

Leadership Search



Head of School
Madac Academy
Medina, Saudi Arabia

Application Deadline: March 13, 2023
Start Date: August 1, 2023

Desired Qualities and Qualifications

At Madac Academy the HOS is responsible for the effective general management of the school, for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. The HOS is also responsible for proposing an annual budget and submitting it to the Executive Board for review and approval. In addition, they will monitor the budget and ensure that resources are allocated per the approved budget.

Duties & Responsibilities

Strategic and Budgetary Planning

- Developing a strategic plan for the school, in consultation with the Executive Board and Academic Committee, including the preparation of a staffing and resource plan
- Engaging the staff of the school in compiling and implementing the school's plan
- Reviewing the performance of the school in terms of its objectives as stated in its strategic plan and its staffing and resource plan
- Having responsibility for all financial matters, including financial planning and sustainability, resource allocation, the identification of new sources of income, the monitoring of expenditure to ensure that it is within appropriate levels, ensuring the linking of resource allocation to strategic and operational planning
- Managing and monitoring the implementation of the budget

Staffing

- Overseeing staff and teacher recruitment
- Creating a supportive working environment for all staff in the school and fostering their career development
- Ensuring that staff performance reviews are completed promptly
- Allocating duties to staff within the school and the management of staff following policies and procedures
- Handling grievance procedures for staff except where a grievance is against the HOS
- Managing relevant disciplinary procedures for both staff and student

Teaching and Learning

- Having overall responsibility for the management of the school's program of teaching and learning
- Ensuring the effective delivery of high-quality teaching and the maintenance of academic standards
- Promoting a culture of learning that is directed to student needs
- Assuring that the school maintains good standing with an accreditation body
- Fostering interdisciplinarity and collaboration both within the school and with other schools and regional organizations
- Promoting excellence and improvement in all matters of teaching and learning

- Ensuring the regular review, evaluation, and development of programs offered by the school

General

- Representing the school both internally and externally
- Managing and encouraging an information flow to staff, parents, and students in the school community
- Ensuring the effective operation of the school per approved governance procedures
- Overseeing the general management and maintenance of the school's physical facilities and equipment, including the allocation of rooms and other space
- Having overall responsibility for ensuring that the school complies with legal requirements and related policies
- Implementing decisions of the Board of Trustees and supplying information following board policy
- Prepare an annual report for the Board of Trustees
- Delegating to an Acting HOS during any period of absence of more than three working days
- Other duties as may be assigned by the Board of Trustees

Skills, Experience, and Attributes

Education and Certification:

- Master's level advanced educational degree, with a credential in administration or educational leadership.

Required Experience:

- Previous experience and proven success in a chief executive, chief administrative, or senior leadership role
- Successful international, and overseas experiences
- Strong financial and organizational, human resource, marketing, and management skills
- Proven experience and expertise with the school's academic programs (IB and/or AP)
- Strong leadership in pedagogical approaches
- Educational or professional experience in a culturally diverse environment
- Experience in technology-based educational solutions

Personal Attributes & Skills:

- Unimpeachable integrity
- Strong educational leadership
- Managerial expertise
- Personal qualities of warmth, transparency, approachability, empathy, charisma, etc.
- Governance experiences
- Visionary and strategically minded

- Outstanding communicator verbally and in writing
- English language proficiency and a good understanding of Arabic
- Resilience
- International experiences
- Student-centered: Connects with and knows his/her students, interested in their aspirations
- Financial acumen
- Adept at staff recruitment
- Community-minded and a community-builder

Salary & Benefits

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

Application instructions are found on the final page of this announcement.



The School

Madac Academy began as an idea that developed and was followed by extensive research. They believe that teaching alone does not have profound effects on learners. The effect occurs through an intermediate between teaching and learning, which is the thinking processes, that happens within the learner. Madac is known for its positive environment and display of values. The entire community is upbeat because across the school, from the guard to the leadership, respect, and values are present. Passing through, you find true learning happening with a qualified team and while it is happening, team members are smiling, laughing, and showing that they love the environment and learning. Learners are happy and express it out loud. Visitors notice the positivity as soon as they enter, and the positivity is contagious.

Mission

We offer an accessible, stimulating, global education, that begins with self-discovery and extends to appreciating others and understanding the world. We help students to become inquiring and balanced innovative free thinkers and leaders, driven to improve society and the world.

Vision

An inclusive and innovative education model that shapes values-driven global citizens.



Core Values

“Madac” is keen on planting the seeds of the comprehensive values of the Holy Qur’an into the souls of our children, so we focus on 7 main values, all of which stem from verses that begin with, “God loves those who...”

- **Are pious: (PIETY)**, so that the learners bring about all that is useful for them and for humanity while rejecting all that is harmful to them and for humanity.
- **Are altruistic, (ALTRUISM)** so that the learners become active agents for positive change in their own lives, in the lives of others, and in the world around them. Altruism is about giving, and “Madacians” have the spirit of giving.
- **Are patient (PATIENCE)**, so that the learners are enthusiastic about learning, and have everlasting persistence.
- **Are repentant (REPENTANCE)**, so that the learners understand their strengths and weaknesses, develop themselves, help others grow, and reform themselves regularly through reflection and other ways.
- **Rely on God (RELIANCE)**, so that learners put their trust in God and learn independence, and rely on themselves. They learn to be creative, not imitators, and they seek objectivity.
- **Are pure (PURITY)**, so that the learners can express themselves appropriately, with principles, confidence, and innovation, in several languages and ways. Purity for our younger learners begins with physical purity and leads to a greater understanding with time to purity of the heart.
- **Are just (JUSTICE)**, so that the learners balance the different aspects of their intellectual, physical, and emotional life, to achieve happiness and welfare for themselves and others. They are communicative and listen to the points of view of other individuals or groups. They take fair actions.

Accreditation

Madac Schools obtained the International Baccalaureate accreditation for the primary stage (unconditional four-year accreditation). The International Baccalaureate Organization has selected Madac schools from among 5,000 schools to participate and present at the International Baccalaureate Conference.

Governance

The school is managed by a Board chaired by H. R. H Prince Faisal bin Salman bin Abdulaziz Al Saud. Various committees are in place that oversee the development of the school. There are currently 10 newly appointed Board members.

Curriculum

The Program of Inquiry (POI) shows the continuum of student learning across their years in the PYP and MYP. It includes the Unit Names and descriptions, central ideas, lines of inquiry, key and related concepts, skills, Madac values, and IB learner Profile attributes that students will learn in every unit.

Academic Calendar

The school year runs from the end of August to the end of June.



The Academic Program

Madac ensures that students are challenged in all areas of their learning and that the whole student/learner is developed. Differentiation techniques are used to ensure that students are challenged and given chances to develop. Madac believes that 21st-century teaching and learning requires new and modern strategies, and the focus of learning should be on understanding and building life skills. Education must reach all learners through differentiation and help learners develop a love for lifelong learning.

To implement the IB Program at Madac, students learn through inquiry. Trained IB teachers deliver the program, focusing on local issues first, and then moving further out to international and global issues. Students take with them not only content knowledge but conceptual knowledge and skills that carry with them throughout their lives. Teachers use various strategies in the classroom and outside to ensure learning and growth are witnessed in every student. Students go on field trips and are visited by parents and community visitors who help them make relevant connections to their learning in the classroom.

Early Years/ Elementary

The Primary Years Program (PYP) at Madac is for Students ages 3 – 10 (KG1 to Grade 5). The IB Learner profile develops well-rounded and internationally minded students. The curriculum is transdisciplinary, meaning it goes beyond subject areas. The curriculum framework includes four elements:



knowledge, concepts, skills, and action. The PYP is arranged according to a written, taught, and assessed curriculum. The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and can participate in the world around them. The PYP focuses on the development of the whole Student as an inquirer, both within and beyond the classroom.

Middle School

The MYP Program at Madac is for Students ages 11 to 13 (Grades 6 to 8). It aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning. The program empowers students to inquire into a wide range of issues and ideas of significance locally, nationally, and globally. The result is young people who are creative, critical, and reflective thinkers.



High School

Our High School section will open in 2024, welcoming our first grade 9 classes. Grades 9 and 10 will be a continuation of the MYP Program. The school will also introduce the American High School Diploma course work with objective of providing the possibility of three qualifications to our prospective graduates: The IB Diploma, the IB Bilingual Diploma and the American High School Diploma. The school is co-educational with integrated classes KG1 to KG3 (boys and girls) separate classroom but within the girls' section grades 1 to 3, and segregated classes grades 4 and up.

Arts, Athletics, & After School Activities

Madac offers an after-school activities program. Students are encouraged to participate in activities to further develop skills, hobbies, and talents. Activities are provided by teachers of Madac and external providers. Teachers offer activities of interest, those they are passionate about, so that they are delivered professionally and with love. Madac also participates in all regional and national academic competitions. For Academic year 2023/24, the school has won all regional competitions and was placed as one of the top 3 schools, in its age category, within the kingdom of Saudi Arabia.





The Learning Environment

Madac is described as a balanced environment that provides students with learning through the latest educational strategies, contemporary experiments, and regional and international practices in the field of education. They ensure learners have features of intellectual thinkers and distinctive leaders who possess remarkable scientific and practical knowledge, concepts, skills, and abilities.



Madac creates a unique educational experience for students, by delivering the best class and extracurricular activities and using the most modern educational techniques, and enriching the following generations, by adopting a cutting-edge international curriculum for inquiry learning and exploration. Their goal is to enrich the educational curriculums with the latest scientific and literary trends such as Nanotechnology, space crafts, astronomy, meteorology, energy, environment, economy, poetry, prose, calligraphy, drawing, etc. Highly qualified

educators provide educational, psychological, academic, and vocational guidance to support the personal development of students.



Campus

Facilities & Premises

There is no doubt that the physical environment has a great effect on learning outcomes. Since Madac's education is holistic it concentrates on the whole person from all aspects, academic, social, physical, and psychological. The classroom setting must assist in achieving those goals. The classrooms are spacious, about 72 square meters, with plenty of natural light and the use of natural materials. The current school is part of a larger vision with “Phase 1” to be completed in August 2023. These new facilities will include, dedicated STEAM and Art Rooms a theatre and library, two gymnasiums, pools, and external play areas. “Phase 2” of the project (Est. start date May 2024) will see the construction of a second school (boys’ school) a new kindergarten, administrative offices, and a community/training center.

Living in Medina

Situated north of Mecca, Medina is Saudi Arabia’s second most holy city. Also known as Madinat Al-Nabi, or “The City of the Prophet”, it is the burial place of the Prophet Muhammad. The Prophet's Mosque, which was built by Muhammad, is known as one of the largest mosques in the world, while the Quba Mosque is famous for being the oldest mosque in the world. For Muslims living in Medina, life is similar to that in any other Saudi city. Life in Medina is centered on the mosque of the prophet. There are cinemas, traditional cultural venues, art shows and all the benefits of living in a large and expanding city. The city is also 1 hour and 30 minutes by TGV to Jeddah and Mekka and has links with exclusive tourist attractions such as Al Alula and Neom.



Fast Facts

Year Established	2015
Accreditation Agency	IBO, Ministry of Education KSA
School type	International, non-profit co-educational school KG-Grade 12
Language of Instruction	English and Arabic
Total Enrollment	520
Lower School Enrollment	435
Middle School Enrollment	85
Upper School Enrollment	N/A
Student Nationalities	20
Average % Home Country Nationals	85%
Student Age Range	3-13 now expanding to age 18 by 2025
Percentage of Annual Student Turnover	2%
Student to Faculty Ratio	8.5:1
Number of Faculty	62
Faculty Nationalities	British, Saudi, French, Irish, American
Percentage of Annual Faculty Turnover	3%
Tuition (2023-2024) and currency	25000 Riyals
Annual Operating Budget and currency	24'000'000 Riyals
Number of Board Trustees	12
Average Class Size	18

Follow Madac Academy to Learn More



Application Instructions

Mr. David Randall, Senior Leadership Executive, International School Services, will serve as the lead consultant for the Madac Academy Head of School search. He will be assisted by members of the ISS Leadership Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials by **March 13, 2023, 11:59 EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your ISS EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#). *
To apply in ISS EDUrecruit, click here: [Madac Academy | Head of School search](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). *
To apply in ISS EDUrecruit, click here: [Madac Academy | Head of School search](#)

*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. *

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and Madac Academy reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu .

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened. International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided, and we also reserve the right to withdraw an applicant's candidacy at any time should the information be forthcoming that may suggest the candidate is not suitable to progress in the process. Hiring is contingent upon a successful background check.

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. You can read more about our commitments [here](#).