

## Leadership Search



Principal  
Westminster International School  
Tashkent  
*Tashkent, Uzbekistan*

Application Deadline: February 25, 2022  
Start Date: August 2022

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](http://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.

## 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.

<b>Reports to</b>	CEO
<b>Direct Reports</b>	Head of Secondary, Head of Primary, Business Manager
<b>Other Key Relationship</b>	Primary and Secondary Leadership Teams

### 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 Secondary and 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 Secondary and 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
- 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 school, ensuring classrooms, shared spaces and displays give an impression of a well-organised, high-achieving school

#### **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 of the British curriculum	Essential
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

## Strategic Intentions 2021-2026

1. Recruit, develop and retain inspiring teachers, supported by a skilled and committed administrative team.
2. Deliver a challenging, inclusive, and innovative academic curriculum, with a focus on effective learning so that each student can achieve their highest academic standard.
3. Deliver a challenging, inclusive, and innovative co-curricular programme, with a focus on effective learning, discovery, and personal development.
4. Maximise our outstanding facilities and infrastructure to deliver a first-class holistic education.
5. Draw together and strengthen the wider community through effective marketing and by maintaining and developing effective lines of communication.

6. Establish an effective governance of the school, with a clear and robust process of risk and business continuity management.

### Salary & Benefits

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

*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).*

*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.*

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

Application instructions found on the final page of this announcement.

## The Mission, Vision, & Values

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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.

### Values

As a school we believe in:

- a safe and supportive environment, with a caring, empathetic community
- learning that is exciting and enjoyable, active, and innovative
- learning that nurtures 21st Century skills, whilst appreciating the value of a balanced curriculum in making the person whole
- a varied curriculum that fosters not only intellectual growth but also individual creativity, collaborative skills, physical, social, and emotional well-being and a love of the world around us.

## 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.

## After School Activities

WIST believes in the holistic development of the student, not just their academic progress. The schools After School Activities (ASAs) provide a wide range of opportunities for students to engage with their interests and talents, beyond the classroom.

Across the school year a range of different clubs are provided, such as: language clubs, academic clubs, sporting clubs and clubs linked to the arts.

The school believes that ASAs are an essential part of the students' school life in helping them to develop their own talents and interests, while also equipping them with





various transferable skills and values that can benefit them in the future as they grow and increasingly contribute to society.

The WIST staff are talented in a wide range of areas and offer some of these clubs for students from Pre-Nursery all the way through to 6th form. In addition, the school employs outside coaches and experts to come in and run clubs for various languages, sports, and the arts.

## Safeguarding and Child Protection

### Aims

Westminster International School in Tashkent fully recognises the contribution it makes to Child Protection. There are three main elements to the school's policy:

- a) Prevention through the teaching and pastoral support offered to pupils.
- b) Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of day-to-day contact with children, school staff are well placed to observe the outward sign of abuse.
- c) Support to pupils who may have been abused.

The policy applies to all staff and volunteers working in the school, (and governors). Learning Support Teaching Assistants, Teaching Assistants, Ground and Administrative staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact the school.

## Additional Learning Support

At WIST teachers are encouraged to support pupils in the classroom. ALS (additional learning support) is used to help pupils overcome barriers to learning and supporting these pupils as they make progress in the mainstream classroom.

WIST aims to develop an inclusive whole-school environment. By carefully considering the needs of pupils the ALS department aims to deepen understanding of pupils needs, understand how specific needs impact on pupils learning and support pupils in the classroom by overcoming their barriers to learning.

By working with parents and creating successful classroom partnerships the ALS department allows all children to access the curriculum.



## 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 astro turf 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

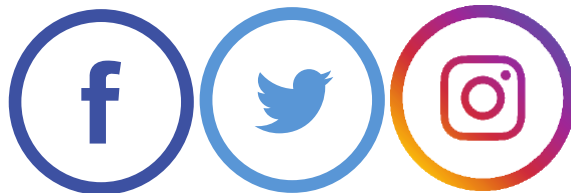
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Year Established	2019
Language of Instruction	English
Total Enrollment	450
Average Class Size	18
Student Age Range	2-18
Number of Faculty	75
Faculty Nationalities	11



## Follow WIST to Learn More

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## Application Instructions

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Effective Date: August 2022

Application Deadline: [February 25, 2022](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Westminster International School in Tashkent Principal search. She will be assisted by members of the ISS Administrative Search Team.

### **Instructions for Former Candidates**

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[Westminster International School in Tashkent Principal](#)

### **Instructions for New Candidates**

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[Westminster International School in Tashkent Principal](#)

### **Instructions for ISS EDUrecruit Candidates**

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[Westminster International School in Tashkent Principal](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo. \*

Our considerations:

- International Schools Services (ISS) 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.

- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and Westminster International School in Tashkent reserve the right to close the selection process at any time.

**Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.**

\* 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](#).