

VISS SECONDARY SCHOOL SHARJAH CITY (TAWUUN)

HEAD OF SCHOOL

Role Description
and application details



www.viss.ae



ABOUT VISS SECONDARY SCHOOL - AL TAWUUN

By providing students with an holistic Australian curriculum and IB education, VISS is well regarded as a leader in education in the UAE. Our philosophy is based on a strong continuum of learning with a flexible and creative approach, that encourages children to think for themselves. VISS graduates attend some of the world's best universities and our results are consistently above world averages.

At VISS we don't just celebrate the academic excellence of our students, we are also very proud of our school's mission in forming the next generation of leaders into compassionate, caring and responsible global citizens providing an environment to inspire students to pursue their dreams.

At the heart of a VISS education is a focus on the social and emotional needs of all our children. Wellbeing and inclusion are central elements of our mission, and our programs are designed to maximize the development of the child and to enable them to become well-adjusted, happy children.

VISS schools are very well-resourced with outstanding educational and co-curricular facilities. We offer a varied and rigorous academic program delivering the Australian Curriculum, Victorian Early Years Framework, and the International Baccalaureate Diploma Program in senior secondary. There is also a heavy focus on the co-curricular aspects of school life with a robust House system; Performing Arts and Music programs; Sports and Outdoor Education programs and a growing focus on STEM and innovation learning across our schools.



PURPOSE

The Head of Secondary has the responsibility for the management of the academic programs, student wellbeing and overall operations of the secondary campus for which they oversee. The Head of Secondary will report directly to the Executive Principal on setting budgets, hiring staff and the overall strategic direction of the school.

In exercising this responsibility, the Secondary Head will have the authority to make day to day decisions related to the efficient and safe running of the school. They will also work as part of an extended Executive leadership of the VISS Group and will have strategic input into the improvement of all schools across the VISS group.

ROLE

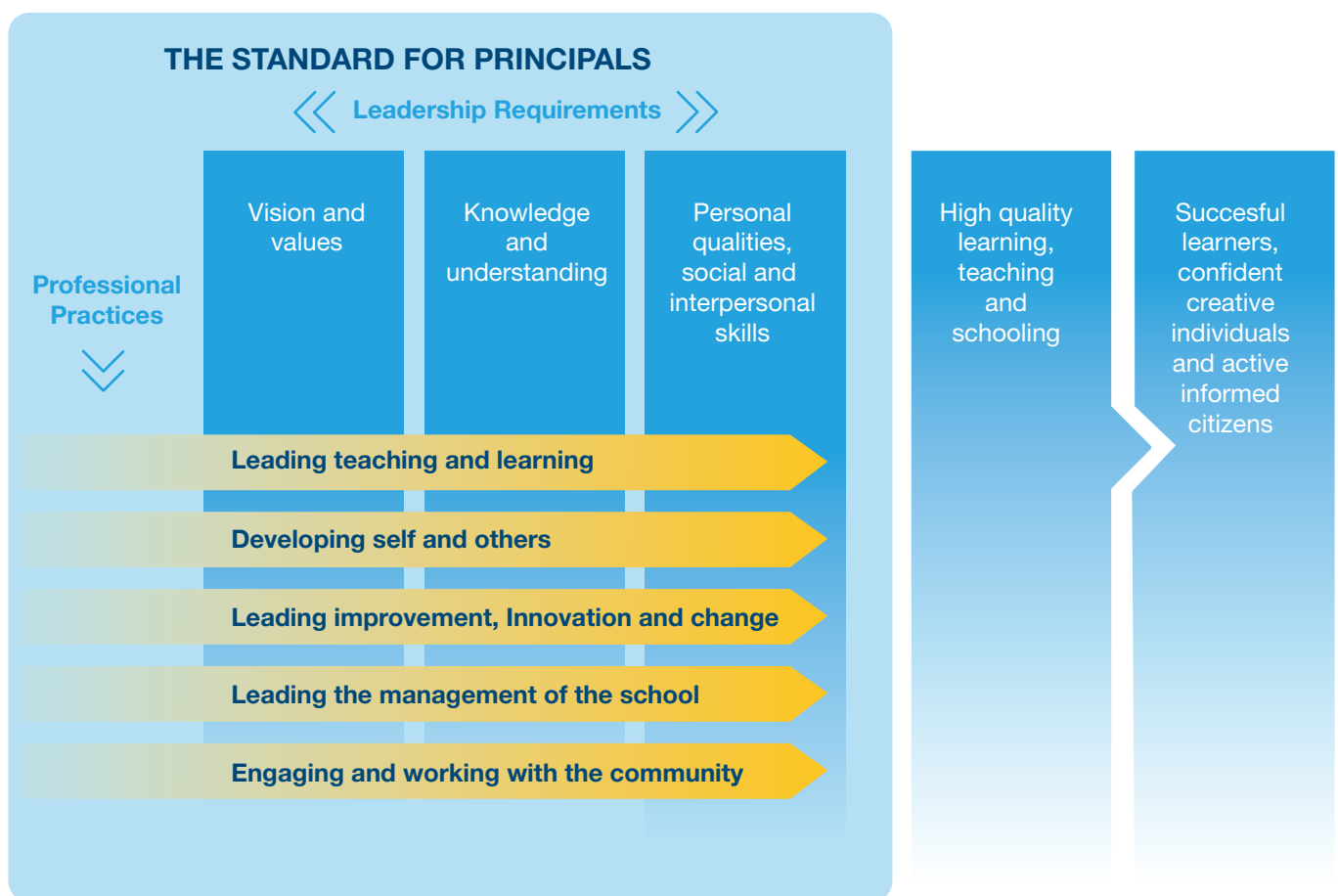
The core accountabilities of the Head of School are to:

- In association with the executive principal and members of the senior leadership team, ensure all students receive quality teaching and learning across all curricular areas of the secondary campus
- Lead learning across the Grade 7-10 Victorian curriculum, the Grade 11 and 12 International Baccalaureate Diploma Program and the Global Citizen program
- Provide leadership in innovative and strategic thinking when reviewing, developing, implementing, and monitoring of the school strategic plan and associated strategies and actions.
- Provide mentoring and coaching to the senior and middle leadership team of the secondary campus.
- In association with both the Executive principal and Head of Primary, develop a cohesive K-12 school climate which promotes staff and student well-being and morale and optimises the educational opportunities for students at the school.
- Ensure students requiring additional support are identified, and their learning needs addressed
- Support the Executive Principal in ensuring the school is fully compliant in all operational and academic matters. Contribute to maintaining a positive working relationship with external stakeholders i.e., MOE, SPEA, etc.
- Utilise data and evidence to establish and implement differentiated professional learning and development of secondary school staff
- Oversee the performance and development of all secondary staff as informed by the VISS framework
- Support the Executive Principal with the recruitment and selection of school-based personnel, in association with the group office
- Assist the Executive Principal in enhancing and promoting the reputation of the school through the various communication media and opportunities available locally and within the UAE
- Provide leadership in the development of strong, productive partnerships between the school, students, parents, and the broader community.
- Collaborate with the Executive Principal and senior leadership team to promote the effective overall management and development of the school's human, physical and capital resources to provide high quality education for students.
- Contribute to Groupwide activities, including policy, strategic planning and development as part of the Executive educational team
- Ensure the successful implementation of various decisions of the Executive Principal, and the VISS Group
- Be culturally aware and sensitive to the needs of the local UAE community

KEY CRITERIA

The Victoria International School of Sharjah School's Group use the Australian Professional Standards for Principals from the Australian Institute for teaching and school leadership (AITSL) as the basis for the **key selection criteria** for recruiting Heads of Schools/ Principals in its schools. These standards also form the basis of the professional growth and accountabilities of leaders in the VISS Group of schools.

During the selection process, the interview panel will focus questions closely on the AITSL standard for principals as outlines below



Leadership context:

- School
- Local area
- Wider community
- Australian
- Global

For further information on AITSL and the principal Standards please [click here](#)

KEY SELECTION CRITERIA - PROFESSIONAL PRACTICE

The five professional practices and their profiles, that are particular to the role of the Head of School/ Principal, will form the basis of the **key selection criteria** for all Head of School/ Principal and Assistant Head roles in a VISS school

- KSC 1 **Leading Teaching and Learning**
- KSC 2 **Developing Self and others**
- KSC 3 **Leading improvement, innovation and change**
- KSC 4 **Leading the management of the school**
- KSC 5 **Engaging and working with the community**

KEY SELECTION CRITERIA - LEADERSHIP REQUIREMENTS

The key selection criteria will include an understanding of and evidence in practice of **the Leadership Requirements** focus of a Head of School (in a UAE context):

- KSC 1 **Vision and Values**
- KSC 2 **Knowledge and Understanding**
- KSC 3 **Personal qualities, social and interpersonal skills**



THE PROCESS

During the application and interview process, the focus should be on the Key selection criteria and where possible citing examples of good practice as well as any other information deemed necessary for the panel to establish.

Given the VISS Group operates in an international Middle Eastern environment, it is important to where relevant to contextualise your responses to specific context.

Using the five professional practice profiles as a guide written applications should be included in the application. Please note, if shortlisted for an interview the information provided in the application letter may be referred to in the interview.

During the interview phase, candidate will have the opportunity to do a presentation addressing the key selection criteria within the relevant context if they choose. This presentation should be no more than 20 minutes duration.

PHASE ONE

Application made to the school

- Closing date **22 January 2023**
- Provide a CV and application letter of no longer than one page
- Send to: howell.julie@viss.ae

PHASE TWO

- Initial interviews commence in **February in Australia or virtually**

PHASE THREE

- Selected candidate joins **August 2023**

PROFESSIONAL REQUIREMENTS

- Educational qualification required- Bachelor's degree minimum
- Experience as Head of School or Principal preferred
- Registration in an education body preferred (ie VIT, QTS etc)
- Management experience essential
- Australian or IB curriculum an advantage

**Experienced Deputies will be considered

REMUNERATION AND BENEFITS

A competitive package inclusive of the following applies to the successful candidate and family (spouse and up to 2 children):

- Generous basic salary
- Accommodation (Apartment or allowance)
- Gratuity (13th month)
- Laptop
- Mobile phone

Benefits for eligible dependents

(spouse and up to 2 children)

- Annual Flights
- Free tuition for 2 dependent children
- Immigration expenses
- Medical Insurance



This job description is not all inclusive. VISS Group reserves the right to amend this job description. We are an equal opportunity employer, committed to a diverse and inclusive work environment.