



THE BERKELEY INSTITUTE GOVERNING BODY  
HAMILTON, BERMUDA

**PRINCIPAL**

The Board of Governors of The Berkeley Institute invites applications for the position of Principal to officially commence in September, 2013.

The Berkeley Institute is an aided senior school with a rich heritage and tradition of excellence and provides a stimulating learning environment that prepares students to lead full and purposeful lives and to assume leadership roles in both the local and global communities.

Accredited by the Middle States Association of Colleges and Schools, The Berkeley Institute offers a comprehensive educational programme guided by the Department of Education and supplemented by the Board of Governors culminating in the Bermuda School Certificate and Cambridge IGCSE's. The school is also developing a curriculum of studies that will consider GCSE's, A-levels and other advanced programmes to prepare its students for tertiary education and/or enter the workplace.

The Berkeley Institute currently has an enrolment of 700 co-educational students who are primarily received from the middle schools within the Bermuda Public School System. The faculty comprises 92 full time teachers with 15 support and administrative personnel.

**Minimum qualifications and experience for this position are as follows:**

- A strong academic and teaching background;
- A master's degree in Educational Administration or related discipline;
- Current and relevant experience in school management;
- A minimum of five (5) years experience as Principal of an academic or comprehensive school;
- Demonstrated knowledge of the national curriculum of the Bermuda Public School System;
- Ability and experience in developing programmes that will confer on all Berkeley graduates an exit certificate that is recognised locally and internationally such as the IGCSE, GCSE and other advanced programmes that will challenge students to realise their full potential;
- Proficient knowledge of the North American and British educational systems.

**The successful applicant must:**

- Be committed to encouraging a culture of innovation, where educational excellence is cherished, where ideas are freely generated and where short lines of communication allow these ideas to very quickly become reality;
- Respect the school's Core Values and be able to work closely with The Berkeley Educational Society, the Parent-Teacher-Student Association and the school alumni.

Candidates are required to submit a letter of application and a completed curriculum vitae along with the names and contact information of three (3) professional referees to:

**The Search Committee, P.O. Box FL 407, Flatts FL BX, Bermuda.**

Scanned email documentation may be addressed to:

**agwmarion@hotmail.com.**

**The closing date for the receipt of applications is Friday, May 10, 2013.**