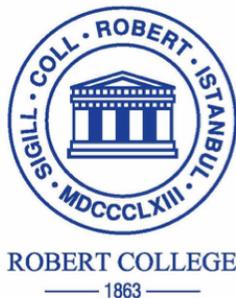


Leadership Search



Dean of Faculty Robert College

Istanbul, Turkey

Application Deadline: February 21, 2020

Start Date: August 2020 (or earlier)

ISS is pleased to conduct this full search.

Learn more how ISS works with search committees around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

Introduction

Founded in 1863, Robert College is a private secondary school governed by the Board of Trustees of a New York City based not-for-profit organization and accredited by the New York State Association of Independent Schools while also operating under the jurisdiction of the Turkish Ministry of Education. Throughout its 150+ year history, Robert College has always sought to exemplify academic excellence in Turkey.



A co-educational, day and residential, university preparatory school, Robert College (RC) is located on a sixty-five-acre wooded area overlooking the Bosphorus strait with an enrollment of approximately 1040 students.

RC seeks to graduate young men and women with the skills, insights, and determination to function as leaders and contributing citizens in a wide range of social and cultural roles, both locally and internationally. RC is proud to have graduated prime ministers, Olympians, notable academicians and a Nobel Laureate among many others successful in their respective fields. Prominent and loyal RC alumni are immensely proud of their school and want to remain associated with the school throughout their lives.

RC serves Turkish students admitted solely on the basis of a highly competitive national exam. The School attracts the best and the brightest students in Turkey. It is only able to enroll students scoring within the top 0.2% of the more than one million test takers who take the exam. Thus, the academic ability of the student body is extraordinary. Virtually all students who enroll will graduate. Graduates continue their higher education at top-ranked universities in Turkey and abroad.

RC is home to a diverse student body. Residential students who come from outside Istanbul comprise a fifth of the student body. The availability of residence halls contributes significant geographic diversity and the generous financial aid program enables socio-economic diversity. Approximately 30% of students receive financial aid to attend Robert College.



Core Values

EXCELLENCE: Robert College serves Turkey as a model of educational excellence with the highest academic standards and quality of teaching.

RESPONSIBILITY: Robert College students are expected to accept the responsibilities imposed by freedom, to work hard in every aspect of school life, and behave with integrity.

LEADERSHIP: Robert College prepares students to be leaders in their communities and beyond, and cultivates altruism in all students.

MULTICULTURALISM: Robert College believes in educating a diverse student body with a multilingual, multicultural approach while emphasizing tolerance and respect for the views of others.

BALANCE: Robert College offers a rich and diverse curriculum focused on academics, the arts, athletics, extracurricular activities and wellness.



The School

History

Robert College is the oldest continually operating American school founded outside the US. The school opened in 1863, to educate boys and in 1871 as the American College for Girls (ACG). In 1971 the two schools merged under the name Robert College, as a co-educational institution. With the implementation of eight-year compulsory education in Turkey in 1997, Robert College's middle school closed down and it became solely a high school.

Robert College has always been a pioneer in educational innovation. For example:

- The first student council in Turkey was founded at ACG in 1892.
- A medical school for women opened for the first time in Turkey in 1920.
- The first yearbook in Turkey was printed by RC in 1924.
- The oldest literary magazine of Turkey, İzlerimiz (Our Imprint), was published by RC.
- The first child study center in Turkey was opened at ACG in 1958.

Today, students who enter Robert College study in a one-year innovative Prep program, followed by four years of high school. More recently, the School has developed an exemplary community involvement program, extensive international travel opportunities, and over 100 vibrant co-curricular clubs. Many Robert College alumni, from its inception until today, have become leaders in their fields, including diplomacy, politics, business, arts, and academics.



Campus

The campus is another important factor in the development of the students. Located on a sixty-five-acre wooded area, the school is situated in a quiet and green environment away from the commotion of the fast-growing city.

Robert College boasts an extraordinary campus by all counts, encompassing grand views of the Bosphorus and is nestled in one of the most beautiful corners of Istanbul, an extraordinarily vibrant, contemporary and ancient city all at once. The campus is made up of both historic buildings and sites as well as a newly built student center/cafeteria. Several other improvements and upgrades are also underway.

The classrooms, offices, media centers, residences and the library are continuously renovated to meet newly arising needs. The library media center offers study, leisure, and personal development possibilities to students and staff. The library's collection is rich and diverse, holding print and electronic resources in four languages and providing database access to hundreds of thousands of articles from around the world.

The computer center is equipped with the latest technology, and there is wireless internet access throughout campus. Classes use smart boards, laptops, internet, films, and videos. All classrooms and laboratories are equipped with permanent projectors.

The theater, Suna Kıraç Hall, has a seating capacity of 530, and is equipped with professional sound and lighting systems. Plays, musicals, and concerts are staged each year. In addition to plays in Turkish and English, others are performed in French and German. A second auditorium has a seating capacity of 180.

In addition to the recently renovated gym that comprises the basketball and volleyball courts, there is a fitness room and a multipurpose indoor court. Outdoor facilities include a track, two playing fields and four tennis courts.



Curriculum

Robert College has created an academic program designed to enable talented, highly motivated students to pursue academic excellence and acquire fluency and literacy in English and Turkish. It seeks to develop in students the desire and ability to communicate openly, candidly and constructively, and to foster in them a broad international outlook. Students are also encouraged to be life-long learners, to develop creative and critical thinking skills, as well as to acquire knowledge vital for success in the 21st-century world.



Both within and beyond the classroom, Robert College teaches its students to value integrity and to understand that democratic freedom entails responsibility as well as sensitivity to and respect for the needs, rights, and property of others. Through academic and co-curricular activities, students develop the individual interests and aptitudes that will allow them to contribute to society in areas such as education and research, technology, government, social services, commerce, and the arts.

English is the language of instruction in science, mathematics, literature, physical education, art and music, whereas Turkish is the instructional language in social sciences and Turkish language/literature courses. All students are required to take a minimum of two years of a second foreign language. By graduation, students will have completed a demanding program averaging nine courses per semester, designed to prepare them for success at universities either abroad or in Turkey.

A major distinguishing feature of the school is the rich co-curricular program. Over 100 clubs are offered to students each year covering a wide range of categories including arts and performance, personal skills, creativity, culture, academic learning, physical fitness, and community service. These clubs contribute to the self-confidence and diversified education of the students. The versatility gained at school becomes a natural tool in the students' future professional lives.



The Community Involvement Projects (CIP) reflect the school's core values: Responsibility, Leadership, Multiculturalism, Balance, and Excellence. The program's aim is to create socially responsible citizens who see a need in the community and then act on it. Projects are student-initiated and student-led.



Faculty

Our faculty -77% hold a master's degree or higher- have an average of over 20 years of teaching experience. About half are native English speakers. All the school staff and teachers continuously seek professional development opportunities to provide the best education to the students.

Governance

Robert College enrolls day and boarding students, the latter comprising a fifth of the student body. Approximately 1040 students are enrolled. Students are bright, engaged, curious, polite, well-behaved, and hard-working. The adults in the community praise RC students and truly believe that it is a privilege to teach them. All students must take a full preparatory year of intensive ESL instruction before entering our regular high school program, regardless of the students' prior knowledge of English.

Alumni Community

There are over 10,000 Robert College alumni around the world. Graduates have made significant contributions to Turkey and the world through their leadership in various fields such as education, science, politics and the arts. Alumni engagement with the school is strong, with a 25 % annual donor participation rate. Robert College is the only high school in Turkey with a structured Annual Giving Program.



Position Overview

Key Relationships

Reports to

Head of School

The Position

The Dean of Faculty is a key senior leadership position. In essence, the remit of the postholder is to lead on all areas of academic provision, including teaching and learning, faculty, professional development and faculty performance, academic standards, student progress and achievement, and more. The Dean of Faculty is normally expected to live on campus, playing a leading role in all duties etc. and the general residential life of the campus.

Some roles and responsibilities unique to the Dean of Faculty

1. In conjunction with the Deans of Student Affairs and Student Activities, and the non-academic SLT members, runs the School in the absence of the Head of School, the Turkish Director and the CFO
2. Oversees all aspects of curricular and educational programs, including coordination of yearly elective choices, faculty assignments, academic schedule
3. Responsible for all aspects of academic achievement, and academic progress at cohort and student levels
4. Oversees the Department Heads in all aspects of their work, for example supporting and quality-assuring agendas, minutes and meetings, the quality of lesson plans and schemes of work, and the quality of teaching and learning
5. Chairs the regular meetings of the Department Heads Committee
6. Oversees the faculty evaluation process, collates and coordinates reports, student teacher evaluation surveys, and prepares files for submission to the Head of School
7. Coordinates professional development for the RC Faculty and presents to the Head of School, DHC, and SLT proposals for discussion and approval
8. With the Head of School and Turkish Director, leads on faculty recruiting
9. Together with the Turkish Director, oversees student progress and co-chairs the year-end Kurul
10. Supports the Dean of Curriculum in their leadership of the Registrar's Office
11. With the Turkish Director, and the Dean of Student Activities, oversees student publications
12. With the Head of School and CFO, reviews and approves all budgets for academic departments
13. With the Turkish Director, oversees the UP (Turkish University Preparation) Program
14. Organizes and presents a range of events, including open days, the program of presentations and tours for potential parents, Back to School Day for Parents, LP Open House for prep parents, etc.
15. Works with the Dean of Curriculum to lead, monitor and improve assessment and data analysis

General duties and responsibilities for faculty members of the SLT

All members of the SLT are responsible for the school's success through their leadership. For faculty members of the SLT, this work includes:

Ethos, vision and improvement

1. Establish and implement an ambitious vision for the future of the school
2. Maintain a positive ethos, based upon the school's Mission Statement and Core Values
3. Work in partnership with the Head of School in leading the school through strategic planning and the formulation of policy
4. Manage school resources with attention to best value-for-money approaches
5. Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

1. Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
2. Lead the development and delivery of training and support for staff
3. Ensure the academic, pastoral and enrichment program curricula are innovative, appropriate and meet standards of excellence
4. With the Head of School, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, to ensure consistency and quality
5. Implement and maintain systems that ensure robust evaluation of school performance appropriate to national / international standards

Developing self and others

1. Be an excellent role model for colleagues and pupils by being reflective and demonstrating a desire to improve and learn, and encourage the active involvement of pupils and colleagues in their own learning
2. Support the development of collaborative approaches to learning within the school
3. Work with the Head of School to deliver an appropriate programme of professional development for all colleagues, using relevant school systems such as Evaluation

Managing the organisation

1. Be a proactive and effective member of the senior leadership team
2. Promote and protect the health and safety welfare of students and colleagues
3. Take responsibility for promoting and safeguarding the welfare of children and young people within the school
4. Ensure the day-to-day running of the school is effective
5. Lead regular reviews of school systems to ensure statutory requirements are met and appropriate frameworks are in place to facilitate excellent practice
6. Ensure the effective dissemination of information, and promote clear communication

7. Working with the Head of School, undertake key activities related to professional, personnel/HR issues e.g. sickness absence, disciplinary, performance etc.
8. Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
9. Be present during vacations, including the summer, as required to cover the school's needs
10. Serve as a campus-wide administrator in the yearly duty rotation

Strengthening community

1. Develop and maintain contact with all specialist support services as appropriate
2. Promote the positive involvement of parents/carers in school life
3. Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
4. Strengthen partnership and community working
5. Promote positive relationships and work with colleagues in other schools

Teaching

The expectation is that the colleague teaches 1 class (circa 5 hours per cycle; circa 25% of a full timetable)

Other

To undertake any professional duties reasonably delegated by the Head of School

Application Instructions

Effective Date: August 2020 (possibility of an earlier start if appropriate on both sides)

Application Deadline: [February 21, 2020](#)

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Robert College Dean of Faculty search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV to bpfannl@iss.edu and copy awotowey@iss.edu. You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and Robert College reserve the right to close the selection process at any time if an ideal candidate is found.