



# ÉCOLE RUBAN VERT

International School of Gabon

Deputy Head of School/  
Head of Primary School

Candidate Information Pack  
Effective date: 15 August 2022



# ABOUT THE SCHOOL



ERV has a strong team of teachers, leaders and administrative professionals to support the Vision, Mission, and Values of the school, with a focus on excellence, innovation and sustainability. Every vacancy represents an opportunity for us, our students and, potentially, for you, to work in one of the most beautiful campuses on the African continent, to contribute to the lives of students from over 40 nationalities, to work alongside colleagues from 20 different countries and to be part of a community emphasising positivity, teamwork, intercultural understanding and sustainability.

We pride ourselves on our unique influence on our host country, Gabon. ERV is the only international school that is accredited with the Council of International School (CIS), and the leading international school in the city of Libreville. We deliver the IBDP, and the Bilingual Diploma, and the IB PYP for children in Early Years and Primary. We also have a highly successful IGCSE programme. ERV has an extensive community service programme, developed through its Round Square school status and a range of activities in and school and internationally, for example through exchange visits and MUN conferences. We are an exciting, dynamic and growing community, which believes in the value of your input as a staff member.

We are looking for educators with a strong sense of initiative, independence and commitment to delivering our curriculums at the highest level, through a caring and personalised approach to holistic learning. We welcome individuals who are open to the many opportunities available to our students and staff as we continue growing as the leading school in the region, and who understand and value the positive contributions they can make to our entire community.



## FACILITIES



ERV's beautiful green Libreville campus is one of the best on the African continent. Our specialist classrooms, gymnasium, tennis courts, newly opened sports stadium, auditorium, recording studio and buildings are surrounded by every species of tree and plant to be found in Gabon and provide an inspirational setting for our students and staff. The trails around the campus are ideal for outdoor learning, school visits and are open to school members for walking and running also at weekends and during holidays.

# ABOUT GABON



Gabon is located in Central Africa, with a long Atlantic Ocean coastline, and almost 90% of its surface area still untouched forest, which gives it its name of The Last Eden. The capital city, Libreville, is a relatively small and very manageable urban area, with a range of shops, restaurants, and leisure activities which are easy to access. Libreville is a small and safe city, where international staff feel comfortable living in the many residential areas, walking outdoors, and taking public transport. With the feeling of a vibrant town, rather than the city, everything is less than ten minutes from the beach, including our school and accommodation.

There is an impressive range of restaurants to suit all palates and price ranges, including African, European, Lebanese, Asian and Indian cuisine. Supermarkets are well replenished with a wide range of products imported from France, whilst local markets and stands provide local products and tropical fruit and vegetables. Fresh fish and seafood are readily available in supermarkets and at the fish market. Whilst shopping remains relatively expensive in Libreville, it is possible to eat and live very well.

From Libreville, you can go whale watching or deep sea fishing, and find 777 species of bird in the rainforest, 11% of which has been dedicated for national parks making these parks some of the largest nature parks in the world. Turtles, at the right time of year, lay and hatch their eggs here and Gabon is home to 80% of Africa's Gorilla population. It is easy to take a day trip to Pointe St. Denis or to the North of the city at the Cape Esterias, where idyllic beaches are located or you can take a boat and go across the water to La Baie Des Tortues where the sand is golden and runs for miles. ERV regularly organises team building days and social activities for staff and their families to benefit from this idyllic context.

Individuals who enjoy the outdoors, visits to the beaches, forest, and discovery of local markets and artisans, particularly appreciate the Libreville context, and the tropical warm weather all year round. Those with families and children benefit from an easy school set up, with a range of activities available for children of all ages via the school, including a Campus Club for Staff Children, and the benefits of having access to swimming pools and life by the coast.

## JOB DESCRIPTION



**Responsible to: Head of School**  
**Responsible for: PYP Coordinator, Early Years Coordinator, Early Years and Primary School form tutors, teachers and teaching assistants**

### Overview of Role

The Deputy Head of School/ Head of Primary of ERV is a visionary change agent at the centre of learning and entrepreneurial leadership. The Deputy Head of School/ Head of Primary is an informed, reflective practitioner who leads the Primary Leadership and Teaching teams in creating positive learning environments, which motivate and challenge all learners to become self-regulated, life-long learners, global citizens and leaders. They should draw on world-class learning solutions to drive ERV's Mission, Vision and Values, as a CIS-accredited and IB school.

The Deputy Head of School/ Head of Primary will be responsible to the Head of School and accountable to the School Board for all school policies and procedures relating to Primary School. As Deputy Head of School they may be required to deputise for the Head of School as appropriate and will be assigned whole school responsibilities, in collaboration with the Deputy Head of School/ Head of Secondary.

The successful candidate will be a Senior Leadership Team (SLT) member, together with the Head of School, School Bursar, Senior IT & Systems Manager and Deputy Head of School/ Head of Secondary. They will lead the Leadership Team Primary, with overall responsibility for the Primary School Leadership Team, Early Years and Primary form tutors, teachers and teaching assistants to ensure the successful operational running and development of Early Years and Primary School, for children aged 2-11. The postholder will ensure effective communication within the school and with all stakeholders, promoting ERV and acting as an ambassador for the school at all times.

The Primary School has grown significantly in recent years and is in the process of IB PYP Re Evaluation. We are looking for a dynamic individual with experience of leadership in a multicultural environment and a commitment to excellence through a caring, personalised and effective approach to learning and school life for our families and students. With the significant investments we have made in staffing, professional development, technology, and as a growing CIS-accredited school, we are looking for a candidate who will take the Early Years and Primary School to the next level.

## KEY RESPONSIBILITY AREAS



***"The internationally diverse team of ERV are as dedicated to academic excellence as they are welcoming to new students and staff. How much our little girl loves attending Early Years is an immeasurable bonus!"***  
***Amar, English Teacher (joined ERV 2021)***

### Strategic Planning

- Work with the Head of School, as part of the Senior Leadership Team (SLT), to implement ERV's Strategic Plan, developing the school with recognition to its location, in Gabon, within the national and international context
- Contribute as a member of the SLT to the development of policies and procedures for the effective operation of the school
- Lead the implementation of ERV's Strategic Plan objectives in relation to Early Years and Primary School
- Support the SLT in implementing the objectives of the strategic plan schoolwide

### Staff Leadership and Development

- Lead, develop and be accountable for the Primary School Leadership Team, in providing a safe, positive and effective implementation of programmes and day to day running of Early Years and Primary School, in relation to the agreed policies and to best achieve the goals and objectives of the school
- Assume responsibility for the recruitment, induction, development, retention and motivation of Early Years and Primary School teachers and staff, in collaboration with the Head of School and HR
- Ensure that high standards of expectation, performance and accountability are maintained and developed through agreed appraisal objectives, regular observation evaluation and development of Early Years and Primary School staff
- Lead and develop effective and collaborative Professional Development for the teaching teams, including ensuring staff are up to date with required qualifications and training
- Ensure the development of information handbooks and curriculum documentation for parents, students and staff about procedures and programmes of Early Years and Primary School.
- Be responsive to the concerns of parents, staff and students, and include the people most knowledgeable about particular concerns in seeking solutions to problems.
- Plan and implement the timetabling and effective assignment of Early Years and Primary School staff to their duties, including cover arrangements as required
- Welcome partnerships, new approaches to learning and new pedagogy to benchmark equity for Africa
- Achieve the kinds of relevance in outcomes, preparing learners to be happy and successful 21st century global individuals
- Enable positive, professional relationships to develop between members of staff and students to support learning

# KEY RESPONSIBILITY AREAS



## Overseeing Learning, Teaching & Assessment

- Oversee the effective planning, materials development, assessment and lesson delivery in Early Years and Primary school to ensure effective and inspirational learning
- Monitor and inspire a culture of improvement in learning & teaching through an effective approach to observations of learning, classroom visits and audits of students' work
- Lead learning to have a key focus on conceptual understanding, 21st century skills development and sustainability
- Encourage best practice in learning resources and techniques
- Monitor, evaluate and review the assessment strategies and ensures that all teachers know, understand and use the school's assessment and reporting guidelines
- Continue embedding and developing formative and summative assessment procedures throughout Early Years and Primary School
- Takes responsibility for ensuring ERV reviews all internal and external assessment outcomes and benchmarks student performance against other schools both locally and internationally
- Review the results of student learning including review of grades, standardised and other test results and other relevant data, benchmarking them against external standards of attainment
- Promote the use and application of information technology in and for learning

## Curriculum Development

- Lead the IB Early Years PYP and PYP, integrating the teaching of Numeracy, First and Second language programmes, and specialist subjects
- Oversee the planning, implementation and evaluation of the Early Years and Primary School's curriculum including review, and documentation of performance standards in line with IB principles and standards
- Develop and implement appropriate curriculum per phase, ensuring vertical and horizontal alignment, with effective development of conceptual and skills-based learning
- Innovate curriculum in line with local and international developments, with a key focus on learning by doing, conceptual understanding, 21st century skills development and sustainability
- Carry out review of our Early Years and Primary School Programmes as required, providing leadership in the regular and on-going cycle of the school's accreditation with IB and other relevant organisations
- Promote the use and application of information technology within and across the curriculum
- Develop and implement appropriate curriculum per phase, ensuring vertical and horizontal alignment, with effective development of inquiry-based learning, and transition to Secondary School

***"As an international staff and parent, ERV offers the most beautiful campus I've ever seen. I am happy that my children get to have such a big green space to play in each day"***

***Natalie, English Teacher (at ERV since 2019)***

## KEY RESPONSIBILITY AREAS



### Student Leadership and Support

- Ensure positive, caring and effective pastoral and academic support of students throughout Early Years and Primary School, with an understanding of the social, emotional, intellectual and physical needs of students aged 2-11
- Support the Primary Leadership Team and Primary Teaching teams to ensure that academic and behavioural expectations are promoted and met
- Have overall responsibility for the successful welcome of families, placement, induction, transition to and departure of students in Early Years and Primary School
- Oversee the placement of students in Early Years and Primary School to be consistent with their development and prior schooling, including in relations to English/French learning and in line with ERV's Language Policy
- Ensure that teachers promote high records of attendance and punctuality, with effective management of online learning as appropriate
- Ensure appropriate levels of support to the Primary Schools teams for the successful implementation of home learning, classroom observations and ongoing assessment
- Proactively lead and oversee the communication with parents in Early Years and Primary School to ensure the positive approach to such meetings, following up of agreed outcomes, and written records
- Develop partnerships with students' parents through parent sessions, Parent Teacher Conferences, and the distribution of effective Term Reports to parents
- Encourage and oversee student-led activities and assemblies to enrich student learning and leadership, and promote the development of a sense of responsibility and community spirit

### Management of Resources, Enrichment & Events, and Partnerships

- Develop control and review the budgets for educational resources, staff development and student activities within Early Years and Primary School
- Identify staffing and resource proposals that are financially and qualitatively effective in the teaching and learning programmes
- Maintain and develop proactive communications with all parts of the school community
- Plan and oversee safe and successful outdoor learning, students visits, events and activities to enrich student learning and leadership, and promote the development of a sense of responsibility and community spirit
- Contribute to positive promotion of the school through ERV social media and marketing
- Oversee and maintain well-presented and inspirational displays and documentation for the Early Years and Primary School community
- Represent and develop the school's positive reputation within the regional and international community, through participation in Round Square schools and other key ERV partners and organisations



*"I really love Libreville's tropical sunshine, rain and serene beaches"*  
*Veena, PYP Teacher (at ERV since 2019)*



# PERSON SPECIFICATION



***"ERV's multicultural set-up with students and staff with roots from different parts of the globe, is ideal: it is an honour to work here, and an amazing opportunity for my daughter who is really enjoying her studies at the school"***

***Lawrence, Art Teacher (at ERV since 2021)***

## Essential Qualities, Experiences & Approaches

### 1. Qualifications and Skills

- Undergraduate degree in a related field, plus appropriate postgraduate educational qualifications (teaching certificate or degree, Master's etc.)
- Minimum of 10 years of relevant experience in schools
- Minimum of 3 years at school leadership team level
- Attendance on appropriate professional development programmes, including appropriate IB training
- High standard of teaching, with ability to model the highest standards of learning and teaching to colleagues
- Effective communication skills and a high level of emotional intelligence and written presentation
- Excellent technological skills and the ability to use and present a range of IT support systems, including effective online learning
- Skilled at/able to develop as a Google user, and to use ManageBac for the effective recording and monitoring of student data and progress

### 2. Leadership and Management

- Commitment to and proven experience of best practice in child protection, safeguarding and staff and student safety and wellbeing in an international school context
- Commitment to developing a positive culture which motivates and challenges all learners to become self-regulated, life-long learners and leaders
- Effective leadership of change in Early Years and Primary School in an international school context
  - Ability to promote and deliver a shared vision and mission

## Highly Desirable Qualities, Experiences & Approaches

- Advanced Educational or Professional Qualifications such as NPQH or PTC Leadership Certificate
- Experience of whole school leadership and/or projects
- Knowledge of the French Language and/or willingness to learn
- Willingness to attend and implement learning from attendance on appropriate professional development programmes, as required by the changing needs of the school

- Experience of leadership in an all-through school
- Experience and/or knowledge of leadership in a bilingual/multilingual context

# PERSON SPECIFICATION



## Essential Qualities, Experiences & Approaches

- Knowledge and experience of strategic and improvement planning processes
- Experience of excellent staff recruitment, retention, and development
- Ability to manage change effectively supporting and balancing academic progress and the well-being of all students
- Experience of school evaluation and/or accreditation

### 3. Curriculum Development

- Knowledge of and commitment to the IB PYP programme with a focus on developing inquiry-based and student-centred learning
- Proven successes in curriculum review, development and implementation
- Proven experience in effective improvements in cohort and individual student achievement
- Understanding and delivering a curriculum which is future-focused and matched to school and students' needs
- Experience of vertical and horizontal curriculum alignment
- Proven experience in developing effective staffing structures
- Knowledge and understanding of timetabling, to maximise time and resources and ensure the highest standards of learning

## Highly Desirable Qualities, Experiences & Approaches

- Experience of IB PYP (or equivalent) accreditation and evaluation processes
- Experience of whole school curriculum alignment, including the implementation of a standards-based curriculum
  - Experience of adapting curriculum to local needs and opportunities
- Experience of curriculum development and change in an international setting

# PERSON SPECIFICATION



## Essential Qualities, Experiences & Approaches

### 4. Learning, Teaching and Student Support

- Have high expectations and recognise and promote excellence in learning and teaching throughout Early Years and Primary School and in specialist subjects
- Commitment to and understanding of effective whole child learning in an international, inclusive context
- Commitment to and proven successes in developing a culture of positive discipline and support for students
- Effectiveness, enthusiasm, and passion as a teacher in an international context
- Ability to lead developments in personalising learning and teaching to ensure all students' learning and wellbeing needs are met
- Experience of leading effective professional development for teachers
- Knowledge and understanding of how technology can improve student learning
- Commitment to multilingual and multicultural education, with proven successes in supporting students for whom English is an additional language
- Knowledge of current research-based international pedagogical thinking
- Ability to develop assessment and feedback strategies to ensure that every student makes at least good levels of personal progress and in relation to internal and internationally benchmarked standards and tests
- Commitment to and experience of developing student-led activities and enrichment, and the development of a culture of student agency and empowerment

## Highly Desirable Qualities, Experiences & Approaches

- Experience and/or knowledge of effective bilingual and multilingual programmes
- Experience and knowledge of current leading practice for Additional Educational Needs/Individual Needs
- Experience of leadership and management of ICT systems for tracking student progress

# PERSON SPECIFICATION



## Essential Qualities, Experiences & Approaches

### 5. Resources, Enrichment & Events and Partnerships

- Experience of considering financial and qualitative factors in planning school resources, staffing and activities
- Proven ability to build relationships and trust with parents
- Proven ability to maintain proactive communications with all parts of the school community
- Understanding and experience of planning and overseeing successful students visits, events and enrichment activities
- Commitment to developing the school's reputation within the regional and international community
- Willingness to contribute to positive promotion of the school through ERV social media and marketing

### 6. Personal Qualities & Outlook

- Open-minded and culturally sensitive, with a commitment to Diversity, Equity, Inclusion and Antiracism
- Reflective practitioner, with a goal-setting, solutions-focused approach
- Open to effectively providing and receiving feedback, with consideration of other perspectives and ways of working
- Ability to be an innovative and strategic leader and team player
- Work calmly and effectively under pressure, managing multiple priorities and deadlines
- A good listener and communicator, with strong presentation and written skills
- Able to understand and support the needs of a multilingual and multicultural community
- Proven ability to inspire professional respect and integrity necessary to support leaders and teachers in their work, committed to leading by example
- Approachable, adaptable, and caring

## Highly Desirable Qualities, Experiences & Approaches

- Experience of outdoor learning programmes
- Knowledge of organisations such as Round Square Schools
- Experience and knowledge of marketing, particularly in the international context

## APPLICATION PROCESS



A two-year contract, subject to the successful completion of a probationary period, will be offered with a competitive compensation, commensurate with experience and the responsibilities of the position. Benefits include a furnished apartment near the school, a car, school tuition at ERV for up to 2 school-aged children, annual flights and international health insurance.

Interested candidates should send their application at the earliest possible and no later than 12pm on 15 March 2022. Please note that ERV retains the right to end the recruitment process once the right candidate has been found.

Interested and qualified candidates should send the information listed below via the recruitment platform Schrole. Alternatively, candidates may apply directly to ERV by email to: [hr@ecolerubanvert.com](mailto:hr@ecolerubanvert.com)

Please ensure application information is shared in one pdf document, labelled with your full name and position applied for.

- A letter of application, outlining your strengths and why you are interested in this position
- Your statement of educational and leadership philosophy - one page maximum
- Your updated CV - two pages maximum
- Contact details for three referees, one of whom must be your current employer. Referees will be contacted for all Shortlisted candidates.

The Head of School, Marta Essinki, is available to answer any questions from interested candidates for the above position via email at [m.essinki@ecolerubanvert.com](mailto:m.essinki@ecolerubanvert.com) or by contacting [pa@ecolerubanvert.com](mailto:pa@ecolerubanvert.com) for a pre interview call.

Marta Essinki, MA (Oxon), Msc.  
Head of School

February 2022