

**PRINCIPAL/SENIOR SCHOOL HEADTEACHER AT THE JUNIOR AND SENIOR SCHOOL
NICOSIA, CYPRUS**

The Junior and Senior School is a high achieving, all-through private British International School for 1400 children aged 3-19. The school has been providing primary education since 1944 at the Junior School Campus, which also houses our Early Years in the centre of Nicosia. Secondary education has been provided since 2003 and as of 2016 at the Senior School Campus in Latsia, Nicosia. The School provides excellent, innovative and creative education that enables all students to realise their full potential and to enjoy a fulfilled life as confident, compassionate and healthy members of the global community, instilling in them the importance of life-long learning and becoming responsible and contributing members of society. For more information on The Junior and Senior School please see our website: www.tjss.ac.cy

**The Junior and Senior School is seeking to recruit a high calibre individual to cover the
dual role of Principal and Senior School Headteacher**

We are looking to recruit a high calibre individual as Principal/Headteacher of the Senior School to join a thriving community at an exciting time in its evolution. The successful candidate will lead an upward attaining and highly regarded institution with a rich history in the local and regional educational sector, with talented staff, sound financial position and a forward-thinking approach to education. Our new Principal / Headteacher will have proven experience as an educational innovator and leader building upon progress made to date in improving academic standards and developing pedagogy, further strengthening the School's reputation for raising educational attainment within a nurturing environment, utilising best practices as well as leading methods and developments in traditional and digital education.

JOB DESCRIPTION AND SPECIFICATIONS

ROLE

Dual role of Principal of The Junior and Senior School and Senior School Headteacher.

The successful candidate will provide educational leadership across the school, leading the Senior Leadership Teams of both campuses, and be responsible for the day-to-day management and performance outcomes of the Senior School.

PACKAGE

Regionally Competitive Remuneration

Accommodation allowance

Relocation reimbursement

50% discount on TJSS tuition fees

LOCATION

Nicosia, Cyprus

DURATION OF EMPLOYMENT

Full Time, Fixed Term Contract subject to successful completion of 12-month probation period. Initial one plus two years' contract.

REPORTING RELATIONSHIP, KEY RESPONSIBILITIES

The Principal / Headteacher reports to the Board of Governors.

Educational Leadership

- To provide clear, inspirational educational leadership ensuring Junior and Senior students of all abilities are supported and challenged to realise their full potential.
- To maintain a strong, current knowledge of the latest pedagogical developments globally and lead by example in encouraging all leaders and staff to be outward facing in their approach.
- To promote excellence in teaching, motivating and inspiring colleagues to deliver the highest possible standards. To continuously monitor and improve the quality of teaching and taking initiatives necessary to ensure quality of teaching is excellent.
- To assist in overseeing the curriculum and instructional programs lead the alignment of curriculum, instruction, and assessment.
- To assist in creating an environment of inclusivity where all persons are valued for their contributions and individuality.

Organisational Management

- To cultivate a school-wide vision with measurable goals and strategies for implementation.
- To enable and facilitate success in others by extending opportunities and developing leadership at all levels of the organisation.
- To inspire and motivate a large, diverse and highly committed staff as a visible figure within the community.
- To work closely with The Junior School Head Teacher and SLTs across both campuses to ensure targets, goals and objectives are met.
- To work closely with the Bursar to ensure effective financial and resource management.

External Engagement

- To be a compelling ambassador for The Junior and Senior School in the local community and on a national, regional and international stage.
- To build strong links with parents, businesses and organisations and to encourage parental and professional engagement in, and support for, school life.
- To ensure good communication between all stakeholders and members of the School community.

- To further develop the School's role as a Microsoft Showcase School and seek opportunities for other partnerships and links which will further enrich the educational experience of the students and the professional development of staff.
- To establish and maintain relationships with community organisations, government groups and other schools to coordinate educational services

REQUIREMENT AND CANDIDATE CHARACTERISTICS

Minimum Qualifications

- BA in Education or BA Degree with relevant teaching qualifications mandated by Private Schools' Legislation for secondary education.
- Master's in education, core subject or similar / higher level qualification is essential.
- Training in academic / educational administration is preferable.

Minimum Experience

- Minimum 10 years of full-time teaching experience in a secondary school setting.
- Minimum 5 years of formal leadership experience in a progressively more responsible capacity, preferably at SLT level.
- UK curriculum experience preferred.
- Curriculum leadership in one or more subjects.
- Demonstrable success in effectively balancing different needs and priorities, understanding the operational and financial requirements to manage a successful school.
- Proven experience of leading, developing and motivating teams with a clear commitment to the continuing professional development of all colleagues.

Skills and Knowledge

- Strong interpersonal and communication skills characterised by high levels of emotional intelligence and the cultural sensitivity and global perspective to relate well to people at all levels and from a diversity of backgrounds.
- A broad understanding of the rapidly evolving global education sector, from an academic positioning and marketing perspective and the opportunities and challenges these present for The Junior and Senior School.
- Ability to work effectively with a Board of Governors, utilising their diverse skills to ensure the School continues to develop and innovate.
- A good understanding of the business dimensions of successful school administration including, but not limited to, financial control, legislation adherence, international inspection preparation, and resource optimisation with an appreciation of the role and potential of using technology in enriching the educational experience.
- Ability to utilize data to develop and monitor student health and behaviour management approaches
- Utilization of data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students.
- Supervision of the instructional programs and assistance to teachers in personal growth improvement.

- Management of SLT in both campuses, Senior School middle managers, teaching and administration staff and support staff across the School;
- Creation, implementation and monitoring of a school-wide improvement plan, working closely with Board of Governors to develop a coherent and aspirational Strategic Plan.
- Responsibility for the overall direction, coordination and evaluation of all activities within the School.

Leadership Style and Personal Attributes

- A highly visible leader with the charisma, energy, integrity and ambition to inspire and motivate different stakeholders.
- Strong personal drive, high levels of self-awareness, resilience, humility and flexibility.
- Ability to incorporate The Junior and Senior School's ethos and core values, purpose and objectives into day-to-day school management.
- Team builder with experience of leading and managing complex organisational matters; demonstrable success in fostering strong relationships with a range of stakeholders, including Board of Governors, local and international educational authorities and parents.
- Ability to decisively address concerns and solve problems.

Safeguarding

- Abide by and implement the school safeguarding policy and keep abreast of any changes.
- Establish systems that safeguard students' well-being at all times taking into account cultural differences and related matters of dealing with students from different backgrounds living in Cyprus.

HOW TO APPLY

The preferred start date for this position is June, 2022. All applicants must complete the online application form, CV and cover letter addressed to the [Recruitment Committee@TJSS.ac.cy](mailto:Recruitment_Committee@TJSS.ac.cy), outlining their suitability for the role. All shortlisted candidates will be asked to provide evidence of their teaching and references will be taken prior to interview. Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of four professional referees. These must include your current and all past employers/ line managers that you have worked for within at least the past 5 years. We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this.

The School reserves the right to make an appointment before the application deadline if a suitable candidate is selected. Early applications are therefore encouraged.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply for relevant police and/or background checks.



Qualifications, ID, Health and Background Checks must be satisfactorily completed.
Please note that you may be required to submit documentation to interview providing proof of your identity and qualifications as part of safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.

Effective start date: End of June 2022

Proposed interview dates: Week commencing 6 December 2021

Closing date for Applications: 5 December 2021