

Leadership Posting

International School Principal Eastern Partnership European School *Tbilisi, Georgia*

Application Deadline: 17 January 2022
Start Date: September 2022

Eastern Partnership European School in Tbilisi, Georgia.

International Principal Vacancy

This is not a traditional principal's role. The successful candidate will work together with the school's National Director to establish and lead this new school. This school which will open in 2023 is funded by the European Union (EU) and the Georgian Government and will enroll approximately 450 students from grade 7 to grade 12. The school will offer the Georgian National Diploma and the IB Diploma (subject to authorization). There will be a boarding element for scholarship students coming from the Eastern Partnership countries and local students. The successful candidate is expected to start in September 2022.

The school will occupy purpose-built facilities designed to reflect the needs of a dynamic and collaborative learning environment. The attractive lake-side location is just outside the vibrant and historic capital city of Georgia - Tbilisi.

The successful candidate will join a unique learning environment that will not only offer local students from grades 7 – 12 a hybrid curriculum based on the 3rd generation Georgian Curriculum but also the IB Diploma. There will be a strong focus on European languages and culture, enhanced with twenty-first century thinking and practices. The first graduating class will be in 2025. The faculty will be a mixture of local, and international teachers.

The International principal will possess excellent leadership experience and skills, and should have a diverse range of attributes, attitudes, and competencies relevant to the needs and demands of a new school. Critical to his/her success will be the drive and vision to inspire faculty and students, and the interpersonal skills needed to work constructively and well with the National Director. The post holder should possess the ability to work as a mentor, advisor, guide and coach to faculty and be strategic in the use of professional development funds in order to build capacity.

The International principal must have an in-depth knowledge of all aspects of the IB diploma and in-depth experience of the IB authorization process. In addition, the successful candidate must be an inspirational, passionate, and adaptable educator who can embed the required systems and structures to ensure the sustainable development of the school.

Purpose

This position has three main purposes:

- To provide professional leadership and management in liaison with the National Director to ensure the school opens successfully in accordance with the mission, vision and agreed timeline
- To ensure the school obtains IB diploma authorization in line with the agreed timeline

- To provide professional leadership and management in liaison with the National Director to ensure the school once established sets the highest possible standards, runs smoothly, within budget and in line with the agreed innovative education objectives.

Attributes, Knowledge and Skills

The International Principal should:

- be aligned with the European values and culture
- be internationally minded and culturally sensitive, with a commitment to developing global citizenship and community action
- possess excellent communication and collaborative skills
- be a strategic thinker, with a growth mindset
- have a strong record of learning, achievement, and leadership in IB World Schools
- have experience in new schools of building and leading a collaborative community
- be innovative and creative in applying current research as to how children and adults learn and develop best
- have extensive experience of international curriculum developments, programmes of study and assessment methods and be innovative and creative in applying them in practice
- ideally have knowledge of boarding
- have an innovative and creative approach to international school leadership, based on best current practice
- have an excellent command of spoken and written English (native/near native)
- have knowledge of another European language

Qualifications

Master's degree from a reputable university PhD or an EdD would be a distinct advantage

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and, as an employee, you will be expected to share this commitment. The protection of our students' welfare will be the responsibility of all staff within the school and individuals are expected to conduct themselves in a way that reflects the values and principles of our organisation.

Benefits

Include a competitive salary, housing, medical insurance, and home flights.

How to Apply

Please apply by 17 January 2022 to Adele Hodgson email address:

adele_hodgson@educationparadigms.com

Applicants should provide:

- Current CV (no longer than 4 pages)
- A recent photograph
- Letter of application including your education philosophy
- Contact details of 3 professional referees (including your current employer)

Eastern Partnership European School

International Principal JOB DESCRIPTION

Job Title: International School Principal

Reports to: **Board**

Works with and supports: National School Director

Overall Purpose of Job

In close cooperation with the National Director the International School Principal is responsible for leadership and management within the international division. In addition, s(he) will work in cooperation with and as an asset to the National Director to ensure the achievement of excellence throughout the school.

Main Responsibilities

He/she will demonstrate the leadership skills to work with the members of the school community to develop a shared statement of philosophy, which inspires and motivates students, staff and all other stakeholders. This includes core international educational values that include a safe and caring environment, outstanding teaching and learning and a well motivated and effective staff.

Strategic direction and development of the school in cooperation with the National Director

To work with the board to strategically analyse and plan for the establishment and future successful development of the school within the local, national and international context:

- To translate the vision into agreed objectives, formulate overall aims and objectives for the school and policies for their implementation
- To ensure the school meets the requirements of the local and international accrediting and authorising bodies
- To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by students and sustained improvement in their ethical, moral, cultural, academic and physical development and prepare them for the opportunities, responsibilities and experiences of adult life
- To ensure the school is well prepared to receive and maintain IB authorisation within the agreed schedules
- To secure the commitment of parents and the wider community to the vision and direction of the school and the implementation of the school strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- To ensure that all those involved in the school are committed to its innovative aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school
- To ensure that the management, finance, organisation and administration of the international division support its vision and the overall aims of the school
- To ensure that policies and practises take account of international, national, local, and school data.

- To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and recommend plans for action where required

Teaching and Learning

To secure and sustain effective teaching and learning within the international division and provide support to the rest of the school where required.

Monitor and evaluate the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement.

- To ensure that all students receive a good quality education through the creation of a stimulating style of learning in a safe & healthy school environment
- To ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning
- To ensure that learning is at the centre of strategic and operational planning and resource management
- To ensure a culture and ethos of challenge, accountability, and support to ensure student agency
- To be able to demonstrate and articulate high expectations and set stretching targets for the whole community
- To be able to implement strategies which secure high standards of behaviour.
- To ensure effective pastoral care of students and in particular the school's boarders
- To ensure the delivery of a demanding and inclusive curriculum and implement a high quality, effective assessment framework
- To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of students
- To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.
- To establish strategic alliance with other schools and education centres to benefit the student experience

Leading and managing staff - in cooperation with the National Director

To lead, motivate, support, challenge and develop staff to secure improvement.

- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service and talents.
- To implement and sustain effective systems for the management of staff performance, incorporating appraisal and

targets for teachers, including targets relating to students' achievement

- To ensure that all staff in the school have access to advice and training appropriate to their needs
- To participate in personal annual performance reviews led by the board

Efficient and effective deployment of staff and resources in cooperation with the National Director

To deploy people and resources efficiently and effectively within the international division to meet specific objectives in line with the school's strategic plan and financial context:

- To work with senior colleagues to recruit staff of the highest quality available
- To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
- To advise the board in relation to the annual staffing plan
- To advise the board on the adoption of effective procedures to deal with the competence and capacity of staff
- To advise and work with the board on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
- To manage and organise academic and non-academic space efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
- To make arrangements, if so required, for the security and effective supervision and maintenance of the school buildings, contents and grounds.
- To undertake responsibilities as defined in the Health and Safety Policy
- To ensure that appropriate risk assessments are in place and followed
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve student outcomes, and ensure efficiency and value for money
- To ensure that staff participate in and benefit from meaningful and relevant professional development.

Accountability

Together with the National Director to be jointly accountable and report to the board and the school's community for the efficiency and effectiveness of the school and in particular the international division ensuring that students enjoy and benefit from a school that promotes high standards for education, responsibility and citizenship in a supportive learning community.

- To provide information, objective advice and support to the board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
- To create and develop an organisation in which all recognise that they are accountable for the success of the school
- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, board members, the local community, and other professional bodies, to enable them to play their part effectively
- To ensure that parents and students are well-informed about the curriculum, attainment and progress and about the

contribution that they can make to achieving the school's targets for improvement

- To provide information about the work and performance of staff where it is relevant to their future employment.

Strengthening Community in cooperation with the National Director

To ensure that well-being for both day and boarding students is promoted through the realisation that school improvement and community development are interdependent.

- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's internal and external communities
- To ensure learning experiences for students are linked into and integrated with the wider community
- To ensure a range of community-based learning experiences
- To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well being of students and their families
- To seek opportunities to invite parents, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other local schools and promoting innovative initiatives
- To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local, independent and international schools
- To co-operate and work with relevant agencies to protect children.

ABOUT YOU

Qualifications:

- Masters degree from a reputable university
- PhD distinct advantage
- Experience of boarding would be an advantage

Experience:

- Work experience with other cultures and nationalities within an international education environment this should include a commitment to European values
- Ability to successfully lead and manage a school start-up
- Experience of the International Baccalaureate Diploma programme and working with the IBO
- Experience of driving student achievement through focus on using data and benchmarks to monitor progress in student learning
- Budget planning showing cost control and financial planning
- Experience in the use of performance management in schools to motivate faculty and staff and to improve learning
- Proven innovative and forward thinking on use of technology to enhance learning and school efficiencies
- Experience in curricula development and meaningful assessment
- Proven experience in the use of technology to enhance teaching and learning and also effective use of education resources.

Personal Qualities/Competencies:

- Demonstrates moral courage and conviction of opinions and decisions

- Ability to forge credible relationships with and respect from the wider community
- Open and collaborative leadership style
- Ability to build sustainable teams
- Able to focus activities towards achievement of Vision
- A consistent record of good judgment and accountability
- Ability to lead learning Innovation
- Respected by his/her peers within the sector
- A thirst for knowledge and self improvement
- Ability to win hearts and minds of a wider audience
- Excellent prioritising, planning and organising skills
- Excellent team working skills
- Able to seek advice and support when necessary
- Sound financial judgment in partnership with the board of directors and management committee to secure value for money for the school
- Able to work under pressure and to deadlines
- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Ensures strong, distributed models of leadership so that teams and individuals can be effective in their work with students
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Uses effective coaching and feedback skills to further develop staff.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

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