



# Sadiq Public School

1954

## JOB DESCRIPTION HEADMISTRESS GIRLS' SECTION

Dear Candidate,

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for a Headmistress of Girls' Section.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys) the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2900 pupils aged 3 to 20 years.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of an expansive and beautiful campus Sadiq Public School is now entering a period of ambitious growth and development not only in terms of its curricular and pastoral provision but also in terms of its physical facilities for teaching and boarding with a significant, phased investment programme planned.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact me via email at [principal@sps.edu.pk](mailto:principal@sps.edu.pk)

We look forward to receiving your application.

David Dowdles  
Principal and CEO



## **The School**

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared, for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966 the admission of girls was stopped. A separate Girl's Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of



UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

### **Educational Philosophy**

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

All programmes and courses are taught by highly qualified and experienced teachers.





## **Job Description**

### **Line of responsibility:**

The Headmistress of Girls' Section will report directly to and work closely with the Principal and CEO.

### **Line Management:**

The Headmistress of Girls' Section will manage all aspects of the day-to-day running of her section.

### **Job Content:**

### **Strategic Purpose**

The Headmistress of Girls' Section supports the Principal and CEO in determining aspects of the strategic direction of the School and is accountable to the Principal and CEO for the professional leadership and operational management of the Section. The Principal and CEO has a long-term Statement of Strategic Aims, and the Headmistress of Girls' Section is responsible, with the support of the Heads of Departments, for contributing to the formulation of a School Development Plan that is consistent with those aims, and also with all current policies of Sadiq Public School.



The Headmistress of Girls' Section is required to contribute to the monitoring and evaluation of the degree to which current development initiatives and targets are being achieved and to adapt the plan to meet changing circumstances and help remedy any related underperformance. The School is committed to promoting the welfare of children in its care and the Headmistress of Girls' Section must give this issue top priority, ensuring that all relevant guidelines and regulations are followed.

## **Key Responsibilities**

### **Leadership and management of pupil achievement, progress and safety**

In association with other colleagues, as appropriate, the Head of Section is expected to:

- Ensure that pupil safety is a central focus of all of the School's functions, in particular, strategic planning and resource management;
- Ensure an aspirational culture and ethos of challenge and support, where all pupils can achieve success and become proactively engaged in their learning and the learning of others;
- Set aspirational individual goals for all pupils and in particular for those in vulnerable groups, so that all children gain the best possible start in education;
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning;
- Implement strategies that secure high standards of behaviour and attendance, pupil welfare and social responsibility;
- Ensure collaboration with other colleagues in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils.

### **Leading and managing staff**

In association with other colleagues, as appropriate, the Head of Section is expected to:

- Lead, manage and develop staff to ensure that the School's organisation, curriculum, and resources enable everyone to achieve the highest possible standards;
- Lead and direct all members of staff and students, through the direct management of the School's leadership team, ensuring that effective responsibility is delegated through an appropriate management structure and that the School complies with educational and other relevant legislation, including health and safety;
- Ensure, through effective communication across the whole school community, that all staff buy into the School's key priorities and are actively engaged in achieving its aims and objectives, whether they be teaching or support staff;

- Maximise the contribution of staff to improve the quality of education provided and the standards achieved;
- Implement and sustain rigorous procedures for monitoring the performance of all staff including target setting and personal development plans;
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams;
- Take an active role in staff development and training.

### **Leadership and management of curriculum**

In association with other colleagues, as appropriate, the Head of Section is expected to:

- Implement and review the School's educational policy, programs and curriculum;
- Maintain and develop bilingual and bicultural programs and pedagogies in the Urdu and English languages and cultures;
- Promote academic excellence and sustained academic improvement by ensuring the maintenance of the highest standards of teaching and learning in a supportive, stimulating and enthusiastic environment;
- Lead, encourage and foster innovative practices in teaching and learning, including embracing developments in educational technology, to enhance teaching and learning;
- Ensure that the teaching and learning promote diversity and equality awareness;
- Determine and ensure that appropriate standards are met by evaluating the standard of teaching and learning in the School;
- Ensure that the curriculum provides for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all pupils;
- Ensure that the curriculum enables pupils to progress to secondary and higher secondary schooling with a sound foundation of skills and knowledge and with positive attitudes to life and learning.

### **Managing resources**

In association with other colleagues, as appropriate, the Head of Section is expected to:

- Effectively control and account for the Section's finances with particular regard to the School's annual budget;

- Ensure school buildings and facilities meet the needs of the pupils and staff and are maintained to a good standard of cleanliness and repair and compliant with health and safety regulations.

### **Communication and pupil recruitment**

In association with other colleagues, as appropriate, the Head of Section is expected to:

Support the overall communication strategy of the School and work closely with the Principal and CEO to:

- Promote the School's mission statement and values;
- Insure a sustainable number of pupils are enrolled every year;
- Promote the School within the national and international academic community.

### **Stakeholders and the local community**

In association with other colleagues, as appropriate, the Head of Section is expected to:

- Work in close collaboration with all members of the wider school community to foster a positive and respectful learning environment in all aspects of the life and work of the School;
- Secure the commitment of all parents and guardians and also of the wider community to the ethos and aims of the School;
- Act at all times as an ambassador for the School in a manner that upholds its values and its good reputation;
- Seek opportunities to communicate and enhance the value of the School to other sectors of the local community.

### **Accountability and governance**

In association with other colleagues, as appropriate, the Head of Section is expected to:

- Attend meetings as necessary and provide the Principal and CEO with regular reports on school developments and activities and consult with the Principal and CEO wherever appropriate, for example in the formulation of development plans;
- Keep abreast of the changes in government policy and wider educational practices, and shall be accountable for the effectiveness, efficiency and quality outcomes of all aspects of the school, including financial and human resources, pupil behaviour and discipline, educational and support services, and marketing and communications;
- Work with the Principal and CEO to analyse and plan for the future needs and further development of the School within the local, national and international context;



- Translate the Statement of Strategic Aims into a School Development Plan with agreed, prioritised objectives and operational plans which will promote and sustain school improvement within a clear timeframe;
- Encourage the School ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Present a coherent and accurate account of the School's performance in forms appropriate to a range of audiences including parents, the local community, and any relevant inspection bodies.

## Notes

This job description sets out the Principal and CEO's expectations of our Girls' Section in respect of the post holder's professional responsibilities and duties but does not direct the amount of time to be spent carrying out any particular element.

The Headmistress of Girls' Section may be asked by the Principal and CEO to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

## Person specification

In order to meet the high standards expected of the leading professional, the School is seeking to employ a person with the following qualities, experience, skills and abilities. The criteria below will form the basis for the shortlisting and interview process.

### The panel will use the following assessment tools:

Application form, tasks, presentation, interview, references and employment checks

		Essential	Desirable
<b>Qualifications</b>	Higher Degree	✓	
	Evidence of CPD pertinent to school leadership and management	✓	
<b>Professional development</b>	Evidence of successful teaching experience and leadership at deputy or Head level in a senior setting during the last 3 years in Pakistan or abroad	✓	
	Ability to delegate effectively, empower staff and use a coaching methodology to develop the whole team	✓	

	Proven experience of Performance Management to impact upon school, staff and pupil achievement	✓	
	Successful experience of working collegiately with staff over a sustained period of time	✓	
<b>Personal qualities and attributes</b>	Excellent communication skills both verbal and written	✓	
	Approachable and enjoys being highly visible to children and parents	✓	
	Demonstrates the ability to be resilient, robust and calm under pressure	✓	
	Motivational and inspirational in relation to high quality education for all	✓	
	Values diversity and uniqueness and the potential of all learners	✓	
	Enthusiasm to engage with the wider community and establish effective links	✓	
	Dedicated professional who motivates and inspires	✓	
	Acts with integrity and sensitivity at all times	✓	
	Loyal and reliable	✓	
<b>Knowledge and skills</b>	Evidence of raising standards	✓	
	Evidence of a commitment to promoting the welfare and safeguarding of children	✓	
	Ability to articulate a clear vision for the school and its development over the next three to five years	✓	
	Successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements	✓	
	Evidence of promoting, implementing and monitoring equal opportunities across all aspects of school life	✓	
	Understanding of the challenges involved with working alongside families from culturally and socio-economically diverse backgrounds		✓
	Evidence of developing involvement strategies so that parents are well informed, confident in the school and have high levels of involvement to further improve progress and attainment		✓
	Ability to analyse the complex issues relating to pupils' attainment and progress and set	✓	

	aspirational goals for all pupils, but in particular vulnerable groups, so that all young people will have good life chances		
	Ability to analyse other data accurately and efficiently to inform challenging but achievable plans	✓	
	Use and promotion of reflective practice, following detailed monitoring systems, translating into specific achievable targets	✓	
	Have knowledge of all areas of the curriculum	✓	
Age	40-55 years	✓	

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives; such flexibility is particularly important for this position. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the School.





## Pay and allowances

A competitive salary package, negotiable based on qualifications and experience

## Accommodation

### On campus accomodation

## Application Process

## Timeline for appointment

- |                               |                             |
|-------------------------------|-----------------------------|
| • Job description finalised   | November 2023               |
| • Advertisement in the press  | March 3rd 2024              |
| • Closing date                | March 30th 2024             |
| • Review of applications      | w/b 5th April               |
| • Interviews and visit to SPS | April                       |
| • Appointment confirmation    | April                       |
| • Start date                  | April or latest August 2024 |

The School is committed to promoting the welfare of children and young persons and the Headmistress of Girls' Section must ensure that the highest priority is given this.



**Terms and conditions**

The terms below do not form part of a contract and are for information only.

**Hours of work**

Such hours as shall be necessary to properly discharge your duties

**Contract**

Initial 3 year contract

**Probationary Period**

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

**Notice Period**

1 full academic term

**Confidentiality**

The need for absolute confidentiality and discretion, both within the School and the wider community must be understood and applied





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