



ST. JOSEPH'S INSTITUTION INTERNATIONAL SCHOOL



Candidate Brief

PRINCIPAL

St. Joseph's Institution International High School

Singapore | Co-educational | 1,117 students | 12 to 18 years
IGCSE and IB Diploma



MISSION STATEMENT

*Enabling students, within a Lasallian community,
to learn how to learn and to learn how to live,
empowering them to become people of integrity
and people for others.*



WHO WE ARE

SJI International (High School) opened its doors in 2007, and was followed in 2008 by SJI International Elementary School. Although these two schools run as individual schools, each with their own Principal, they work closely together to offer parents a comprehensive educational experience. Together they are part of a group of seven Lasallian schools in Singapore with a history dating back to 1852.

The realisation of the vision of SJI International was a labour of love for a team of SJI Alumni, who, having benefitted so profoundly from their own education at Saint Joseph's Institution (SJI), one of Singapore's oldest and most respected schools, then sought a way to offer Singaporean and expatriate children a similar life-changing experience. SJI, a Catholic school founded by the De La Salle Christian Brothers in 1852, embodies the tradition of St John Baptist de La Salle, the French priest who, in 1680, started this order of religious Brothers to provide education for poor boys in France.

Our School is a non-profit organisation, overseen by the SJI International Board of Governors,

mainly comprised of SJI alumni. The School's patron is Dr Tony Tan, President of Singapore.

SJI International welcomes students of all faiths to be part of its inclusive community. From its inception the Lasallian brotherhood has been dedicated to bringing education to all, especially 'the last, the lost and the least', though its cornerstone values of Faith, Community and Service. Today there are 4,450 Lasallian brothers and 50,000 Lasallian teachers, working in 80 countries around the world.

SJI International is driven by the same values as SJI even though we differ in several respects, not least because of our fully co-educational and international dimensions.

SJI International (High School) shares the same common mission with SJI and SJI International Elementary School:

Enabling students, within a Lasallian community, to learn how to learn and to learn how to live, empowering them to become people of integrity and people for others.

A LASALLIAN CATHOLIC SCHOOL

We are proud of our Catholic and Lasallian heritage. Being a school firmly rooted in the Catholic faith, there are many opportunities for Catholic children to explore and deepen their faith, including: weekly catechism classes as part of the extra-curricular activity programme co-ordinated by the Faith Formation Leader; classes for preparation for the sacraments of first Reconciliation and First Communion, which are celebrated in the School Chapel; and the study of Lasallian tradition and heritage within the RE curriculum.

All families are invited to attend the weekly Mass on Friday before school. Masses are also celebrated on holy days of obligation and special days. Our school enjoys a strong and active parent community and there is also the opportunity to join the Catholic Parent Support Group and contribute to the spiritual life of the school.

With children from 40 nationalities at the school, our community includes families from many different cultures, faiths and traditions. We are a school where the culture, faith and traditions of each child are respected and celebrated. The Elementary School is well known for its values education programme, the Virtues Project, which provides students with a vehicle for character development. Being non-denominational, SJL International Elementary School welcomes children from all faiths and backgrounds, regardless of the culture, faith and traditions of their family.





At SJI International our ethos, values and principles are firmly based on a Lasallian foundation. We are a school where people are important and relationships are valued. Our team of caring and dedicated teachers strive to create an environment where children can grow and develop in a safe and nurturing atmosphere.

We aim to instil an enthusiasm and curiosity for learning and encourage the pursuit of excellence and achievement of personal best in all endeavours. Our students are encouraged to achieve their full potential, to face new challenges and to become critical thinkers, to be discerning and analytical.

We offer a values-driven international educational experience within the context of the Catholic faith and the local community. To do so, we draw upon the best practice of leading international schools worldwide as well as the ethos of the global network of Lasallian schools.

JOB DESCRIPTION

Reports to:

Chief Executive Officer

Salary - Principal's Salary Scale**Outline of Role**

The Principal is the educational leader of SJI International High School, responsible to the Chief Executive Office (CEO) for the day-to-day administration of the school and the implementation of its mission and policies.

- Build upon the legacy and successful tradition of St. Joseph's Institution as a Catholic and Lasallian School firmly anchored in Faith and Service.
- Promoting and safe-guarding the welfare of the children and the staff, all within the context of school policies, and in the spirit of the school's mission.
- Developing the ethos of the High School, amongst both teachers and parents, consistent with the SJI International values and ethos.
- Further enhancing the holistic programme offered within the school so as to promote a broad and balanced educational programme for all students.
- Striving for continuous school improvement in all areas of the programme.
- Exercise judicious management of all aspects of the Schools' operations; manage staff recruitment; student and staff welfare; marketing both local and regional; communications; and public relations
- Working closely with both the parents and the SJI International Board.
- Teacher recruitment, welfare and appraisal.
- Undertake such other duties as may be assigned from time to time.
- To act as a Board's advisor in policy and strategic issues with regards to the educational Programme offered in the High School.

The main responsibilities of the Principal of the High School include the following:

A) LearningLearning and Teaching

The Principal will take overall responsibility for the leadership and management of the curriculum in the High School. This will involve:

- Ensuring the academic and non-academic curriculum is challenging, appropriate and engaging for our diverse student body and prepares them for a life of future study in an ever changing world.
- Ensuring our policies for learning and teaching are consistently implemented and clearly articulated to all members of the school community and that is updated to be in line with current educational thought and best practice.
- Ensuring the quality of teaching is of the highest standard, enabling each child to reach his/her full potential.
- Ensuring a consistent and continuous school-wide focus on pupil achievement and assessment and, using appropriate data and benchmarks to set, monitor, track and evaluate individual student progress.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies, aiming for outstanding standards of learning and teaching at all times through the exacting implementation of Professional Development, Supervision and Appraisal and other strategies.
- Demonstrating a readiness to challenge and remedy underperformance.
- Oversee the coordination of assessment and ensure the timely reporting of this to parents.
- Ensure that learning is the central focus of the school.



B) Leadership

Professional Standards

The Principal is responsible for recruiting the highest quality staff and in working with the staff employed to ensure that they maintain high standards and work towards continuous improvement. This will involve:

- Developing, motivating and leading all staff to achieve the highest professional standards.
- Building a collaborative learning culture within the School.
- Creating a positive and visible profile demonstrating and leading good practice in every aspect of pedagogy.
- Ensuring the Performance Management of all members of the High School Team, as well as acting as a Reviewer and mentor to specific designated senior staff as part of the school's performance management system.
- Recruitment of teachers and administrative staff assigned to the High School.
- Further developing the quality of Continuous Professional Development in the High School.
- Put in place a school wide self-review and act as appropriate on recommendations of external audits.
- Provide motivational support for staff
- Ensure that systems and staffing are in place to provide high quality student welfare that supports students to achieve their best in school.

Culture and Communication

Working under the guidance and direction of the Brother President, the Principal will work to develop a school culture that exemplifies the Catholic and Lasallian mission of SJL International. This will involve:

- Building effective relationships with all stakeholders through excellent communication and interpersonal skills, including taking and providing appropriate advice.
 - Ensuring that all members of the school community are provided with nurturing and attentive pastoral care.
 - Ensuring exemplary standards of behaviour and personal responsibility.
 - Nurturing, encouraging and building on the home-school partnership.
 - Consistently using and developing information systems to ensure exemplary communication links with all stakeholders, particularly parents.
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JOB DESCRIPTION

- Coordinating the High School's liaison with the Elementary School to ensure smooth transitions and continuity of learning as students move from ES into HS.
- Providing opportunities for ongoing dialogue with staff and opportunities for input into decision making.
- Ensuring that programmes recognise the diverse ethnic and cultural background within the school.
- Making himself available to discuss issues related to children.

C) Organisational Development

Policy and Planning

The Principal has very important role in planning and policy development at SJI International. This will involve:

- Contributing to whole school policy and decision making as an active member of the Executive Leadership Team (ELT) and by providing High School perspectives to Board sub-committees.
- Developing, in collaboration with all stakeholders, a High School Improvement Plan (aligned with the schools mission, Strategic Vision and values) that acts as the compass for all members of the school community.
- Ensuring policies covering all aspects of the work of the High School are in place, regularly updated and accessible to members of the school community (as appropriate).

Finance and Resources

The Principal is responsible for the High School financial and resource management. This will involve:

- Developing an annual budget for the High School.
- Managing and being accountable for the High School's annual budget, ensuring appropriate resources are in place to support learning, whilst maintaining best value.
- Ensuring all stakeholders are empowered to contribute to the budgeting process, identifying priorities and curriculum needs.
- Advising the Finance Committee on budgeting issues linked to the running of the High School.
- Ensuring sound financial management

Admissions

The Principal is responsible for all Admissions to the High School. This will involve:

- Development of a comprehensive Admissions Policy based on the vision and mission of the school.
- Reviewing all applications for admission to the High School and allocating places according to the criteria set within the Admissions Policy.
- Working closely with the Admissions Officer and Head of Senior School to ensure we meet budget with regards to the filing of places.
- Coordinating induction and orientation, meeting and greeting prospective parents, answering questions and arranging for them to see School facilities.
- Supporting overseas students and other boarders, including liaising with the boarding house.

Health and Safety

Working with the Chief Operating Officer (COO), the Principal is responsible for the health and safety of the High School. This will involve:

- Ensuring that policies and procedures are in place that will safeguard children against all foreseen risks.
- Maintaining a watching brief on other health and safety matters and being proactive in reporting

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- any perceived risks.
 - Work closely with the Facilities Manager and Central Administration to ensure the highest standards of Health and safety at the school.
 - To ensure full compliance with all relevant statutes and regulations.

Facilities

The Principal is responsible for High School facilities. This will involve:

- Ensuring all facilities are appropriately deployed to ensure the effective delivery of the curriculum.
- Advising on the development of the school's facilities and to discuss with the ELT any suggestions for enhancing the facilities to ensure optimum use.

D) Professional Accountability

This will involve:

- Demonstrate the highest standards of professional behaviour and act as an ambassador for SJI International both within the school and amongst the wider community.
 - Managing own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel.
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PERSON SPECIFICATION

The Board of SJI International seek to appoint a Principal who is both a strongly committed and experienced professional. This individual will lead SJI International, to ensure its continued success. The ideal candidate will be or have:

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Qualified teaching certification (Secondary School) • Degree level (or equivalent) qualification 	<ul style="list-style-type: none"> • Further professional leadership qualification 	<ul style="list-style-type: none"> • CV
Experience	<ul style="list-style-type: none"> • At least 10 years teaching experience (Secondary) • Outstanding teaching ability • Current or previous significant academic leadership experience in an outstanding Secondary School (preferable an international school) • Demonstrable evidence highest standards of learning and teaching • Effective management of change • Leading the use of technology to improve teaching and learning • Effective line management of other staff • Previous leadership experience in coaching and mentoring 	<ul style="list-style-type: none"> • Experience of working in a wider context than an individual school • Recent experience as Principal of an International Secondary School • Previous experience of the IGCSE and IBDP • Development of innovative learning and teaching • Previous effective leadership of school self-evaluation 	<ul style="list-style-type: none"> • CV • Letter of application • Interview

Criteria	Essential	Desirable	Method of Assessment
Personal qualities, skills and characteristics	<ul style="list-style-type: none"> • Build and maintain effective relationships through effective interpersonal skills • Excellent communication skills • Inspire, challenge, motivate and empower others • Think creatively to anticipate and solve problems • Build on current good practice whilst moving the school forward with vision and vigour • Develop effective teamwork and be able to contribute effectively to a range of teams • Think strategically and contribute to creating a coherent school vision • Inclusive approach to education • High expectations of self and others • Manage and resolve conflict • Work under pressure, maintaining a sense of perspective • Commitment, honesty and dedication • Ability to manage own time effectively • Reliability and integrity • Resilience and tenacity • Values-driven leadership style 		<ul style="list-style-type: none"> • Letter of application • Interview
Knowledge / Special Aptitudes	<ul style="list-style-type: none"> • Knowledge of current educational trends, curriculum developments and educational initiatives • Clear understanding and support for the ethos of a holistic Catholic and Lasallian school • A commitment to the principles of the child centred, inclusive education • A dedication to high standards • A belief in working in partnership and as part of an established team • Proven ability in the development of effective structures and systems • Ability to think strategically • Significant experience of school budgeting • Data-driven decision maker 	<ul style="list-style-type: none"> • Knowledge of developing a Self Evaluation Document • Knowledge of planning and leading school accreditation and IB authorisation • Developing a school-wide approach to learning and teaching • Knowledge of planning and successful implementation of a multi-year roadmap for continuous improvement 	<ul style="list-style-type: none"> • Letter of application • Interview
Other	<ul style="list-style-type: none"> • Good health and attendance record • Outstanding references • A good sense of humour 		<ul style="list-style-type: none"> • Letter • Interview • References



HOW **TO APPLY**

Candidates should include the following information, as a single pdf file document.

- A letter of application, explaining your strengths as a candidate and why you are interested in the High School Principal position at St. Joseph's Institution - International School.
- A statement describing your leadership and educational philosophy, not to exceed two pages.
- A current résumé not to exceed two pages.
- A one-page list of references, who have served as direct supervisors, with current addresses, phone numbers and email addresses.
- A maximum of four letters of reference (scanned at low resolution) that may already be in your possession.

Total document size should be kept to less than four (4) MB if possible. Applications should be sent to: bmutsch@searchassociates.com

Key Dates:

Start Date of Applications:	Friday, 25 January 2019
Closing Date for Applications:	Sunday, 24 February 2019
Long list of interviews:	March, 2019
Short list of interviews:	April, 2019

Candidates are asked to submit a letter of interest and the requested materials listed above as early as possible as the Search Committee reserves the right to conclude the selection process with immediate effect at the earliest from **7 February 2019** if the right candidate is identified.

Safe Recruiting Practices

SJI International is committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. All post holders are appointed subject to satisfactory Enhanced Criminal Records Checks and checks with past employers. All short-listed candidates are also required to complete and sign an Information and Declaration Form, which includes a declaration of any previous disciplinary issues or criminal convictions.



St. Joseph's Institution International

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www.sji-international.com.sg

Enter to Learn, Leave to Serve

St. Joseph's Institution International Elementary School Ltd.

CPE, Co. Reg & GST No. 201009321K (Period of Registration: 19 October 2018 to 18 October 2022)

St. Joseph's Institution International Ltd.

Co. Reg & GST No. 200607833C



A School of the De La Salle Brothers