



# British International School of Tunis

A school under the management of Britus Education

THE BIST WAY



## BIST Primary Principal

Publication date: January 2022



## A welcome from our Managing Director!

Thank you for your interest in joining the British International School of Tunis leadership team as Head of Primary.

This is a unique opportunity to continue the development of BIST, and to reinforce its position as the only COBIS accredited and UK inspected school in Tunisia.

Established in 2012, BIST has the vocation to provide international schooling following the UK curriculum to meet a demand for a quality alternative, in English, to the Tunisian national education system. With passion, courage, resilience and a pioneering spirit, we have been able to secure a growing corpus of parents that we were capable of offering a genuinely British school experience, from Early Years to A-level. In 2021 BIST has become part of the Britus Education group.

BIST is a warm, welcoming and student-centred school, currently with about students from 30 nationalities, and a dedicated team of around 30 teachers and teaching assistants.

We are looking for an upstanding and inspirational leader, capable of taking the School to its next level, and of managing the multiple challenges any growing school faces.

If you have the professional qualifications, skills and experience, and are keen to develop these further in our School, we would be delighted to receive your application.

Yours sincerely,

Meriem Miled  
Managing Director



## About Us

Established in 2012, The British International School of Tunis (BIST) provides an engaging, inspirational and caring education for young children, following the UK National Curriculum. BIST currently delivers Nursery through Year 13 and our population across the primary and secondary is around 225 pupils.

Our student body reflects the international nature of our community, with over 30 nationalities represented in our school. Our teachers are either British or have trained in the UK and have extensive experience teaching both in the UK and internationally. All class teachers are also supported by teaching assistants.

We engage children with the cultural diversity of our unique location for a truly international experience: the school embraces everything that is good about prestigious British schools and the UK curriculum and unites an international perspective with a Tunisian touch.

Our learning environment is supportive and challenging. We have developed an enviable reputation for encouraging students to be creative, problem solvers and independent thinkers with high expectations for academic achievement.

We are an accredited member of the Council of British International Schools (COBIS) and we are accredited under the UK Government's British Schools Overseas (BSO) framework. Our school has been awarded good for the quality of pupils' academic achievements, and excellent for the quality of the pupils' personal development. Since one year we are also part of the Britus Education group.

### Our vision:

To be the British curriculum school of choice in North Africa

### Our mission:

- Our aim is to create life-long learners with a passion for knowledge and adventure, fully equipped to meet the challenges of a dynamic world.
- Along with high academic standards, we provide a sound moral and social framework for the healthy development of the individual.
- We value diversity and recognize that every pupil is an individual. Our ethos is to respond to each child according to those needs with compassion, understanding and whole-hearted support.
- We encourage our pupils to develop an understanding of both the Arabic and French language and culture that will enrich their global perspective.



## About Tunisia

Tunisia is a welcoming and friendly country. At the heart of the cultural flows of history for thousands of years, it has beautiful scenery, wonderful beaches, desert oases, and a sunny climate. It is situated on the Mediterranean close to Europe making international weekends very possible.



The school is situated in a privileged position, on the Northern outskirts of Tunis, in a mostly expatriate coastal town on the Mediterranean. In this affluent area you will find many facilities such as international restaurants, hotels, sports clubs and shopping malls. Many of our teachers live around the beach areas and take advantage of the diverse activities that come with living by the sea.



We are located a few minutes away from world famous sites such as Sidi Bou Said and Carthage. The main international airport of Tunis-Carthage is 10 minutes away from our school.

Our location provides a wonderful opportunity to share in the perspectives of a particularly vibrant culture.





## Job description (1/2)\*

### Main purpose

#### The Primary Principal will:

- Formulate the aims and objectives of the Primary school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be a role model for all in our community
- Be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
- Be the focal point in ensuring the relationship with parents and engage positively with the parents' body (through communication, parents' events etc.)
- Lead the Primary school curriculum developments
- Support the management in preparing the next ISI inspection
- Reporting to the Advisory Board members when requested
- Reporting to the managing director during SLT (Senior Leadership Team) meetings or on demand
- Be actively involved in the promotion/marketing of the school , participating to promotional events or marketing projects .
- Collaborate with the HR manager or/ and recruitment consultant in order to ensure when needed a timely successful replacement of teachers
- Be part of the SLT and collaborate with the other members to enhance the school

\*Please note that this Job Description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.





## Job description (2/2)

### Duties and responsibilities

#### Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

#### Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Ensure a smooth transition of students from the primary to the secondary school

#### Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

#### The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education



## Person specifics

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> <li>· Qualified teacher status and Induction</li> <li>· Degree</li> <li>· National professional qualification for headship (NPQH) or Master in Education</li> </ul>
Experience	<ul style="list-style-type: none"> <li>· Successful leadership and management experience in a school</li> <li>· Teaching experience</li> <li>· Involvement in school self-evaluation and development planning</li> <li>· Demonstrable experience of successful line management and staff development</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>· Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>· Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>· Understanding of school finances and financial management</li> <li>· Effective communication and interpersonal skills</li> <li>· Ability to communicate a vision and inspire others</li> <li>· Ability to build effective working relationships</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>· A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>· Ability to work under pressure and prioritise effectively</li> <li>· Commitment to maintaining confidentiality at all times</li> <li>· Commitment to safeguarding and equality</li> <li>· Team player and participative leadership style</li> </ul>



## Benefits package\*

**Flights:** 2 individual return flights per year

**Arrivals payment and salary advances:**

- You may receive up to 5.000 TND loan upon arrival, to help towards a rental deposit/advance
- You will also be allowed to take up to 50% of your first month's salary as an advance.

**Hotel costs and accommodation search:**

- The school will undertake to put you up in a hotel of the school's choice for up to 10 days following your arrival, while you arrange your accommodation.
- The school will put you in touch with local housing agents.

**Health insurance:**

- A local private health insurance is provided by the school with a small contribution

**Subsidised school places:**

- You will be granted up to two free school places for your child(ren) while you have a valid contract, and if there are sufficient places in the appropriate classes.
- You will be liable for payment of all other school costs for your child(ren) in line with the school's fees document, such as the School Resources – in a range of 3.200-3.800 TND per year, and school uniform.
- The school will accept your payment in TND and you may be able to phase payment to better match your salary from the school.

\* A more detailed document will be provided





How to apply:

Through the TES platform: <https://www.tes.com/>

or by sending your CV and motivation letter to  
[hr@bistunis.com](mailto:hr@bistunis.com)

