

## Leadership Search



Head of Secondary  
Westminster International School  
Tashkent  
*Tashkent, Uzbekistan*

Application Deadline: March 11, 2022  
Start Date: August 2022

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## The School

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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.



## The Position

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### Overview

Maintain a cohesive and harmonious community and contribute to the strategic development of the school as an integral part of the Leadership Team (LT) and Board.

<b>Reports to</b>	Principal
<b>Direct Reports</b>	Deputy Heads, Heads of Faculty and Key Stage Coordinators
<b>Other Key Relationship</b>	CEO, Business Manager, Head of Primary

### Job Purpose

- Leading teaching, learning and pastoral care to provide the conditions for teachers to provide the best educational experience for our students
- Ensure the smooth operational running of the school on a day-to-day basis

## Main responsibilities

### Leading teaching, learning, and pastoral care

- Actively promote and instill a lifelong love of learning with staff and students
- To lead, develop and enhance the quality of teaching and learning
- To monitor the quality of planning and ensure appropriate challenge and differentiation
- Ensure the curriculum is balanced, challenging and inclusive
- Promote and instill a culture of high achievement and progress amongst students
- To have an overview of all student achievement and progress (through formative and summative assessment) across the school to support high quality learning and inform development priorities
- Ensure reports and assessments are effective in providing accurate information on academic achievement and progress, attitude to learning and future targets
- Maintain up to date knowledge of outstanding teaching practice, learning and curriculum developments and apply that knowledge to improve quality
- To be responsible for the overall welfare of the students and provide a safe, caring, inclusive and compassionate environment in line with safeguarding policies
- Maintain high levels of student behaviour, integrity, and self-discipline in line with school policies and ethos

#### KPIs

- High student engagement, progress, and achievement
- Student wellbeing, happiness, and fulfilment
- Retention of students
- Progression of students to further study (first or insurance) and/or employment
- Teacher achievement and development

### Operations and the management of staff

- 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.
- Oversee performance management of teachers, including formal appraisal against professional teaching standards
- Develop a culture of collegiality, accountability, and collective responsibility
- Identifies and cultivates emerging leaders, establishing stretch opportunities for high performing staff
- Coach, mentor, and develop colleagues to meet their potential
- Construct a timetable that allows for optimum teaching and learning performance
- Oversee the meeting cycle and chair the Secondary Leadership Team (SLT) meetings
- Ensure the efficient and cost-effective deployment of high performing staff

- Manage the school calendar and communicate this in a timely manner to parents, staff, and students
- Lead on financial matters in Secondary. Ensure the operating and capital budgets are sufficient to meet needs and are managed effectively throughout the year
- Management of individual staff issues, in a compassionate and professional manner, looking after both their interests and those of the school
- To work with subject leaders in ensuring that curriculum areas are appropriately resourced and learning environments are inspirational
- Ensure key policies such as safeguarding, pastoral support, reporting and recording are understood and followed by all staff

#### **KPIs**

- High staff attendance and engagement
- Staff wellbeing, happiness, and fulfilment
- Retention of high performing staff and or/progression to promotion (internal and external)
- Successful implementation of initiatives that are aligned to the School Development Plan

#### **Maintaining a cohesive and harmonious community**

- Actively promote the school's mission and vision being an embodiment of the school's ethos and values
- Actively engage with prospective parents and students by liaising with Admissions to ensure students are set up to succeed and families are engaged with the community
- Promote a positive profile of the School vision to staff, pupils, parents and the wider community
- Liaise closely with the Head of Primary to ensure that transition, communication, and the whole school ethos is strong
- Attend Board meetings and contribute to the long-term strategic direction of the school
- Create events that encourage the wider community to visit the school
- Promote a culture of collaboration between the parents, the school, and the wider community
- Deputize for the Principal when required

#### **KPIs**

- Establishment of a positive reputation and positioning of the school within the market sector
- Positive stakeholder engagement and feedback

#### *Other reasonable requests made by the Principal*

#### Skills required

- Ability to inspire children to learn effectively and to model excellent teaching. **Essential**
- Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community. **Essential**
- Excellent organisational and time management skills with the ability to prioritise tasks, high attention to detail, work on one's own initiative and react appropriately to competing demands. **Essential**
- Ability to solve problems, make good judgements and take informed and timely decisions. **Essential**
- Timetabling and administrative/logistical skills. **Essential**
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved. **Essential**
- Understanding and knowledge of ICT and a willingness to further develop ICT skills. **Essential**

### Training and qualifications

- Recognisable teaching qualification and a good degree. **Essential**
- Middle/senior leadership training **Essential**
- Middle/senior leadership qualification **Desirable**
- A postgraduate degree in education **Desirable**

### Experience

- Evidence of successfully leading a team in a curriculum area or on a school initiative **Essential**
- Leading and managing other staff including performance managing colleagues **Essential**
- Leading a Secondary School or being a Deputy or Assistant Head **Desirable**
- Managing finances and working to and within a budget **Desirable**
- Interviewing and recruiting staff **Desirable**

### Personal attributes

- Enthusiastic, self-motivated, hard-working, and resilient. **Essential**
- Dedicated to continuous improvement and communicating successes within and outside school. **Essential**
- Team player with a flexible and approachable attitude. **Essential**
- Exhibit confidence with humility. **Essential**
- High levels of personal integrity **Essential**
- Ability to maintain confidentiality. **Essential**
- Ability to work under pressure and remain calm **Essential**
- A sense of humour with the right balance of gravitas. **Essential**
- An understanding and appreciation of the multi-cultural dimensions of leading and managing a diverse staff **Essential**
- Awareness of one's own vulnerabilities and 'knowledge gaps; with the mindset to seek feedback, self-reflect, develop and improve **Essential**
- Confidence to advise and challenge the Principal on all aspects relating to school life **Essential**

### 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.

### Remuneration:

Competitive tax-free salary with benefits, dependent on qualifications and experience.

## Application Instructions

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Application Deadline: March 11, 2022

Start Date: August 2022

Please apply by sending an updated CV and cover letter to Brian Platts, Westminster International School of Tashkent Principal, at [principal@wist.uz](mailto:principal@wist.uz).

***Applicants are asked to apply as early as possible, as Westminster International School in Tashkent reserves the right to close the selection process at any time.***

*Westminster International School of Tashkent (WIST) is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check or the equivalent for those countries lived in outside of the UK. This can also include a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate).*

*In addition, all post holders must comply with all visa requirements for working in Uzbekistan and abide by all laws of Uzbekistan.*

*Our safeguarding and safer recruitment policies are shared with all prospective candidates. WIST does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.*

## The Mission & Vision

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## Mission

Our mission is to provide an outstanding international and inclusive education, in English, for the Uzbek and wider community in Tashkent.

## Vision

Our vision is to help young people develop, who work hard, and are helpful, so that they are able to live fulfilling lives and make a meaningful contribution to local, national and global society.



The school has an inclusive, internationally focused mission and is committed to the development of the whole child as well as academic excellence.

The school is growing and ambitious.

## The Details

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### 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

WIST provides for the full range of education from 2-18 years, offering IEYC, IPC, an adapted version of England's KS3 National Curriculum, (i)GCSE, and A levels (Cambridge and Pearson Edexcel). Our philosophy of teaching and learning is to excite and challenge all learners, fostering natural curiosity, a love of learning and a positive sense of belonging to our school community, and a sense of responsibility to the wider community.

The course of study will provide the students with the opportunity to be responsible for their own learning through the expert instruction, guidance and support of their teachers. The student who is involved in the designing their own curriculum, depending on their personal interests and talents will be engaged, happy and successful.



WIST, being in an international school allows all 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 a variety of countries decide to enroll in our high-quality programme and have the opportunity to share this experience with their peers, discovering and getting to know different cultures and customs. Growing up in an international environment allows our students to develop open-mindedness and acceptance towards cultural diversity.

## Campus

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, interactive white boards, a powerful ICT capability, specialist art, science and computing suites, a 600-seat theatre, a full-size gym, three swimming pools, two astroturf football pitches, 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 first-class campus but also, more importantly, for the first-class staff and children that inhabit and breathe life and energy into everything that we do and hope to achieve.





## 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, safe, 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	450
Average Class Size	18
Student Age Range	2-18
Number of Faculty	75
Faculty Nationalities	11

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