



Principal

Warwick Academy is an I.B. World School catering to students from Reception through to Year 13. The school offers the UK National Curriculum through Key Stage 1–4, the GCSE/IGCSE examinations in year 11 and the IB Diploma and individual certificates in the final two years of school. Warwick Academy invites applicants for the role of Principal. Reporting to the Chairman of the Board of Governors, the role of Principal is to assist the Board with shaping the strategic direction of the school, to lead the implementation of agreed plans and to effectively identify, hire and manage available resources and interface with stakeholders to enable Warwick Academy to achieve its vision and objectives.

KEY RESPONSIBILITIES:

- Develop a strategic and operational plan to enable the school to thrive as a leading school with a global focus;
- Develop, implement and maintain appropriate policies, processes and procedures that enable Warwick Academy to achieve its vision and objectives;
- Identify, develop and maintain relationships with key stakeholders, including; the Board of Governors, staff, students, alumni, parents, the community etc.;
- Monitor, maintain and appraise the school curriculum which currently consists of the United Kingdom "National Curriculum", the International GCSE (Cambridge)/Ed Excel Examinations and the International Baccalaureate (IB) program;
- Advise on staffing levels, both teaching and administrative, and lead the effective recruitment of suitable staff to facilitate achievement of the school's goals;
- Lead and manage the performance of a team of teachers; including establishing objectives, assessing performance and proactively engaging in constructive dialogue to ensure success;
- Undertake a limited amount of teaching when required;
- Play a lead role in the development, implementation and management of the school's annual financial budgets and forecasts for the operations of the school;
- Establish and maintain appropriate policies and procedures to effectively utilize the resources of the school.
- Participate in the development and implementation of the marketing and fund-raising campaigns to ensure the capital and student funding needs of the school are met;
- Develop and maintain an effective staff training and development scheme to enable achievement of the school's objectives;
- In collaboration with the Board, establish and achieve academic and operational performance targets.

SKILLS, KNOWLEDGE AND ATTRIBUTES:

Skills

- Demonstrated proficiency in developing and managing a strategic plan
- Demonstrated proficiency in developing, leading and measuring an operational plan
- Strong leadership skills
- Effective written and oral communication skills
- Strong organizational, prioritization and project management skills
- Budgeting and financial management experience
- Proficiency in using the Microsoft Office suite of software products

Knowledge and Experience

- Proven track record of developing a vision and successfully leading a school through a transition
- Thorough knowledge and understanding of international curricula including the United Kingdom "National Curriculum" International GCSE (Cambridge) Examinations, GCSE syllabuses and the full purpose, structure and content of the International Baccalaureate (IB) programme
- Understanding of and ability to develop, implement and effectively manage "cutting-edge" teaching and learning processes to achieve desired results
- Experience working in a multi-cultural environment and ability to manage change effectively

Attributes

- Dynamic and inspirational leader
- Able to clearly set and communicate future direction for the school
- Highly self-motivated and results-driven
- Strong interpersonal skills
- Successful team player
- Demonstrated ability to adapt and interface successfully in a multi-cultural community

Qualifications and Previous Work Experience:

- A minimum of an undergraduate degree in a specialist subject with a teaching qualification
- A relevant post graduate degree or qualification preferred
- A minimum of five(5) years' experience as a Principal/Head of School of a school of similar size
- A minimum of three (3) years in a leadership role; developing and implementing a strategy and curriculum in a learning environment that has both a Board of Directors/Governors and Senior Management/Leadership Team and successfully implementing significant change
- A minimum of three (3) years administering and teaching the International Baccalaureate (IB) program and IGCSE

HOW TO APPLY

To apply please submit:

- 1) A letter of application (no more than one page), briefly outlining why you wish to apply for this position, and what specific qualities and experiences you can offer the school
- 2) Your CV (no more than two pages)
- 3) A statement of your educational and leadership philosophy (no more than one page).

For more information about this role please visit the TIC landing page at www.ticrecruitment.com/warwick-academy/

The deadline for application is **Monday 9th February 2015** but early applications are encouraged.

**All applications should be sent in confidence for the attention of Miss Amy Bardsley at: amy@ticrecruitment.com
Please do not contact the school directly at this stage.**