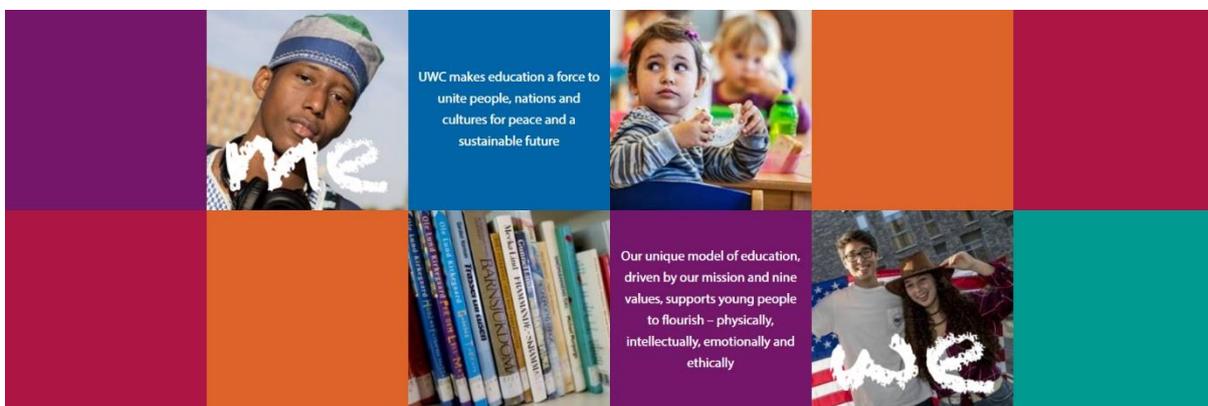




Director of Secondary School



UWC makes education a force to unite people, nations and cultures for peace and a sustainable future

UWC Maastricht

We offer a challenging and engaging education for students from all age groups, equipping them with the attitudes, skills and knowledge to live a meaningful and flourishing life. The UWC Maastricht educational experience is about knowing and acting. We nurture an understanding of the world and its major challenges, and help students discover how they can serve others and make a positive contribution to society and the planet. We currently serve over 900 students from more than 100 countries, 200 of whom live in our residential community on campus. The Secondary School offers the IB Middle Years and Diploma Programmes to just over 600 students.

The value of a UWC education

A UWC education is life-changing. We empower change makers and future leaders through the delivery of a unique programme in a deliberately diverse community. The educational ethos of UWC combines rigorous academic standards with experiential and inquiry-based learning in areas such as sustainability, intercultural dialogue, social justice, conflict resolution and social entrepreneurship. UWC students come together from very diverse backgrounds, including the most marginalised. Access to a UWC education is given independent of socio-economic background, supported through a rigorous admission process and a comprehensive scholarship programme: around 65% of UWC students attending the final two years of secondary school are awarded a full or partial scholarship. UWC's 60,000 alumni are prized by top universities worldwide and, in their professional lives, they occupy positions of influence in industry, finance, civil society, government, healthcare, academia and the media.

Join us!

UWC Maastricht recruits qualified and experienced staff from around the world who are committed to our school's mission to make education a force for peace and a sustainable future.

UWC Maastricht has a **full time vacancy** for a:

Director of Secondary School

The job

As part of the school's Strategy Team, the Director will collaborate closely with the Head of College, the Director of Primary, the Secondary Heads of Departments and Heads of Year and Teachers. The Director is responsible for the overall leadership and management and the day-to-day operations of the Secondary School.

The Director of Secondary School also functions as the **Deputy Head of College**. In this role, he or she deputizes for the Head of College in his absence and, in discussion with the Head of College, may lead and develop a number of whole school responsibilities and teams.

Safeguarding

UWC Maastricht is committed to upholding the highest standards in student safeguarding. Throughout the application process we will be assessing your suitability to work with children and young adults. Prior to an offer of employment being made, UWC Maastricht will check directly with current and past employers about safeguarding.

The responsibilities of the Director of Secondary School are:

Development and Leadership:

- To work in partnership with the Head of College and other members of the Strategy Team in the development and implementation of a College Strategic Plan.
- To support the Head of College in articulating, sustaining and enhancing UWC Maastricht's educational aims, ensuring that the school is providing an exceptional experience for the students, and that the balance between academic, pastoral, service, and activities is established

and maintained in line with the UWC mission and values.

- To develop the College's reputation for excellence, and cherishing its special culture within the Dutch educational system while, at the same time, ensuring that it continues to grow and evolve as a dynamic learning environment.
- To develop, implement and maintain a UWC focused program that would offer academic rigor, physical challenge, expedition, creativity and service. To implement a system for allocating staff to these areas and to ensure that these commitments are met.
- To lead the development of the pastoral care system through Heads of Year and Tutors, including identifying institutional and individual professional development needs.
- To play an active role in the development of College policies and ensuring that agreed policies, practices and procedures are implemented.
- To encourage innovation amongst the staff and students at the school.
- To report to the Head of College on the operations of the secondary division.
- To seek best practice in organisational development and practice.

Management:

- To oversee secondary staff meetings.
- To assist in the preparation of the College budget and manage its delivery as it pertains to the Secondary Division.
- To deploy staff efficiently and effectively to ensure the maximum benefit for the students within the agreed budget.
- To recruit and select staff for the Secondary division, in conjunction with the Head of College and the HR Department.
- To implement an appropriate and fair system for allocating teaching staff to support service and to ensure that these commitments are met.
- To challenge and mentor staff, through the creation of an environment where all are encouraged to participate and assume leadership roles. Inspiring staff through setting aspirational and achievable goals to continue to develop their own skills, and to share responsibility and accountability for maintaining high standards throughout the school.
- To oversee, with the HR Department, the implementation and delivery of the performance review procedure in the Secondary division.
- To undertake other duties as may reasonably be required by the Head of College.

PR & communication:

- Be an active part in public relations for the school and especially the Secondary division.
- Attend and lead school functions associated with the role.
- Deal effectively with parents, staff and students on special requests, concerns and complaints.
- With the Director of Primary School, ensure coordination of whole school events and initiatives throughout the year.
- Provide and promote clear communication and direction.
- Be a role model for the UWC mission and values.

The successful profile & qualifications

Commitment

Pursuing the **UWC mission** requires a commitment from our staff members to the following values: International and cultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example. It should be noted that the school is a dynamic and high energy environment: the satisfaction from working at UWC Maastricht is high – but so are the demands on time and engagement.

Education degree and Professional experience

- A completed **Master** (or equivalent) degree in Educational Leadership.
- Proven successful (international) experience as a school leader.

Professional competencies

The successful candidate will demonstrate the following competencies on a professional proficiency level:

- **Organizational:** Creating a well-organized, orderly and task-oriented learning environment.
- **Collaboration with colleagues:** Making a professional contribution to the school leadership team, create/stimulate a pedagogic and didactic climate, to effective mutual collaboration and good school organization.
- **Interpersonal:** Creating an atmosphere of trust by dealing with staff and students in a positive and open way.
- **Interaction with the environment:** Ensuring good communication with all stakeholders.
- **Reflection and development:** Reflecting regularly on the development of personal and professional capabilities.
- **Fluent English Level:** reading, writing, speaking; a professional command of the English language, minimum CEFR level B2.

Terms of Employment / Remuneration

- You will get a contract of employment under Dutch law: the initial contract is until August 1, 2021.
- The package will be commensurate with the responsibilities of the position, according to the Dutch Collective Labour Agreement for Secondary Education ('CAO VO').
- Participation in the school's pension plan via the ABP Retirement/Pension Fund.
- Support in the application for the '30% Facility for Incoming Employees' with the Dutch Tax Authorities (if relevant).
- Location: UWC Maastricht, the Netherlands.

To be able to work in the Netherlands, a (foreign) staff member must be able to successfully apply for:

- ✓ Residence and work permits for the Netherlands.
- ✓ A Dutch VOG (certificate of good conduct).

UWCM will assist in the application process for residence and work permits and VOG.

Information

If you would like to know more about this position, please contact our HR Team via vacancies@uwcmaastricht.nl / via +31(0)43 2410 410, or check our website www.uwcmaastricht.nl. Please note that the school offices are closed for winter break between 14 December 2018 and 7 January 2019.

Our procedure

UWC Maastricht anticipates on receiving a number of internal applications for this position, yet also encourages qualified external candidates to apply. After shortlisting, we determine the suitability of candidates to work in our school via online testing and screening, reference checks and interviews at our school or via Skype.

Your application

You can express your interest by applying via our website: <https://www.uwcmaastricht.nl/about-us/working-with-us/vacancies>

The deadline for application is Friday 11 January, 2019.

Further information can be found on our website via 'Working with us'. UWC Maastricht reserves the right to identify and appoint a qualified candidate prior to the submission deadline.