



# UPPINGHAM CAIRO

CANDIDATE INFORMATION PACK  
HEAD OF SENIOR SCHOOL

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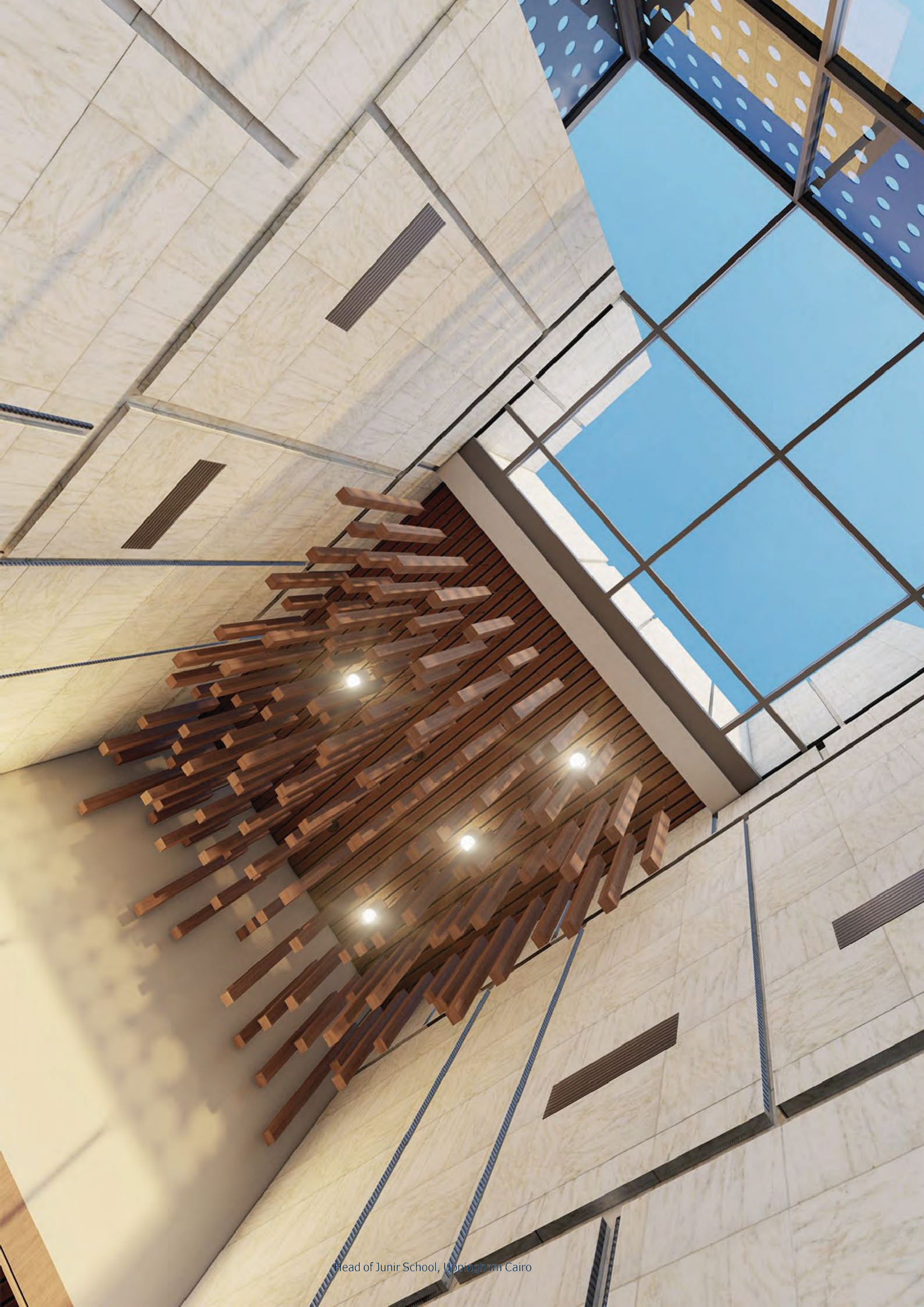


## About us

Uppingham Cairo opened to pupils aged 3 to 13 in New Giza in September 2024 in sight of the Great Pyramids of Giza. It is the first overseas branch of Uppingham School, a leading co-educational independent boarding school in the UK and will expand over time to cater to pupils aged 3 to 18.

Based on the values and ethos of Uppingham School, Uppingham Cairo embraces Egypt's rich history and culture to bring a school of exceptional quality.

We care about who our pupils become. We believe in the transformative power of education. Yes, our priority is to deliver a wide-ranging curriculum; however, in the context of the 21st century, it will be our pupils' personal qualities and values, not just exam results, that will set our pupils apart.



## A Warm Welcome



**“We are building something extraordinary for the young people of Cairo.”**

I am delighted that you are considering joining Uppingham Cairo as the Founding Head of Senior School.

This is a tremendously exciting time to be joining the School. Our first pupils joined us in September 2024, and they are already thriving in our ground-breaking Day Boarding environment. For the first time since 1584, there is another Uppingham. Not only in name but in character, philosophy, values and ambition - the connection is genuine, it is wholehearted and it is exciting.

As you will see from the wealth of information in this briefing pack, we are unashamedly ambitious for our new school. We know that we are building something extraordinary for the young people of Cairo, and we know how significant and important a task that is.

We are looking for an exceptional person to join us, as our current 3rd Formers look forward to beginning their GCSE courses in September 2025.

If this role represents a challenge and an opportunity that genuinely excites you, I would be delighted to hear from you.

With all good wishes,

**Emma Webb**  
Headmistress



## Academic Life

Our commitment to a holistic education is as wholeheartedly held here in Cairo as it is in historic Uppingham School in Rutland, UK. Intellectual rigour, exploration, critical analysis, creativity, risk taking, communication, teamwork - all are central to the way we guide, nurture and inspire our young people.

Our role is to give our pupils the skills, confidence and capabilities to navigate their own paths through life - and the unshakeable sense of self they need to influence the world around them.

Every child navigates through education differently. Pupils thrive when they follow a curriculum that is right for them. Through our innovative teaching and wide range of options, we create a curriculum suited to each child's interests, aptitudes and aspirations.

Academic rigour and aspirations matter to us and through our unique Day Boarding Programme, social and community initiatives, we encourage and inspire pupils to become self-aware, thoughtful and independent. We help them to explore their motivations, strengths and ambitions; to find the right path for them. Our size means we offer unrestricted subject choices. We challenge and stretch all pupils - in the classroom and beyond. We keep our curriculum fresh and relevant by embracing new technology and collaborating with leading institutions around the world to develop state-of-the-art learning programmes.





**Uppingham Cairo is located in the prestigious New Giza area in sight of the Great Pyramids of Giza. Our campus is fully completed and is genuinely world leading; encouraging curiosity, discovery, self-expression and excellence in every pursuit.**

**Our facilities include:**

- The Leonardo Art and Design Department, including bespoke facilities for Fine Art, Ceramics, Photography, Design & Technology, Computer Aided Design and Textiles as well as individual Studio Spaces for pupils from the 4<sup>th</sup> Form
- The Donald Campbell Sports' Centre, including an indoor swimming pool, Multi-Purpose Sports' Hall, indoor and outdoor Performance Gym and Indoor Running Track
- Natural grass Sports' Pitch, Tennis, Mini-Tennis, Padbol, Paddle, Squash and Basketball Courts
- The Barbara Matthews Theatre, with a full size theatre, Black Box Theatre, Music Department classroom and Individual Music Practice Rooms
- The Johnson Early Years Department, with a Senior indoor swimming pool, beach, school farm and garden
- The Thring and Abercrombie Buildings house the Senior School academic department classrooms alongside Biology, Physics and Chemistry laboratories, computer science suites, the House Common Rooms, the Thring Dining Room, Dance Studio and the Thring Senior Library
- The Queen Elizabeth II Senior School Building house the Upper Pre-Prep and Lower Prep Departments alongside the QEII Dining Room, Music Room, Art Room, Exhibition Hall and Senior Library
- The Rutland Sixth Form Building, with bespoke study group classrooms, the Sixth Form Common Room, Sixth Form Laboratories and academic libraries



## Living in Cairo

Uppingham Cairo is located on the edge of New Giza, a stunning new development 10km from Cairo city centre, in view of the pyramids and close by to the new National Museum of Egypt.

It is the first fully integrated upscale development in Egypt and, encompasses ten pedestrian neighbourhoods where all of Uppingham Cairo's staff live. Lush greenery permeates all areas, with nearly 90% of the project's total land area designated for open spaces and wide streets. There are restaurants, cafes and outdoor gyms, a world class 18 hole golf course, a sports club and shops.

New Giza is a very peaceful and safe oasis and yet close enough to Cairo to enable our staff to enjoy the extraordinary historical sites, restaurants, bars and nightlife and general hustle and bustle of vibrant Cairo which is only 30 minutes away.

The cost of living in Egypt is extremely low relative to the UK. Utilities for an apartment, for example, are around £15 per month and a meal for two in a mid range restaurant will cost around the same. Our staff can enjoy a very high standard of living on their expatriate salaries.

Domestic help is commonly employed and affordable, and the ability to save whilst enjoying a high quality of life is very good.





## The Role

### Accountability

Accountable to the Headmistress and, through the Headmistress, to the Board of Governors of Uppingham Cairo. The Head of Senior School will report to the Headmistress on all issues relating to the efficient management and organisation of the Senior School.

The School reserves the right to adapt the needs of the role as circumstances demand or opportunities arise.

### Key Areas of Responsibility

Working closely with the Headmistress, the Head of Senior School will be instrumental in the development and expansion of a Senior School of the highest quality befitting the Uppingham name. Providing vision, direction and leadership for the Senior School they will create, maintain and develop a highly effective and warm environment that enables pupils and teachers to reach their full potential.

### Strategic Direction and Development

#### Key tasks

- Under the direction of the Headmistress, lead the Senior School in a manner which meets the educational objectives as set by the Governing Board of Uppingham Cairo
- Establish, develop and enhance the ethos of Uppingham Cairo Senior School in line with the expectation and standards of Uppingham School UK and sister schools within the Uppingham International group
- Under the direction of the Headmistress, lead the Senior School Leadership Team in development of a strategic view for the Senior School and its community and analyse and plan for its future needs and further development within the local, national and international context
- Under the direction of the Headmistress, work with the School Senior Leadership Team in the creation and implementation of a strategic plan which identifies priorities and targets making sure that:
  1. Pupils achieve high standards and make appropriate progress
  2. Teaching is effective
  3. School development is effective and sustained



- Work with the School Senior Leadership Team to provide information, objective advice and support to the Board of Uppingham Cairo to enable it to meet its responsibilities for securing effective teaching and learning, high standards of achievement and pastoral care as well as the safety and well-being of all pupils, and do so while achieving school efficiency and value for money
- Lead and support school managers and staff to complete the required annual reviews for academic and other areas of the curriculum including the provision of resources
- Collate all annual reviews and have responsibility for the on-going monitoring of progress
- Under the direction of the Headmistress, lead the Senior School through accrediting body inspections ensuring that required administrative tasks are completed to a high standard and delivered in accordance with the deadlines set
- Attend and contribute to Senior Leadership Team meeting, and other senior level meetings as required.

### Teaching and Learning

#### Key Tasks

- Oversee the Senior School curriculum and ensure the highest standards of learning and teaching, pastoral care, safety and well-being
- Establish and maintain an environment and a code of behaviour in line with policy, which promotes, and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline
- Oversee the creation of the timetable for the Senior School with regard to specific curriculum needs and pupil options, liaising with Heads of Department
- Direct Senior School staff to ensure that the school curriculum and timetable remain fit for purpose, overseeing necessary alterations and ensuring they are implemented/communicated
- Oversee and manage the Senior School assessment and reporting framework and ensure staff understand this in order to share the information with parents as appropriate





## The role (continued)

- Oversee academic tracking and monitoring, working with staff and pupils towards attainment of the highest levels of achievement appropriate to ability
- Work with the Headmistress and Senior School Heads of Department and staff to establish a natural, well-organised progression as the pupils move up through the Senior School
- Liaise with the Head of Junior School to ensure the smooth transition of pupils from the Junior School into the Senior School
- Ensure that parents and pupils are well informed about the Senior School curriculum, subject choices and pathways, expected levels of pupil attainment and progress, and assessment arrangements
- Ensure appropriate long term, medium-term and short-term plans are in place and that they are followed effectively by teachers
- Ensure planning and teaching is differentiated to take individual children's needs into account
- Support subject specialists in liaising with Junior School staff to ensure consistency of curriculum delivery across the whole school
- Ensure the provision of effective and individualised pastoral support to pupils
- Maintain effective links with the community to extend and enrich the curriculum.

### Leading and Managing Staff

#### Key Tasks

- Support and guide all Senior School staff in delivering the highest quality education for pupils
- Be responsible for Senior School development/improvement, leading and advising staff as and when necessary
- Understand the needs and expectations of others, including the Headmistress, school managers and Heads of Department, offering appropriate support and advice where necessary

- Work with the School Senior Leadership Team to create and develop an organisation in which all staff recognise that they are accountable for the success of the School
- Under the direction of the Headmistress, work with the School Senior Leadership team to provide appropriate professional development opportunities for all staff. Ensure that these are linked to individual and school needs through performance management and the School Development Plan; contribute to staff development activities
- Direct the Senior School Leadership Team to implement and maintain effective systems for the management of staff performance, incorporating appraisal and target setting through performance management for teachers: participate as a performance reviewer
- Mentor Senior School managers and Heads of Department, and ensure that early career and newly appointed teachers are appropriately monitored, supported and advised
- Hold weekly Senior School staff meetings about issues arising including individual children, and make the agenda and minutes available to the Headmistress
- Ensure adequate cover is provided for any Senior School staff absence
- Keep an accurate record of staff absence and communicate this to the Director of People and Culture on a weekly basis
- Sustain own motivation and that of other staff and set a good example in terms of dress, punctuality and attendance
- Uphold Uppingham Cairo's values, behaviour code and uniform regulations
- Ensure whole school activities are supported by Senior School staff, including those organised by formally constituted parent groups
- Support staff in organising Senior School events such as plays.

## The role (continued)

### Efficient Deployment of Staff and Resources

#### Key Tasks

- Use the Development Plan to draft the annual budget, identifying and prioritising the needs and resources for the Senior School in conjunction with subject specialists and teachers with specific responsibilities
- Be responsible for the day-to-day administration of the Senior School budget and offer direction and support to middle leaders as and when aspects of financial responsibility are delegated to them
- Manage the budget for professional development throughout the Senior School
- Be fully involved in the recruitment process and deployment of staffing throughout the Senior School
- Effectively manage existing resources throughout the Senior School, delegating responsibilities for maintaining these to the relevant staff.

### Supporting Admissions

#### Key Tasks

- Work closely with the Director of Admissions in promoting and marketing the School to prospective parents in order to build the school roll, meeting prospective parents and speaking at events such as Open Days
- Ensure that effective systems are in place to assess the suitability of prospective pupils to the Senior School; work with the Director of Admissions in the efficient administration of such assessments.

### Policies and Procedures

#### Key Tasks

- Together with the School Senior Leadership Team, establish, implement and periodically review policies and practices for the day-to-day running of the School
- Ensure policies, practices and parental communication protocols are established and maintained to support the physical, emotional and social development of the individual pupils as well as their safety and well-being

- Ensure that there is a safe working environment for all pupils and staff within the Senior School and that staff consistently follow all relevant Health & Safety policies and procedures
- Complete annual reviews of Risk Assessments and ensure staff consistently follow them
- Keep up to date with all legislative developments and changes with regards to Senior School provision and provide updates to the Headmistress and other relevant staff as appropriate
- Ensure the Senior School satisfies all regulatory / mandatory requirements issued by the DfE, Examination Boards and those relevant to ISI inspection. This will involve both the updating of school policies and the oversight of these in daily practise.

### Working with Parents

#### Key Tasks

- Develop and maintain effective, strong and warm relationships with parents and ensure they are kept informed of all events or issues
- Communicate the vision for the Senior School to parents and visitors in a clear and coherent way, ensuring their engagement
- Deal with queries and issues raised by parents and members of staff or other interested parties
- Oversee parent staff communication and become involved in such communication as and when appropriate
- Read and proofread all letters sent to groups of parents by Senior School Staff
- Read all written reports sent to parents about their child, writing annual Head of Senior School reports for every pupil



Head of Senior School, Uppingham Cairo

## The role (continued)

### Working with Pupils

#### Key Tasks

- Provide a secure and stimulating environment in which pupils' happiness, welfare and development is nurtured and supported
- Work with Senior School Staff to arrange trips and visitors to the Senior School, ensuring a programme of exciting and relevant events and lectures is planned on an on-going basis
- In conjunction with Personal Tutors and Subject teachers, identify pupils who may require additional support and work closely with the Learning Support Department to ensure appropriate support is provided
- Work with the Head of Learning Support, Personal Tutors and Subject teachers to review the needs of the children on the Learning Support Register (including the very able and EAL)
- Ensure all pupils behave appropriately, in line with the School's Behaviour Policies, and support staff in developing strategies for good behaviour
- Become involved with discipline matters at the request of Personal Tutors and Subject teachers

### Safeguarding of Children

#### Key Tasks

- Be responsible for the overall safeguarding, health and safety of all pupils within the Senior School, ensuring compliance with policies and liaising with the School Senior Leadership Team when necessary
- Liaise as appropriate with the School's Designated Safeguarding Lead and immediately highlight any areas of concern
- Promote the School's Safeguarding and Child Protection Policy, ensuring all staff receive annual training, understand and follow the required procedure
- Complete Safer Recruiting training in line with School requirements.

Head of Senior School, Uppingham Cairo

## About you

The Head of Senior School will be a highly capable and impressive leader, with the experience and credentials to command the respect of the Senior School and wider Uppingham Cairo community.

They will demonstrate the following experience, skills, knowledge and personal qualities:

### Qualifications

- A good degree from a recognised university
- A post-graduate teaching qualification (QTS)
- Further post-graduate study / leadership training of some nature would be desirable

### Experience

- Track record of highly successful senior leadership, with experience at Deputy Head level or above
- A deep understanding, gained through direct experience, of the challenges and demands of leadership in a Senior School environment
- An outstanding educator and respected leader of learning, with a track record of delivering improvements to teaching and learning and fostering a culture of innovation
- Proven experience of developing and leading high performing teams
- Experience of adhering to financial protocols and managing significant school budgets
- Experience of developing and implementing whole school improvement strategies
- Experience of carrying out staff performance reviews

### Skills and knowledge

- First-class communication skills, with the manner, gravitas, and personal authority to inspire the Senior School community and act as a compelling ambassador for Uppingham Cairo
- Knowledge of current educational thinking, initiatives, issues and matters of pedagogy
- Commitment to the highest standards of education and pastoral care for all pupils

- Strategic thinking skills, with the ability to articulate and share the School's vision and identify steps which need to be taken to fulfil identified aims in the pursuit of excellence
- Outstanding people leadership and interpersonal skills, with a willingness to delegate meaningfully and an instinctive understanding of how to create the conditions in which others can grow, develop and succeed
- Comfortable using technology as a tool to communicate and collaborate with colleagues and enhance learning
- Strong analytical and problem-solving abilities

### Personal attributes

- A deep commitment to the aims and ethos of Uppingham Schools
- High levels of emotional intelligence, personal integrity and moral courage, informed by a deeply-held set of educational values
- Cultural sensitivity in school management and the ability to relate to parents, pupils, and stakeholders of the school from a wide variety of countries and cultural backgrounds
- Ability to handle sensitive situations with tact and diplomacy
- A positive outlook on life combined with energy, thoughtfulness, resilience, patience and a lively sense of humour

### Benefits

- Competitive Salary
- Accommodation (Town House Villa)
- Return Flights
- School Fees (including Day Boarding Fees) at Uppingham Cairo for two dependent children
- Medical Insurance

## How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Uppingham Cairo & New Era Education on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code LAQWB. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on Wednesday 30th October

### GDPR personal data notice:

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Saxton Bampfylde



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