



HONOR SOCIETY



Al-Bayan Bilingual School Seeks a High School Principal

Effective: **August 2023**

Application Deadline: **November 11, 2022**



Kuwait City, Kuwait



www.bbs.edu.kw



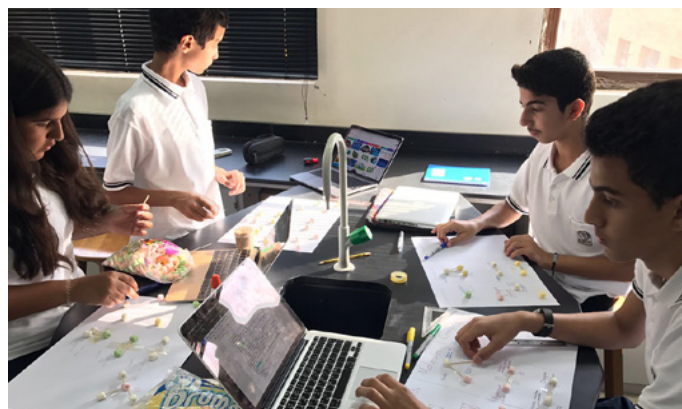
+965 222 75 000



Al-Bayan Bilingual School (BBS) was established in 1977 with a vision to prepare students for the world of today and the challenges of tomorrow. BBS is a private, non-profit, coeducational, university preparatory school that offers education from pre-K through to 12th grade. The school offers a bilingual program in which Arabic and English languages carry equal emphasis and status; its goal is to bridge global progress with the traditional values of Arab culture.

The mission states,

"BBS is an Arabic and English learning community nurturing compassionate and innovative students, leading sustainable change and progress in Kuwait and the global environment."



ACCREDITATION

BBS is fully accredited by:



- Ministry of Education for the Private Sector [Kuwait] since 1989



- The Council of International Schools [Netherlands]



- New England Association of Schools and Colleges [USA]

The school received its renewed accreditation in 2021.



STUDENT BODY

The student body consists of approximately 2,670 students, primarily Kuwaiti nationals, and other students who are bilingual speakers of English and Arabic, **620 alone in High School. One hundred percent of the students graduate, and all of them attend colleges and universities.** Over 85% are accepted in educational institutions in the United States, Europe and the remainder go to universities in the Gulf Region. In recent years BBS' students have been accepted to a significant number of the world's leading colleges and universities including the Massachusetts Institute of Technology and Harvard University. Since 2011, our students have been admitted to 19 of the top 50 universities on the Academic Ranking of World Universities.

STAFF

There are 373 full time faculty and staff members representing 28 nationalities drawn largely from the Middle East, US, Canada, UK, Jamaica, South Africa and Eastern Europe.

The high school has a teaching staff of 86.



CURRICULUM

The BBS curriculum and instructional model have been designed to give the support and information needed to empower each student to find success, achievement and mastery of the skills, attitudes and objectives in order to become a successful lifelong learner.

As a bilingual school, mastery of Arabic and English is required from all students. The High School programs foster the development of confident, capable and responsible students. We achieve our goals collaboratively by establishing rigorous standards which engage learners in the thoughtful application of knowledge. Al-Bayan Bilingual High School hopes to instill the necessity of lifelong learning in all of its students.

BBS provides access to 13 different Advanced Placement (AP) courses offered by the College Board in the United States to grade 10, 11 and 12 students. These AP courses are equivalent to freshman year, one semester, university courses and are intended for students who have proven themselves able to handle the extra workload and study requirements.

Currently, all departments have their curriculum documented on Rubicon Atlas using the Understanding by Design framework. Using this framework has helped the school move away from teaching the facts and towards a standards-based approach.

EXTRACURRICULAR ACTIVITIES

The school offers an extensive and popular extracurricular activity and sports program. Current activities include: volleyball, basketball, soccer, track and field, badminton, business simulations, Model United Nations, National Honor Society, student council, English and Arabic drama, and science fairs.



STRATEGIC PLAN

The beginning of the 2023-2024 school year will see BBS embark on the third year of its 4-year strategic plan.

The plan's objectives focus on:

1. Student health and wellbeing
2. Student learning and achievement
3. Intercultural learning
4. People and culture
5. Infrastructure

SCHOOL CALENDAR

The academic calendar for faculty is mid-August to mid-June. The year is divided into two semesters as follows:

- September – December (1st Semester)
- January – June (2nd Semester)

FACILITIES

In recent years, Al-Bayan has expanded to meet an increasing demand for student placement. BBS operates on a well-equipped campus in the Hawalli suburb of Kuwait City. The campus houses students from Pre-K-12. The facilities include spacious learning spaces, four gymnasiums, a theater, clinics, media centers, makerspace, multipurpose rooms of various sizes, ten science laboratories, a canteen, a mosque, and sports facilities. As part of our IT infrastructure, all of our staff and students have access to Wi-Fi on campus to support the BYOD program in Middle School and High School and the iPad program in Preschool and Elementary School.



HIGH SCHOOL

The High School (grades 9 to 12) is one of the four divisions at BBS. The High School Principal, who reports to the Director, serves as the instructional leader for 620 students and 86 staff. The High School Principal has the support of two assistant principals, a number of head of departments, an office manager, secretary, and a receptionist. The division also has the support of a nurse, five counselors, a learning support specialist, and instructional coaches from our teaching & learning center. The academic affairs and HR Departments support the principal with curriculum, instructional technology and staff professional development matters.

"The High School program fosters the development of academically proficient, confident, capable, balanced and responsible students"



The Position ...

The Search Committee is looking for an educator with international experience who wishes to live and work in the Middle East. The Committee is searching for an individual who has a strong academic background in high school education as well as experience as a High School Principal.

EDUCATION:

- Master's degree in Education, Educational Leadership or related field (required)
- Principals' certification (desired)

EXPERIENCE:

- Minimum of five years of experience; three years as Assistant Principal
- International experience working in a bilingual school with a clear understanding of issues involved in living and working in a country other than one's own, preferred
- Academic training and experience in the American or Canadian educational system with at least five years of successful classroom teaching
- Experience in improving the high school program of study, preferred
- Experience in implementing the principles and current trends in high school education, curriculum, staff development, essential elements of instruction and supervision

COMPETENCIES:

Planning and organizing:

- Establishes goals and organizes work
- Identifies and plans activities that will result in the overall improvement of the division
- Challenges inefficient or ineffective work processes and offers constructive alternatives

Communication:

- Listens to others and communicates in an effective manner
- Communicates issues clearly and credibly with various stakeholders
- Uses a variety of communication systems and strategies for the different stakeholders
- Delivers messages with clarity, tact and diplomacy

Student focus:

- Encourages the staff to achieve high education standards for BBS students
- Identifies ways to add value to students
- Develops strategies to ensure the staff meets the school's standards

Conflict Management:

- Anticipates and takes action to avoid and reduce potential conflict
- Helps stakeholders focus on the end goals and away from personality issues

Developing others:

- Fosters a learning culture
- Works with Preschool staff to define development goals
- Provides feedback and support to staff through regular evaluations

MAIN DUTIES AND RESPONSIBILITIES:

- To actively promote the school mission and support the direction of the school
- To actively promote the values of the school and implementation of policy among faculty
- To share and promote the school's goals and establish clear personal goals
- To plan and execute all aspects of future high school development as agreed with the Director
- To examine scheduling formats and implement the most appropriate model for the school
- To monitor the academic progress of students through continual assessment
- To monitor and utilize available school instructional technology to inform decision-making
- Ensure the safety and welfare of all students and adults in the high school
- To plan and develop a strong support and methodological program for faculty
- To organize and allocate spending within the divisional budget
- To carry out the recommendations of accreditation bodies as agreed with the Director as well as manage the participation of high school staff in the process of formulating the accreditation reports
- To interview and recruit faculty as required
- To evaluate the high school staff and take action accordingly
- To meet with the administrative team to ensure the maximum cooperation between school divisions



Compensation Package...

SALARY AND BENEFITS:

- A two-year initial contract – renewals are for additional 2-year periods (as agreed by both parties)
- Competitive tax-free salary, with a generous end of service gratuity/indemnity
- International Health insurance for candidate and accompanying spouse, children below 18 years of age
- Fully furnished housing, including utilities
- Annual flight for candidate and accompanying spouse, children below 18 years of age
- Tuition fee covered for children enrolled at BBS or at its sister school, Al Bayan International School (BIS)
- Personal shipping allowance, and settling in allowance
- Transportation allowance
- Support for club membership
- Support for ongoing professional development



Application Procedure ...

PROCEDURE FOR FILING AN APPLICATION:

Candidates who meet the above requirements and wish to apply for the High School Principal position must submit their application electronically to the Recruitment Manager at recruitment@bbs.edu.kw with "HS Principal" stated in the "subject line" before the deadline. The application should include the following attachments:

- A one-page statement of educational philosophy
- A letter of interest which includes the strengths the candidate feels qualify him/her for consideration for the position
- Updated resume/CV with a recent photograph
- A list of at least 3 professional referees. The school's search committee will advise semi-finalist candidates before contacting any referees.

The position is open until filled. Interviews with shortlisted applicants will be held in November/early December. Please note the Search Committee could make their decision earlier if an exceptional candidate applies. Finalist candidates will be identified by the Search Committee and will be interviewed with their spouses, if applicable, in Kuwait in January by the Search Committee. Finalists will have the opportunity to meet with faculty, parents, students, and non-teaching staff. The new Principal will be selected soon after the conclusion of the interviews.

We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to background checks and appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.

Thank you for your interest in this opportunity.

Candidates wishing to learn more about Al-Bayan Bilingual School should visit www.bbs.edu.kw