



THE BERKELEY INSTITUTE GOVERNING BODY HAMILTON,  
BERMUDA

**PRINCIPAL**

The Board of Governors of The Berkeley Institute seeks to appoint a highly motivated, inspirational and enthusiastic Principal with the vision to lead a team of 117 in a school of 665 students beginning in August 2017. The successful applicant reports directly to the Board and 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.

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. Students take the Bermuda School Certificate, Cambridge IGCSEs, and Advanced Placement exams, with some participating in the dual enrolment programme with the Bermuda College.

**Responsibilities:**

- Supervises and partners with teachers to elevate the level of instruction and improve achievement
- Effectively communicates with staff, parents and students in order to promote an atmosphere of cooperation and collegiality
- Communicates and models a clear vision of excellence and continuous improvement consistent with strategic plan goals
- Supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas
- Provides professional learning programs consistent with student needs, assessment, and program evaluation

**Qualifications and experience:**

- Master's degree in Educational Administration or related discipline
- Minimum five years teaching experience
- Current and relevant experience in school and fiscal management
- Minimum five years' experience as Principal or relevant administrative experience of an academic or comprehensive school
- Experience with programmes such as the IGCSE, AP and other advanced programmes

**Knowledge, skills and abilities:**

- Strong communication and interpersonal skills
- Proficient knowledge of North American and British educational systems
- Aptitude to lead quality programming in academics, the visual and performing arts, athletics, and other extra-curricular activities
- Highly developed writing skills
- Excellent problem solving skills and ability to prioritize competing tasks
- Excellent organizational and time-management skills
- Proven change management experience

Candidates are required to submit a letter setting forth personal qualifications, experiences, and reason for interest in the position; a current resume; and three letters of reference. Copies of the degree(s), certificates and licenses from colleges/universities attended should also be submitted to:

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

Scanned email documentation may be addressed to:

recruit@berkeley.bm

**The closing date for the receipt of applications is May 26, 2017**