



UFS International

EXECUTIVE PRINCIPAL

Owing to the relocation of the incumbent Executive Principal to a premier international school in Asia, the Governing Council seeks to appoint an exceptional educational leader to build on the systematic progress the school is currently experiencing and to lead the school into its next exciting stage of development. UFS International is a CAIE and AISA school of 600+ Pre-K to Form 5 students located in the tranquil hamlet of Mhlambanyatsi in the Kingdom of Eswatini.

PERSON SPECIFICATION

We are looking for:

- An experienced school leader with at least 20 years' teaching experience and 5 years' experience as a Head of School or Deputy Head of School of an accredited independent or international school.
- A visionary leader who is future focused and demonstrates a clear commitment to providing a locally and globally meaningful education to UFSI students.
- A thorough knowledge of the EYFS and CAIE programmes, Global Citizenship Education, the intelligent use of ICT to augment teaching and learning and a concise view on what a meaningful education for the future entails are essential.
- An educationally astute leader with a proven track record of improving the calibre of teaching and learning and academic achievement.
- A resilient leader who can manage crises and navigate the political landscape, working with various ministries, local offices and officials, and international embassies in partnership to ensure the mission of UFSI is well executed.
- A leader who is well versed in the nuances of working in Africa and who has a set of multiple and flexible management styles.
- A leader who embraces, respects, understands, and values the culture of Eswatini and the diversity represented across the school community.
- A leader who knows how to execute and can successfully lead the implementation of a multi-year strategic plan.
- A leader with exceptional management and oversight skills who can inspire and support overseas and local employees, recruit and retain outstanding faculty, administrators, and staff, put strong systems and processes in place, and has a proven record of managing resources effectively, including a strong background in finance and in translating available financial resources into comprehensive learning opportunities for students.

- A leader who understands school governance and has a track record of successfully collaborating with Boards to produce highly effective fiduciary and strategic governance.
- A leader with experience in taking a school through an accreditation or reaccreditation process.
- A degree in education is essential. A higher degree of leadership qualification is preferred.

JOB SUMMARY

- Reporting to the Governing Council, the Executive Principal provides academic and organisational leadership.
- To continue the journey in the creation of strategies for a change in the organisational culture that encourages a harmonious environment leading to high level commitment and sense of ownership by staff members.
- Supporting and complementing the efforts of the 3 school leaders. The Executive Principal shall ensure that the school leaders are highly motivated and focused on achievements of the academic goals determined by the Academic Executive.
- To motivate and manage the extended school leadership team and maintain a high level of performance, goal orientation and goal congruence.

EDUCATIONAL MANAGEMENT

- In conjunction with the three school leaders, oversee the implementation and development of the core curricula, the CAIE Grade 1 – AS level and UK Early Years Foundation Stage Framework, adapting them to the needs of the School.
- Support the integration of Global Citizenship and values-based education into the core curriculum and daily life of the School.
- Play a lead role in school-wide planning and strategy development through active participation in the School Leadership Team ('SLT'), contributing to school-wide decision-making, school improvement planning and policy-making where relevant.
- Provide expertise on academic matters, ensuring high standards of learning and achievement.
- Create an environment and set expectations that promote excellent teaching, effective learning, high standards of achievement and good student behavior.
- Conduct regular Academic Executive Meetings.
- Lead and support existing and new educational projects and initiatives.
- Assess and advise teachers on lesson planning, teaching strategies and techniques.
- Advise on and oversee student assessment, implementing tools and strategies where necessary.

- Assist the school leaders in effectively analysing student performance, identify appropriate solutions for implementation improvements and ensure/monitor implementation.

STUDENT WELLBEING

- Provide expertise and guidance on pastoral care, behaviour management and discipline of students.
- Lead safeguarding at School, maintain and update policy and ensure staff are appropriately trained.

LEADING & MANAGING STAFF

- Coach and develop school leaders and teachers.
- Supervise and evaluate staff and implement discipline procedures when necessary.
- Oversee professional development of the teaching staff and facilitate professional development activities.
- Recruitment of teaching staff and management of Temporary Residence Permits.
- Model and promote positive relations and cultural understanding between teaching and all staff.
- Ensure thorough induction of new teachers and carefully manage their probationary periods.
- Lead and supervise the HR, Finance, Admissions, Marketing and Estate Managers.
- Identify and nurture talent to enable effective leadership development and succession planning.

SCHOOL ACCREDITATION, STANDARDS & ADMINISTRATION

- Manage the journey towards CIS / COBIS accreditation.
- Manage whole-school student progress data, reporting regularly to the Board and other stakeholders.
- Conduct regular reviews of school policies and handbooks, maintain their currency and appropriateness, and prior to the commencement of each school year collaborate with the SLT in agreeing handbooks' content.
- Schedule, conduct and evaluate all emergency drills.
- Monitor the maintenance of all school facilities and the school campus and make recommendations for improvements
- Assist with school promotion events, registration and admissions where required.

COMMUNITY

- Maintain and promote good public relations between the school, staff, students, parents and the community.
- Take a lead role in forming positive and collegial relationships which benefit stakeholders in the educational community in the region.
- Strategically develop and implement initiatives that create and nurture a sense of community, both within the school and within the village.

GOVERNANCE & ORGANISATION

- Work closely with the Chairman of the Governing Council on all aspects of governance, reporting, and development of the school.
- Identify, recommend and maximize opportunities to promote and develop the school brand and reputation.
- In coordination with the Admissions and Marketing Secretaries, develop the profile of the school, grow enquiries and enrolments and promote retention.
- Work with the Chairman of the Finance Committee and school leaders to prioritise and plan the allocation of resources in an agreed annual Budget to support the core mission of the School.
- Deliver financial outcomes in line with budget parameters.
- Operate appropriate financial control processes and procedures within the School, in order to manage resources efficiently and effectively.
- Ensure that relevant policies and procedures, and systems are up to date and fit for purpose.
- Ensure the school complies with all statutory obligations and requirements.

REMUNERATION

UFSI provides a comprehensive and competitive salary and benefits package commensurate with experience. A residence located in a lush and extensive garden within the village is provided.

APPLICATION PROCESS

Interested candidates should apply as soon as possible, but no later than 4 July 2022.

Candidates should note that, in the event an outstanding applicant is identified early in the search process, UFSI reserves the right to bring the search to an early close. For this reason, it is *very important* that interested candidates apply at the earliest possible time.

Candidates should submit the information requested below. Information must be submitted EXACTLY in the form and manner requested. Please DO NOT send any information other than that which is specifically requested below.

- A letter of application, not to exceed two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- A current resume, not to exceed two pages.
- A statement outlining educational beliefs and leadership style, not to exceed two pages
- At least 3 references, one of whom needs to be your current supervisor with phone numbers and e-mail addresses.
- Most recent Police Clearance, DBS or similar Certificate.

Please note that ALL the above materials must be scanned into a SINGLE .pdf ATTACHMENT and sent to epsearch@usutuschool.com. Also, please note that it is important to limit the size of your SINGLE .pdf to 6MB.

Only shortlisted candidates will be invited to interview.

SAFEGUARDING OUR CHILDREN

UFS International is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Student Safeguarding Policy which can be viewed in the Policies section of our website.

Longlisted candidates will be interviewed via Zoom between 18 – 29 July 2022.
Final selection processes will be conducted on-site between 11 - 16 August 2022.