

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL,

Maseru – Lesotho – Southern Africa

seeks a

HEAD TEACHER

Post commencement August 2010

www.maseruprep.co.ls

THE SCHOOL

Maseru English Medium Preparatory School (MEMPS) is a non-profit association operated by dedicated Faculty, a qualified Head Teacher and a Management Committee exercising the functions of a Board of Directors. This successful and highly-regarded school was founded in 1890, making it arguably the oldest English Medium Preparatory School in the world. MEMPS provides an international primary school education in English for students from three and a half years of age to Grade 6 (11+). The school has an enrolment of 358 and is committed to excellence in all aspects of education, preparing students for IBO PYP and secondary transfer to Machabeng College.

MEMPS is in membership of CIS and is a candidate school for PYP. The school is government controlled but retains the ability to leverage fees, deliver an internationally recognized curriculum and appoint a proportion of internationally qualified teachers.

LOCATION, CAMPUS AND FACILITIES

MEMPS is located in Maseru West, a favourable residential area catering for the diplomatic community and government departments. The school is close to the Prime Minister's residence and the Royal Palace. Maseru is an interesting posting offering unusual cultural and environmental opportunities. Lesotho is the only country in the world with all its land above 1,000 metres. South Africa is readily accessible and there are unrivalled opportunities for mountain activities and community outreach in Lesotho.

Eight clusters of buildings house the school. There are 17 class-based teaching rooms, three subject teaching rooms, a library, an ICT lab, ESL classroom, gymnasium, art and music studios, a large hall with stage, playgrounds, an outdoor pool, tennis/basketball/netball courts and a playing field. The school is set in generous landscaped grounds.

STUDENT BODY, FACULTY AND ADMINISTRATION

Current enrolment stands at 358, as follows: Pre-School (Rising 4s) and Kindergarten (Reception) 64, Grades 1 to 3 (Lower School) 173 and Grades 4 to 6 (Upper School) 121. 289 students are Mosotho with 18 other nationalities represented (Zimbabwe 10, Ghana 2, USA 7, Uganda 9, Nigeria 4, Australia 3, India 4, UK 5, Zambia 3, Kenya 4, Canada 1, Belgium 2, Libya 4, Germany 1, Ethiopia 2, RSA 5, Pakistan 2 and China 1). The School enjoys a large permanent student population. Grades 1 & 2 are organized as a three form entry with two form entry in Grades 3 to 6. It is anticipated that three form entry will be achieved throughout the school by August 2013 using a rolling annual programme.

MEMPS has an experienced and dedicated faculty with a low turnover. All members, representing 9 different nationalities, are fully qualified to teach. The overall student/teacher ratio is 14:1

CURRICULUM

MEMPS began implementation of the IBO (PYP) curriculum in 2002 to enable students to become confident, independent learners and to provide a sound foundation in literacy, numeracy and problem solving skills. In Upper School, students further develop their skills and acquire knowledge through research and inquiry. The programme at MEMPS actively promotes creative, physical and social development.

Admission from Grade 1 upwards is by academic assessment, fluency in English and the use of supporting records and references from the child's previous school. The school year comprises three terms for reporting purposes and follows that of the Northern Hemisphere. A broad range of extra-curricular activities include sports, yearbook, art, music, drama, computer, performing arts, speech and Student Council. There is also a field trip programme for Grades 5 and 6.

THE POSITION

The Head Teacher:

- is the leader of a School Management Team consisting (at present) of a Senior Teacher (Curriculum), Senior Teacher (Organization) and a Bursar. It is anticipated that a Deputy Head will be in place by February 2010

develops and oversees the implementation of the academic and support services curriculum

oversees major events and the extra-curricular programme

recruits and retains faculty and staff

supervises and appraises faculty and staff

proposes and administers, in consultation with the School Management Committee (Board of Governors) an operating budget

creates and manages a school environment which reflects the MEMPS Mission & Philosophy

provides a safe, secure, caring, but challenging, school environment for students

communicates with the parent and wider community

participates in short-and long-term strategic planning and thinking

ensures that the school meets the standards of all professional accrediting and authorizing agencies of which MEMPS is a member, including leading the school to full PYP authorization

promotes best educational practice in all aspects of primary education.

PROFESSIONAL QUALIFICATIONS & QUALITIES SOUGHT

Candidates for this leadership post must be innovative, reflective thinkers and effective team members, who possess the interpersonal, organizational, and communication skills necessary to inspire shared agreements and understandings with respect to MEMPS strategic objectives. MEMPS is looking for a person with strong and proven leadership skills.

Candidates are expected to demonstrate:

- a record of excellence in class/school management and curricular delivery. Experience gained at another comparable international school is preferable.
- relevant and significant previous administrative experience at a primary education level
- knowledge of the PYP as well as current trends in Primary Education
- appropriate academic qualifications from an accredited university or college.
- a broad understanding of, and commitment to, the role of technology in supporting education
- familiarity with performance management
- sensitivity towards a diverse range of student learning needs and cultural backgrounds

TERMS & CONDITIONS

The salary and benefits will be commensurate with the responsibilities of the position and will include a substantial local salary, housing with utilities, beginning and end of contract flights for Head and dependents, use of a car taxed, insured and serviced, petrol allowance for school business, international medical insurance cover and tuition fees for up to three primary/secondary age children.

PARTICULARS OF THE SEARCH

The Management Committee will appoint a Search Committee to advertise, short list, interview and recommend a suitable candidate. Names, addresses and day-time telephone numbers of persons who may be contacted for a reference must be given; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance. The Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements. All enquiries and applications should be directed to the address given below.

E-mailed applications are preferred. Faxed can be considered. Hard copy must be mailed by the swiftest possible means.

**The Head Teacher,
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