT OUR  
FAMILY WANTS FOR  
OUR CHILDREN.  
THANK YOU.”

6TH GRADE PARENT



# OPEN HAPPY BRILLIANT *minds*

The Anglo was founded in 1956 by a group of Colombian and British citizens. It is a private, coeducational, non-denominational international school based upon the British educational system. We are dedicated to the pursuit of excellence in all aspects of the education of our students. As part of our identity, the School has a House system that contributes to strengthen the bond of all members of the Anglo community with the inheritance, history, philosophy and ideals of its founders. We have more than 1830 students aged 4 to 18, to whom we offer the International Baccalaureate Organisation (IB) Diploma, the Middle Years Programme (MYP) and Primary Years Programme (PYP) in addition to the Colombian ICFES.

**THE mission:** We are an IB World School, with a global perspective based on British and Colombian traditions that provides a well-rounded education and inspires its students to be driven, principled; as well as socially and environmentally responsible.

**OUR vision:** To be the best IB World school in Latin America.



# SECONDARY SCHOOL



HEAD OF  
SECTION



DEPUTY HEAD AND  
MYP COORDINATOR



DEPUTY  
HEAD (5-8)



DEPUTY HEAD (9-11)  
IB COORDINATOR



DEPUTY  
HEAD 9-11

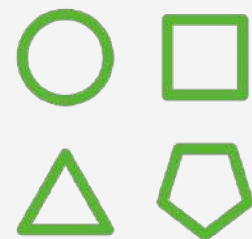


PASTORAL  
DEPUTY HEAD



## VERTICAL TUTORING

Our system of Vertical Tutoring or Mentorship, is daily 20-minute space, where teachers and students discuss wellbeing and character building topics.



## MIXED ABILITIES

The Colegio Anglo Colombiano embraces diversity and mixed abilities and is committed to removing any barriers towards learning for all students to develop and be successful.



## DEMOGRAPHICS

899 Students

# OUR values

The four Fundamental Values underpin our core ethos at Colegio Anglo Colombiano. We are passionate about excellence and for our students to be educated to the highest standard.

To achieve this means hard work, climbing mountains (physical and metaphorical), maintaining balance and developing inner spirit. Many of our learners will go on to great positions of influence around the world, such is their talent. We want to help them to use this influence wisely, to never forget global compassion and to choose the right path through life, not the easy one. All the Anglo community are fortunate to be members of such a remarkable school. We must understand that with such privilege comes significant responsibility.



Colegio Anglo  
Colombiano



## HONESTY

We are committed to the truth in all actions of our life.



## RESPECT

We value the differences in thinking, feeling, being or acting from others.



## RESPONSIBILITY

We are willing to assume with integrity, inner strength and self-discipline all obligations and actions in life.



## SOLIDARITY

We are aware of the needs of others, showing empathy and willingness to support.



Colegio Anglo  
Colombiano



## PRE SCHOOL

The Anglo Colombiano Pre-School is an exciting, lively and attractive section, housed in purpose-built facilities. Classrooms are well-equipped and students have access to the section's own gymnasium, art and music rooms, cafeteria, parks and library, where around 400 students play, inquire and develop a love for learning. The Anglo is authorised to teach the Primary Years Programme (PYP) of the International Baccalaureate Organisation (IBO) which reflects the best practices from national and international perspectives, emphasising the Anglo Colombian traditions and valuing inquiry as a powerful force in the natural learning of childhood.



## PRIMARY

Housed in a stunning new building opened in April 2015, our Primary is colourful and lively with our busy classrooms reflecting the best practices from our British traditions and our international curriculum. The Primary Years Programme (PYP) of the International Baccalaureate Organisation (IBO) allows us to operate a modern, inquiry based approach to teaching and learning for over 500 students. We take every opportunity to use the wider environment as we assist them to construct meaning about the world they live in and beyond. Children use our extensive, well laid out grounds, the hall, computer labs and specialist Arts and Music rooms confidently under the careful guidance of an experienced and hard working staff.



## MIDDLE YEARS

The Middle Years consist of five year groups; Grade 5 to Grade 9 devoted to the Middle Years Programme (MYP) of the IBO. The Middle Years are divided into Grades 5, 6 & 7 and Grades 8 & 9. The Middle Years have a devoted team of professionals, who are specialized in Middle Years education and are responsible for the academic progress and pastoral care that is structured around the age-appropriate needs of the students at this stage.



## UPPER YEARS

In Upper Years we receive students from 16 to 18 years of age in Grades 10 and 11. All students follow the IB Diploma courses and nearly 90% of students take the full IB bilingual Diploma programme. Students also have the option of taking IB Diploma courses (Certificate). We prepare them for the International Baccalaureate and for the Colombian PRUEBA SABER examinations. Students have many opportunities to assume leadership roles and develop their potential to the fullest through positions such as Student Council Representatives, House Captains, Sport Captains, Prefects, School Governor and Personero.

"IT IS EVIDENT THAT INQUIRY  
AND CRITICAL THINKING ARE AT  
THE FOREFRONT IN TEACHERS,  
STUDENTS, LEADERSHIP AND  
PARENT'S MINDS."

IBO PYP ACCREDITATION TEAM



"THE SCHOOL HAS BUILT A STIMULATING  
LEARNING ENVIRONMENT BASED  
ON UNDERSTANDING AND RESPECT  
THROUGHOUT THE SCHOOL COMMUNITY."

IBO PYP ACCREDITATION TEAM



# DON'T TAKE OUR word FOR IT



"ALL THE ANGLO STAFF  
WHO HAVE WORKED WITH  
OUR DAUGHTER DESERVE  
SPECIAL PRAISE. THE  
SCHOOL COULD NOT HAVE  
DONE MORE TO HELP HER  
TO ACHIEVE AND GIVE HER  
THE BEST CHANCES IN LIFE.  
THANK YOU."

11TH GRADE PARENT

"OUR SON HAS RECEIVED THE  
PERFECT BALANCE OF ACADEMIC  
CHALLENGE AND SUPPORT AT  
THE ANGLO. AS PARENTS, WE  
CAN SEE THE GREAT PROGRESS  
HE IS MAKING."

9TH GRADE PARENT



AS VINCENT LOMBARDI  
WISELY SAID, "THE QUALITY  
OF A PERSON'S LIFE IS IN  
DIRECT PROPORTION TO  
THEIR COMMITMENT TO  
EXCELLENCE, REGARDLESS  
OF THEIR CHOSEN FIELD  
OF ENDEAVOUR."

"OUR DAUGHTER LOVES  
SCHOOL. SHE LEAVES  
HOME WITH A SMILE AND  
RETURNS EXCITED AT THE  
END OF EVERY DAY."

2ND GRADE PARENT

# EXTRA curricular

The purpose of the extensive Extracurricular Programme at the Anglo is to offer activities in a safe and healthy environment through which students can develop abilities and skills while making good use of their free time.

The emphasis is on competitive sport, fitness, creativity, teamwork and social responsibility. Each activity is taught by teachers who specialize in the different programmes that we offer, which allows them to educate and develop in each child a desire to learn and find inner abilities that most of the time they have not yet discovered.



# SOCIAL responsibility

Social responsibility is an ethical framework which suggests that we all have an obligation to act for the benefit of society at large. Social responsibility is a duty every individual has to perform so as to maintain a balance between individual and community.

Being socially responsible goes beyond just being respectful of others; it means experiencing, as well as appreciating our interdependence and connectedness with others and our environment. Social Responsibility reflects the Anglo Values. It is not "taught" per se, it is instead "lived" through the acts and omissions of all members of our school community.





Colegio Anglo  
Colombiano



# ANGLO accreditations

The Anglo was one of the first schools in Colombia to be accredited by both the Council of International Schools (CIS) and the International Baccalaureate (IB). We have been a member of the IB World schools since 1980 and of the CIS since 1998.

**More than 4,000 schools so far have chosen to teach International Baccalaureate® (IB) programmes, with their unique academic rigour and their emphasis on students' personal development.**

Those schools employ over 70,000 educators, teaching more than one million students worldwide. The International Baccalaureate aims to do more than other curricula by developing inquiring, knowledgeable and caring young people who are motivated to succeed. We hope our students will help to build a better world through intercultural understanding and respect. The IB is different from other curricula because it:

- encourages students to think critically and challenge what they are told.
- is independent of governments and national systems, and therefore able to incorporate best practice from a range of international frameworks and curricula.
- encourages students to consider both their local and international environment.

The Anglo is proud to be fully Accredited by the International Baccalaureate® to offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP)

The Anglo is proud to be an Accredited Full Member of CIS. The Council of International Schools (CIS) is a membership community committed to high quality international education. As a global non-profit membership organisation, CIS provides services to primary and secondary schools, higher education institutions and individuals that share these ideals:

- a desire to provide students with the knowledge, skills and abilities to pursue their lives as global citizens.
- a commitment to high quality international education.

The CIS community includes more than 660 schools and 475 colleges and universities representing 109 countries.

The Anglo is proud to be a full member of Round Square. Founded in 1966, Round Square maintains and facilitates a worldwide network of 150 schools in 40 countries. These schools share a holistic approach to learning built around six IDEALS of learning. These six IDEALS are Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service. They sit very comfortably in harmony with the Anglo Values. Membership of the Round Square network offers schools a framework for excellence and continuous improvement, along with structured opportunities to collaborate and share experiences with like-minded peers around the world. Students are able to experience life elsewhere in the world on exchanges. Groups of younger students participate in shorter exchanges and international conferences with accompanying teachers and older students travel further afield, independently, for longer periods of time.





# JOB DESCRIPTION HEAD OF SECONDARY



**SECTION: Secondary (Grades 5-11) - PROGRAMMES IB MYP & DP and Colombian standards - LINE MANAGER: Rector ( School Principal)**

The main functions of the Head of Secondary are:

**Strategic planning and leadership**

- Contribute to whole school strategic planning and subsequent implementation, monitoring and evaluation of initiatives.
- Lead the drive in the Secondary section for continuous improvement
- Contribute to the Strategic plan for international programmes such as Round Square, MUN, and the International Award
- Lead and manage a diverse range of staff, including 120 teaching staff members.

**Teaching and Learning**

- Ensure high levels of curriculum rigour, teaching, learning and standards to ensure the highest quality of provision for all learners (including those at the extremes of the ability range) within the expectations of the IB programmes and Colombian standards for approximately 900 students.
- Establish and promote high standards and expectations for teachers for student academic performances and appropriate levels of discipline
- Provide training for teachers in line with identified priorities for the section.
- Lead the processes of induction and appraisal of teachers and create mechanisms for coaching, mentoring and peer support to engage teachers in advancing their practice.
- Lead the assessment protocols to ensure that reporting and assessment schedules enable effective monitoring, reflection and intervention to support learners in a timely manner.
- Ensure that all teachers are using student data effectively to inform teaching strategies.
- Ensure that student progress and qualitative feedback on next steps is reported to stakeholders at key times to inform learning progression.

**Student Life**

- Prioritise child protection and safeguarding measures in order to ensure the safety and wellbeing of the students.
- Model and promote the school values in all community interactions.
- Maintain high levels of discipline to ensure the highest quality learning environment for all students.
- Ensure that students access their entitlement to an appropriate social/emotional learning programme.
- Build opportunities for student engagement in the balanced wider curriculum, including arts, sports, service, leadership, internationalism, adventure and environmentalism.



# SUPPORTING students

The Anglo has an excellent record of supporting students to obtain places at leading universities, not only in Colombia but also in the USA, UK and Europe.

The vast majority of each graduating class obtain a place at their first-choice university, with many choosing to study beyond Colombia and our students have received hundreds of thousands of dollars in Academic Scholarships for excellence each year. The Anglo is a registered USA SAT Centre, as well as being registered with UCAS in the UK. We are very proud of our university destinations.

Our students go to universities and colleges such as:

- Berkeley University
- Columbia University
- NYU
- Johns Hopkins University
- UCLA
- University of Cambridge
- King’s College London
- London School of Economics
- Universidad de los Andes
- Universidad del Rosario
- Pontificia Universidad Javeriana



### Operational/Administrative

- Ensure that school systems are optimised for student learning, including the development and monitoring of the academic resources budget for the section.
- Contribute to the processes of admissions and recruitment of local and expatriate staff.
- Develop the school timetable, duty , covers, rotas and other supervision according to academic and balanced wider curriculum requirements.
- Represent the school at events connected to the Secondary section and deputise for the Rector at events in the wider community as required.
- Prepare the annual secondary budget

### Experience and attributes

- proven record of success in a secondary school position of responsibility
- successful experience of inspection and/or accreditation processes
- record of raising teaching standards and of providing INSET/teacher training
- strong organisational, public relations and interpersonal skills
- experience of managing a successful curriculum planning model

## HOW TO APPLY

The deadline for applications is **November 26th, 2021**. However, candidates should note that the search committee will begin reviewing applications as soon as they are received. In the event an outstanding applicant is identified early in the search process, Colegio Anglo Colombiano reserves the right to make an appointment before the deadline. For this reason, it is essential that interested candidates apply as soon as possible.

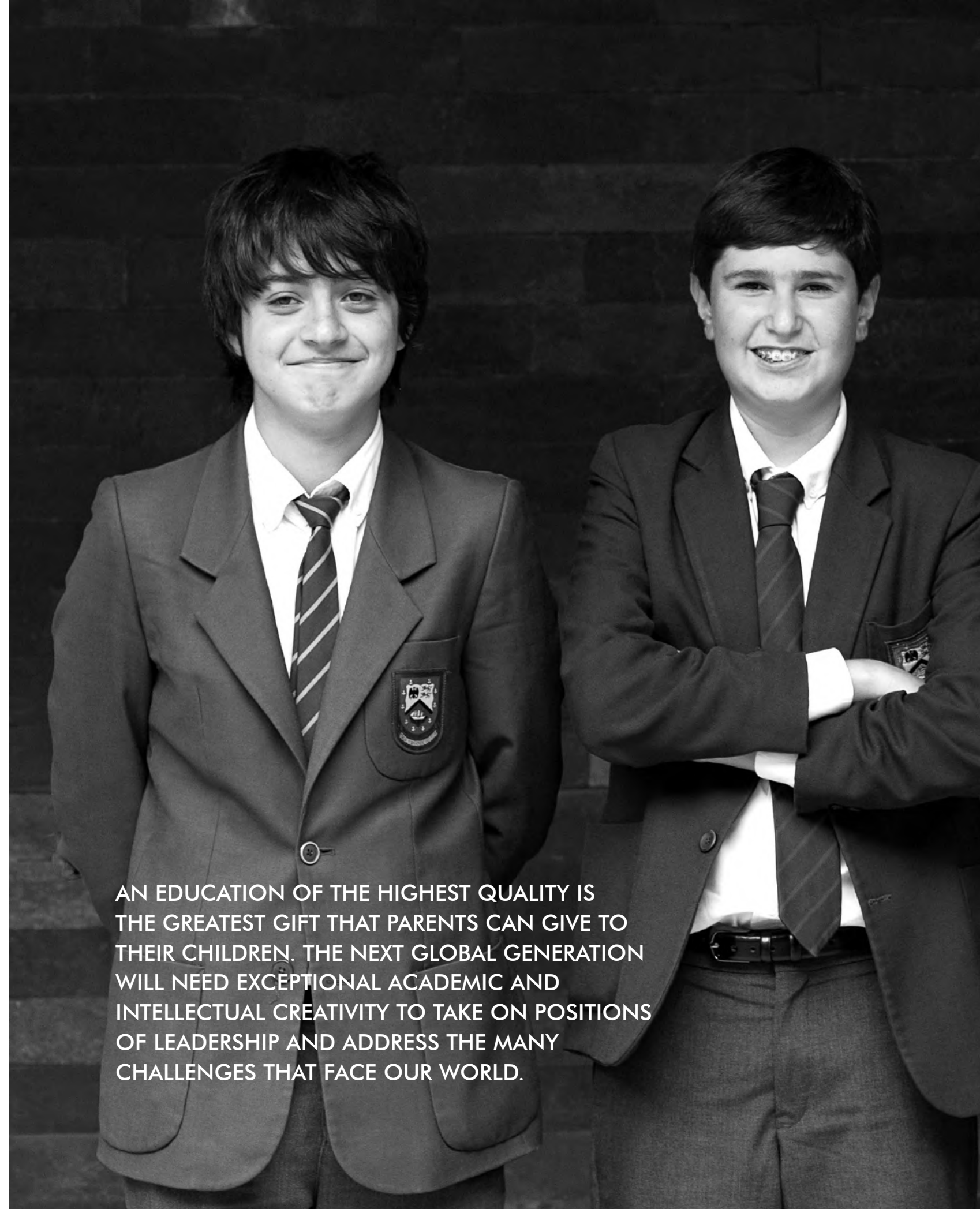
For further information about Colegio Anglo Colombiano, please visit the website at <https://www.anglocolombiano.edu.co/index.php/en/>.

Candidates who wish to apply should submit the information requested below in the form and manner requested.

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in the Head of Secondary Position.
- A current resume not to exceed two pages.
- A one-page list of at least three references who have directly supervised the performance of the candidate with the current phone numbers and e-mail addresses.

Please send all materials to [humanresources@anglo.edu.co](mailto:humanresources@anglo.edu.co).

We reserve the right to close the search earlier than the stated application deadline if a suitable and qualified candidate is found early in the process. Interested applicants should submit all required materials as early as possible.



AN EDUCATION OF THE HIGHEST QUALITY IS THE GREATEST GIFT THAT PARENTS CAN GIVE TO THEIR CHILDREN. THE NEXT GLOBAL GENERATION WILL NEED EXCEPTIONAL ACADEMIC AND INTELLECTUAL CREATIVITY TO TAKE ON POSITIONS OF LEADERSHIP AND ADDRESS THE MANY CHALLENGES THAT FACE OUR WORLD.



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Colombiano

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[www.anglocolombiano.edu.co](http://www.anglocolombiano.edu.co)

Further information please go to:

[www.anglocolombiano.edu.co/index.php/en/](http://www.anglocolombiano.edu.co/index.php/en/)

or send an email to: [humanresources@anglo.edu.co](mailto:humanresources@anglo.edu.co)

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