

Leadership Search



WIST
WESTMINSTER
INTERNATIONAL
SCHOOL
IN TASHKENT

Head of Secondary/ Whole School
Principal
Westminster International School
Tashkent
Tashkent, Uzbekistan

Application Deadline: February 28, 2021
Start Date: August 2021

ISS is pleased to conduct this full search.
Learn more how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

The School

Welcome to Westminster International School in Tashkent (WIST). The school was founded in 2019 by a group of socially responsive Entrepreneurs and initially supported by the long-established and highly-respected Westminster International University in Tashkent (WIUT).

WIST strives to:

- be a centre of excellence within Central Asia for internationally accredited school education and be internationally recognised as one of the leading independent schools in the region and has a vision to
- provide an education that prepares students to take their places in a complex world where it is difficult to predict the nature of work and
- be recognised for its engagement with the development of social well-being and value creation of society as a whole and be recognised for its engagement with the development of social well-being and value creation of society as a whole.



The Position

Overview

To lead the development and implementation of the long-term strategic development plan and vision of the school. To lead, inspire and offer guidance to the staff, students and parents, and ensure the smooth day-to-day operations of the school.

Reports to	CEO
Direct Reports	Head of Preschool, Head of Primary, Deputy Head Secondary, Head of IBDP
Other Key Relationship	CEO, Business Manager, Secondary Leadership Team, Primary Leadership Team

Key Result Areas & Key Performance Indicators

LEADERSHIP IN LEARNING AND TEACHING

- Actively promote a love of learning in line with our mission and vision.
- Promote a culture of high achievement amongst students.
- To lead, develop and enhance the quality of teaching and learning.
- To actively promote outstanding teaching and learning through demonstration, co-teaching peer observation and mentoring.
- To promote the sharing of exemplary practice across the School.
- Promote an ethos of student interaction in the learning process.
- Promote an independent approach to learning amongst students.
- Ensure all students are provided with effective teaching in order to be their best.
- Ensure reports and ongoing assessment are effective in providing accurate information on academic progress, attitude to learning and future targets.
- To ensure assessment is used to inform planning and meet pupil needs.
- Maintain up to date knowledge of outstanding teaching practice and curriculum developments and apply that knowledge to improve quality.
- Keep abreast of all curriculum developments and updates.
- Collaborate with the Head of Primary to implement strategies and methods that promote best practice.

Performance Indicators

- Student progress and achievement
- Retention of students
- Progression to further study and/or employment
- Student Engagement
- Staff Performance and engagement

SCHOOL COMMUNITY

- To build a reputation as an academically high achieving International school.
- Actively engage with prospective parents and students by liaising with Admissions.
- Create high quality written communication to promote our reputation as a high achieving school.
- To organise curriculum and informative workshops for both prospective parents and our stakeholders.
- Create events that encourage the wider community to visit the school.
- Promote a culture of collaboration between parents, the school and wider community through the parent engagement association.

Performance Indicators

- The range and volume of Enquiries
- Quality of Admissions
- Numbers of entrants
- Stakeholder Engagement
- Parental engagement and feedback

OPERATIONAL EXPERTISE & MANAGEMENT

- Lead the process of strategic planning and implementation in an effective and timely manner.
- Collaborate with key stakeholders to develop and implement the strategic vision by implementing School Development Plans to help the school achieve long-term strategic goals.
- Ensure clear channels of communication, throughout the school and between departments.
- Collaborate with the Head of Primary ensuring the day-to-day operation of the schools are aligned and running smoothly.
- Monitor staff attendance and punctuality.
- Develop a culture of accountability and collective responsibility.
- Ensure efficient and cost-effective deployment of staff.
- Oversee the fair and transparent deployment of staff used for cover teaching.
- Management of individual staff issues, including honest and transparent recommendations to the CEO about contract renewal or release.
- Challenge non-compliance to school policies in a professional manner.
- Be responsible for all day-to-day operations of the Secondary School.
- To be responsible for the overall welfare of the Students.
- Establish a purposeful and safe learning environment in line with child safeguarding policies and promote child safeguarding awareness amongst staff.
- Maintain high levels of behaviour and student self-discipline in line with school policies and ethos.
- Oversee the look of the secondary school, ensuring classrooms, shared spaces and displays give an impression of a well-organised, high-achieving school.
- To ensure new students are provided with appropriate induction and pastoral support.
- To contribute to the improvement of the Secondary curriculum and relevant policies.
- To oversee subject leaders in ensuring that curriculum areas are appropriately resourced.
- To monitor the quality of planning and ensure appropriate challenge and differentiation within Secondary.
- To monitor formative and summative assessment across the Secondary School and use the information to decide on development priorities.

Performance Indicators

- Health and Safety records
- Staff attendance & Employee Engagement
- Successful implementation of initiatives that are aligned to the School Development Plan and a self-improving school
- Solid and positive reputation and positioning of the school within its market sector

DEVELOPING TALENT

- Coach, mentor and develop colleagues to meet their potential.
- Promote the continuous professional development of leaders within the school and encourage them to take advantage of opportunities for internal promotion.
- Oversee staff induction and regular professional development meetings.
- Be responsible for empowering the Leadership team to lead significant strategic developments through appropriate and meaningful delegation.
- Oversee performance management of staff, including formal appraisal against professional standards and work scrutiny.
- Celebrate individual and shared success.
- Identify and cultivate emerging leaders, establishing stretch opportunities for high performing teachers.
- Oversee the implementation of teachers' personal action plans for any areas of concern.
- Set ambitious goals for self.

Performance Indicators

- Performance Management
- Staff feedback on the Employee Engagement Survey and action taken
- School Continuous Professional Development (CPD) Plan and Inventory of activities established
- Development Plans for staff
- Staff Retention

Personal Specifications

Skills Knowledge and Experience

Experience in leading a new or founding school	Essential
Experience of having worked with propriety schools	Essential
Experience of getting schools 'inspection ready'	Essential
Advising, creating and implementing strategic long-term plans	Essential
Experience or knowledge and understanding of the IBDP and the IB ethos	Essential
Experience of the British curriculum	Desirable
Experience of a range of multi-cultural environments	Desirable

Personal Attributes

- An understanding of the multi-cultural dimensions of leading and managing and international school
- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm

- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement
- Principled, engaging with staff and stakeholders in an open, respectful and inclusive manner

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Uzbekistan.
- A commitment to safeguarding and promoting the welfare of all pupils.

Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.

The Mission & Philosophy

Mission

Westminster International School in Tashkent will be known internationally as a center of excellence that prepares students for the future, a future where children will need to have a range of skills and knowledge beyond traditional academic achievement in order to be successful. Rigorous personal, academic and learning strategies based on 21st Century skills will empower our children to succeed in a world which is turbulent and dynamic.

WIST students will become internationally minded, life-long learners with a compassionate, global perspective. They will be able to create a better and more peaceful world through intercultural understanding and respect having built character strong enough to make this a reality.

Philosophy

The WIST philosophy of teaching and learning is to excite and challenge young learners, fostering natural curiosity, a love of learning and a positive sense of belonging to our school. In so doing WIST will:

- be recognised for its educational excellence through the performance of its students and staff
- be recognised for its holistic and inclusive education
- produce the leaders of tomorrow who will go on to benefit Uzbekistan and the wider world in a positive and caring way.

The Details

Faculty

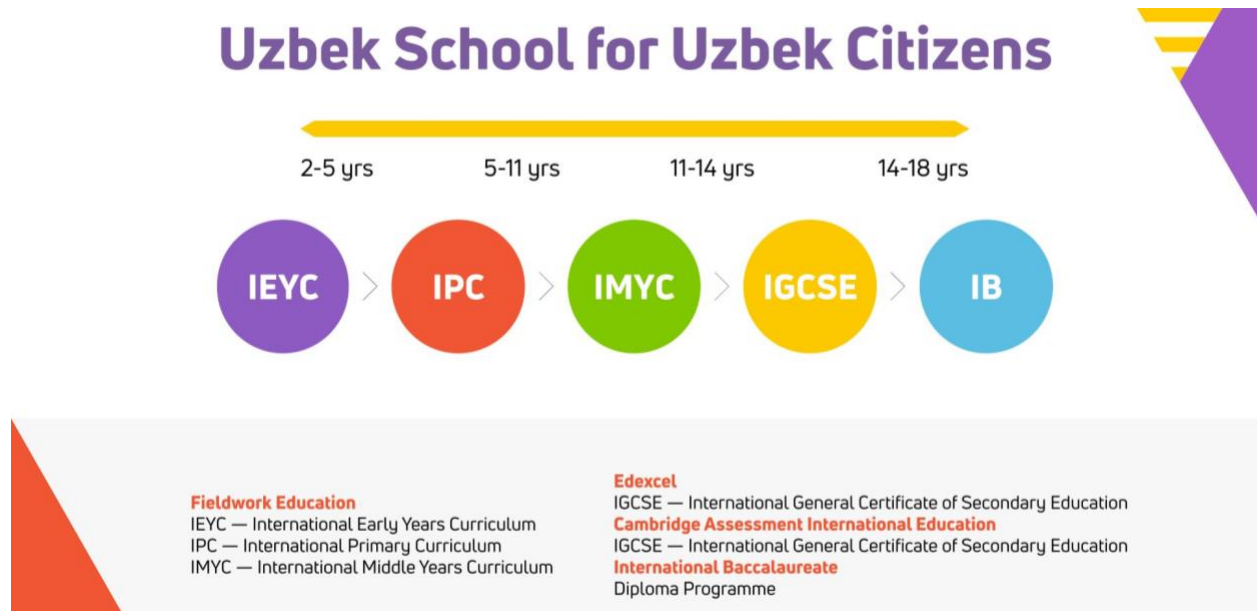
The WIST staff community is a blend of international staff who have a broad experience in a range of international schools. All are internationally qualified teachers, having British Teaching and Learning Qualifications as well as subject related qualifications. Locally engaged colleagues who have language skills that can enable children to be able to learn and settle into an environment where English is the medium of Instruction.

The Leadership Team are international staff appointed for their leadership experience and potential. They have a wide and deep experience in school education and a passionate belief in the nature and value of education.



Curriculum

Westminster International School in Tashkent offers an adapted English National Curriculum with an international perspective to children aged 2-18. The curriculum model is represented in the following diagram and at all stages WIST will have an international accredited body that assures the quality of the curriculum delivered.



Secondary School

After careful consideration, WIST has chosen a curriculum road map that delivers 21st Century skills and the rigour of the internationally recognised Cambridge and Edexcel IGCSE and IBO Diploma Programmes.

The IMYC is a middle years curriculum is aimed at 11-14 year olds. In Years 10 and 11 IGCSE subjects are offered using the Pearson-Edexcel and Cambridge International Assessments.

WIST uses a targeted and personalised approach, led by trained teachers and educational leaders that provide a course of study tailored to a child's needs and aspirations.

The course of study will give the students the opportunity to be responsible for themselves. The student who is in charge of designing their own curriculum, depending on their personal interests, talents and the future they want to build., Students can choose from a list of subjects and level of study that are most suitable to them. Doing this, they are encouraged to actively get engaged in the making of their own future and life.



WIST, being in an international school allows the students to experience their education together with fellow students coming from all over the world, sharing passions, adversity, interests and life experiences with them. Students from the most different countries decide to enrol at such a high-quality programme and have the opportunity to share this experience with foreign peers, thus discovering and getting to know different cultures and customs. Growing up in an international environment makes the students develop open-mindedness and acceptance towards cultural diversity.

Campus

The WIST campus was designed as a purpose built school; from the ground up the campus reflects the needs of the education of children in a stimulating and safe environment. It is a world-class learning environment equipped with spacious classrooms, powerful ICT capability, art, science, computing and robotics suites, a 600-seat theatre, a full-size gym, two swimming pools, a full-size football pitch and large outdoor play areas. It is located in a green and accessible area of Tashkent with safe and convenient access. WIST not only stands out because of its campus but also for the staff and children who are engaged on its campus.



Location

With blue skies, many parks and four seasons, Tashkent is a safe and welcoming city. Tashkent became the capital of independent Uzbekistan in 1991 and has a population of around 2.5 million people. Uzbekistan was on the New York Times “52 Places to Visit in 2019” and Lonely Planet number 1 place to visit. The country is expanding rapidly, welcoming international trade and tourism. A few hours out of the city, you can be in the mountains and lakes or visiting UNESCO World Heritage sites such as Samarkand and Bukhara.

Tashkent is a family friendly, vibrant city with many things to do. The roots of the rich Uzbek culture shine through the city’s architecture, museums and metro stations. A great way to get a rich feel for the culture in Tashkent is to visit the local markets, which are social gathering places where every Tashkent resident is bound to visit and the Uzbek national are a very friendly. Nightlife in Tashkent offers many options such as amusement parks, cafes, restaurants, concerts, bars and night clubs.

Fast Facts

Year Established 2019

Language of Instruction English

Total Enrollment 334

Average Class Size 10

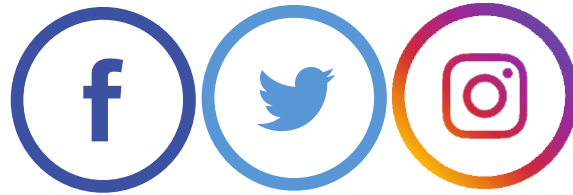
Student Age Range 2-18

Number of Faculty 75

Faculty Nationalities 8



Follow WIST to Learn More



Application Instructions

Effective Date: August 2021

Application Deadline: February 28, 2021

Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultant for Westminster International School in Tashkent (WIST) Head of Secondary/Whole School Principal search. She will be assisted by additional members of the ISS Administrative Search Team.

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo*) to execsearch@iss.edu. You will be contacted by Anna Santori regarding the next steps to follow for consideration.

**International Schools Services takes all aspects of child safeguarding very seriously.
All candidates for employment will be rigorously screened.**

Applicants of all nationalities are welcome to apply.

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

* ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.