



# Vice Principal Search



Woodstock School announces the search for a new Vice Principal



Woodstock School is seeking a new Vice Principal - Education, starting in January or July 2021, to play a key role helping lead the school through the next, exciting stage in its future.

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# The Position

Woodstock School's philosophy of education is to elicit the greatness residing within each member of our learning community. The Vice Principal creates systems and experiences which ensure that all students and teachers are known, cared for, supported, and encouraged to make their mark.

The Vice Principal is appointed by the Board of Directors but reports to the Principal. They are expected to support the school's Christian ethos and programme by conviction and in practice. The Vice Principal is responsible for the oversight of all academics and enrichment at Woodstock School. They directly supervise and support the work of the Heads of Schools, the Academic and IB Coordinators, Enrichment Coordinator, Educational Technology, Distance and Online Learning, College and Careers Counseling, and the Music Department.

Woodstock School takes an inclusive, student-centered, and team-based approach to decision-making. The Vice Principal serves on the Senior Leadership Team, Admissions Committee, Grants Committee, Education Team, Events and Calendar Group (ECG), and Academic/Enrichment Hiring Committees. The Vice Principal oversees the work of the Curriculum and Assessment Team and various ad hoc committees and task forces, and is a non-voting ex-officio member of the Education Committee of the Woodstock Board of Directors. The Vice Principal deputizes for the Principal in his or her absence.

## Primary Responsibilities

1. Ensure that all aspects of the school's programme are carried out in accordance with the Christian principles set out in Woodstock School's Religious Life Policy.
2. Sustain high levels of creative energy, vision and imagination around the curriculum – its design, implementation and approach
3. Oversee and maintain the school's accreditation (MSA/CIS/IB)
4. Lead the academic and enrichment programmes
5. Oversee teacher scheduling, professional growth, professional learning, collaboration, and coordination
6. Oversee the whole-school calendar of programmes, events, and activities
7. Support and supervise the work of the academic and enrichment leadership team
8. Manage all aspects of the budget for the whole school curriculum and related aspects
9. Support the Principal in setting and communicating a compelling vision for teaching and learning

## International Baccalaureate

Woodstock School is an International Baccalaureate World School, offering both the Middle Years Programme (MYP) and Diploma Programme (DP).



Our Himalayan environment provides amazing opportunities for outdoor education, and for students to gain experiences that will last for a lifetime.

# About Woodstock School

## **Mission**

Woodstock School strives for excellence in teaching and learning, offering an exceptional education in a diverse international community. Inspired by its Indian Himalayan environment and inclusive Christian tradition, it develops visionary, articulate and ethical individuals equipped to achieve their full potential in leadership and in life.

## **The School**

Established in 1854, Woodstock is Asia's oldest and India's leading international residential school. A co-educational, Christian school, Woodstock provides a world-class education to a diverse group of 450 students from more than 30 countries. It aims to develop global citizens who demonstrate a commitment to serving others and to life-long learning. Students are encouraged to discover their academic and leadership strengths and to gain the experiences and tools necessary to study, work, and flourish in today's global environment.

More than 5,000 Woodstock alumni worldwide, many of whom are prominent in their professions, maintain contact with the school. In total, Woodstock has more than 160 faculty members, residential and support staff. While Woodstock is founded upon, and stresses the importance of, strong service-oriented Christian values, staff members are drawn from and committed to promoting respect for all faiths.

## **The Location**

Based in Mussoorie, North India, and situated between 2000 and 2300 metres (6500-7500 feet) above sea level, Woodstock School's campus covers more than 250 acres of protected forest in the foothills of the Himalayas. This location offers students plentiful opportunities to appreciate India's history and culture, to study complex human and environmental issues first-hand. Its Himalayan surroundings provide an exceptional environment for outdoor education and learning.

## **Accreditation**

Woodstock School provides a college preparatory education leading to a U.S. high school diploma. In India, the Woodstock School diploma is recognised as equivalent to the 10+2 system by the Association of Indian Universities. In 1959, Woodstock was the first school in Asia to receive U.S. accreditation through the Middle States Association (MSA) of Colleges and Secondary Schools. In 2019 Woodstock was accredited by the Council of International Schools (CIS). Woodstock School is an International Baccalaureate World School, offering the Middle Years Programme (MYP) and Diploma Programme (DP). The School was accredited by the IB in May 2019.

## India's Best International Residential School

Woodstock School has been ranked number one international residential school in India by [Education World](#) for the last five years running.

## **Campus Life and Learning**

A Woodstock education combines the very best features of high academic challenge with a unique approach to the enrichment and personal development of young people. Students discover their passions and develop their strengths while undertaking a curriculum that is challenging, engaging, and experiential. Students flourish in Woodstock's healthy, academically challenging environment, developing independent living and leadership skills. Opportunities abound for participation in arts, sports, cultural, religious, and social activities, as well as in professionally directed music, drama, and journalism programmes. Woodstock's historic campus is equipped with modern technology, design, and science laboratories.

The school implements the IB Middle Years Programme (MYP) Curriculum in Grades 6-10 and is presently transitioning from the Advanced Placement (AP) Curriculum to the IB Diploma Programme (DP) in Grades 11 and 12. Boarding begins in Grade 6. The school has an Early Years Programme for students from age 3 through Grade 5, primarily catering for staff children. For students who come to Woodstock as English language learners, an intensive English as an Additional Language programme augments the Grades 6-10 curriculum.

The Hanifl Centre for Outdoor Education and Environmental Study offers programmes in leadership, outdoor education, service learning, and environmental science. The Centre for Imagination serves to imagine new ways of learning, inspiring young people to discover their grand passion in life and to explore what it means to live from a strong sense of vocation. Woodstock's Community Engagement Programme enables students to work collaboratively with neighbouring communities in a way that benefits both them and local people.

Activity Week each year is devoted to off-campus experiences, service, and learning, often in adventurous and challenging situations, from mountaineering to white-water rafting. Our Global Alliance for Innovative Learning (GAIL) school partnership provides opportunities to travel through student exchanges and study abroad.

## **Residential Programme**

Residential life takes place within a friendly, caring and diverse multicultural community with a strong family atmosphere. Resident dorm parents coordinate their students' extracurricular and weekend activities to complement and enhance the academic programme. Students learn about their own cultures as well as the values and perspectives of others through interaction with peers and staff from around the world. They discover shared values and create powerful bonds, with the understanding that transcending boundaries does not require denying the distinctions among individuals and their diverse backgrounds.

## **The Faculty**

Typically, half the faculty members are from India, and half are from the rest of the world – United States, Canada, Europe, Africa, South America and other countries in Asia. The teacher to student ratio is one to six, to ensure adequate individual attention and to allow teachers to assess each student's learning needs. Woodstock also invests in high-quality professional development for staff, by enabling them to attend professional courses during breaks and by bringing expert practitioners onto campus for training programmes.

# Woodstock School's guiding statements and educational philosophy

## **Woodstock's Guiding Principles**

Drawn from the foundational documents which articulate our school's identity, ethos, and direction, these statements summarize the values that guide us, shaping the policies and practices for all members of our community:

- We pursue wholeness
- We seek well-being
- We elicit greatness
- We value compassion
- We tread lightly on the earth

## **Woodstock's Vision of Eliciting Greatness**

We hold that young people learn greatness through seeing adults strive after the same goal and through seeing the principles of greatness woven through the fabric of a learning community. To Elicit Greatness, education should:

- Emerge from clear philosophical and spiritual underpinnings
- Take place within a compassionate and caring community
- Require the balanced development of the whole person
- Be challenging, engaging, and experiential
- Offer opportunities for young people to show initiative and develop self-discipline
- Maximize the potential for learning held by a diverse school community
- Develop a clear understanding of leadership and service
- Embrace the outdoors as a significant resource for learning and personal development
- Cultivate a meaningful relationship with the natural environment
- Encourage a healthy lifestyle to support the development of the whole person

## 31 Student Nationalities

In the 2018-2019 academic year we met our target of having students from 30 nationalities represented at Woodstock. Last year we exceeded it with 31 nationalities.



“Our task is not to put the greatness into humanity, but to elicit it, for the greatness is there already.”  
John Buchan

# Job Description

**JOB TITLE** Vice Principal - Education

**REPORTING TO** The Principal

**PURPOSE OF THE JOB** In accordance with the school's Christian foundation and ethos, to coordinate, oversee and take responsibility for all aspects of the academic and enrichment curriculum, and to deputize for the Principal in his/her absence.

## DUTIES AND RESPONSIBILITIES

### Management of the student academic programme:

- Ensure timely and high-quality communication with parents about students' progress and problems, and ensuring that progress is recorded in the students' records.
- Oversee academic assessment, recording and reporting procedures to ensure that students, parents and staff have appropriate and consistent feedback about academic and personal progress; checking the quality of school reports before publication.
- Oversee the programmes of external curriculum-based tests, examinations and benchmark tests to ensure that students are well-prepared, that the exams are well-managed and that results are analyzed and feedback given to teachers, administration and the Board.
- Monitor the results of aptitude tests (PSAT, SAT and ACT) and giving appropriate feedback to staff and administration about the data.
- Prepare and publish the Student and Staff Handbooks.
- Ensure that appropriate students are referred for guidance and counseling, including assessment and testing, to the appropriate member of the Counseling team, the Special Education Needs Department, the Health Centre Physician or to external agencies, as required.
- Coordinate with the Curriculum and Assessment Team and the Registrar to design and direct course offerings for students.
- Facilitate positive teacher/student relations and resolving conflict when required.
- Oversee the National Honor Society and the Student Curriculum Advisory Committee.

**Boys: 51%**  
**Girls: 49%**

Woodstock is a co-education school with near parity between the number of boy and girl students

## **Management of the student enrichment programme:**

- Develop the school's enrichment programme in conjunction with the Principal, the Enrichment Coordinator, Dean of Student Life Head of Early and Middle Years, Head of Upper Years, Centre for Imagination, Community Engagement, Outdoor Education and the Chaplain.
- Articulate a strong identity for the enrichment programme and ensure that its status and place within Woodstock's overall education programme is credible, robust and clear.
- Encourage an environment and ethos within the school which reflects the distinctive educational philosophy behind the enrichment programme.
- Maintain a safe, secure, and caring environment for all staff and student participants.
- Recruit, guide, direct, supervise and review the performance of staff, to ensure the smooth running of the programme.
- Ensure that the school meets the standards of all professional accrediting and authorising agencies relevant to the programme, and promote the best possible practice in all activities.
- Communicate with the parent and alumni community by various means, including special publications, to enhance understanding of and support for the programme.
- Devise an annual operational plan for the programme, with attention to staffing and financial resources and student schedules. Create long-term plans for the development of the programme.
- Ensure that all appropriate safety guidelines and risk assessment procedures are implemented for enrichment activities.

## **Management of teacher schedules, performance and coordination:**

- Recruit staff in coordination with the Human Resources Department.
- Create an annual plan for staffing with a view to longer term needs and strategic objectives.
- Induct and facilitate the professional growth and mentorship of new staff.
- Oversee teaching and learning through the Academic Coordinator/ DP Coordinator's role (who oversees the Academic Heads of Departments) and the MYP Coordinator's role (who oversees the work of the MYP Curriculum and Assessment).
- Communicate directly with, and giving leadership to, all faculty and staff concerning policies, expectations, events and activities, both directly and through staff meetings.
- Oversee the work of the Registrar.
- Oversee professional growth of teaching staff including induction, staff retreats, inservices, and professional development.
- Maintain an overview on the staff duty rosters, workload audits, and fair-share duties.
- Evaluate all managers of the departments within the Academic programme.

### **Management of the academic curricular programme:**

- Oversee and direct the academic curriculum in coordination with the Academic/DP and MYP Coordinators and the Heads of Schools.
- Collect, organize, and review curriculum, ensuring horizontal and vertical alignment.
- Work with the MYP Coordinator, Academic/DP Coordinators, and Examination Officer to ensure effective assessment of student learning.
- Develop appropriate teacher evaluation instruments, processes and performance management review.
- Ensure that academic records, including course and lesson plans and mark records, are kept and that schemes of work or syllabi are followed.
- Oversee the construction of the annual academic calendar.
- Prepare the course selection process and curriculum guide on an annual basis.
- Maintain and refine the school's Learning Management System (ManageBac).

### **Managing programmes, events and activities:**

- Chair the Events and Calendar Group (ECG) to supervise the schedule/calendar for the school.
- Ensure regular communication with parents about programmes, events and activities.
- Contribute to the development of the annual calendar.
- Maintain an overview on the planning of major events across the school.
- Share notable achievements to the wider community in collaboration with the Communications and Development Office.

### **Vice Principal responsibilities:**

- Meet regularly with the Principal/School Council to discuss operational or policy matters or communicate concerns and problems.
- Report to the Principal on any matters of urgent concern, including major problems with students, so that he/she is adequately briefed in a timely manner to deal with parental or other enquiries.
- Align all school programmes and systems with the school's Christian standards, philosophy, strategic plans and policies.
- Contribute to the review of the above documents and reporting as appropriate to the Administration and the Board of Directors.
- Oversee professional growth for all staff including assessment and professional development.
- Interview potential new students and making recommendations about the offers of places in the school, through participation in the Admissions Committee.
- Communicate directly with all faculty and staff concerning policies, expectations, events and activities, both directly and through staff meetings.
- Liaise with the Heads of Schools and Heads of Homerooms on

## Eliciting Greatness Since 1854

Woodstock has been a reference point for international education in India and beyond since its foundation 166 years ago.

matters of student progress, conduct, health and well-being, both directly and through scheduled meetings.

- Delegate responsibilities and tasks to appropriate members of staff, giving feedback on effectiveness and holding staff members accountable for the discharge of their responsibilities.

## **QUALIFICATIONS AND EXPERIENCE**

- Minimum of six years past experience in a residential international school setting at a senior management level.
- Relevant Master's Degree in education/educational leadership.
- Understanding of what is involved in holding a senior leadership position in a Christian international school located in India.
- Experience in a leadership capacity in a school offering the International Baccalaureate.

**JOINING DATE**                      January 2021 (preferred) or July 2021.

**APPLICATION DEADLINE**    Rolling basis

## **THE HIRING PROCESS**

Interested applicants should send their resume, cover letter, and a maximum two-page educational philosophy to Woodstock School's Director of Human Resources - [shivaniagarwal@woodstock.ac.in](mailto:shivaniagarwal@woodstock.ac.in) - at their earliest convenience. Applications will be screened on a rolling basis and shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom.



Woodstock School

