

THE AMERICAN ACADEMY NICOSIA

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INTRODUCTORY INFORMATION

The School

The American Academy, Nicosia, is a private, selective, non-sectarian, co-educational, independent school, registered under the Private Schools' Law, 1971, of the Republic of Cyprus, for children ages 3 and six months – 19.

The school was originally founded as a single sex school, on October 22, 1922 by missionaries of the Reformed Presbyterian Church of North America and is one of the oldest private schools in the country. In 1976 the control of the school, and all its facilities, was handed over to a Foundation of local Evangelical Christians, originally by the name the '*Alpha and Omega Evangelical Educational Foundation Ltd*' and now "*The American Academy (Nicosia) Ltd*", since which time it has been run as a non-profit making institution.

In 1976 the school, originally for girls only, became co-educational. The Primary school, was closed in 1963, but was re-opened in 1982 and is continuing to this day. There are currently 391 students attending the school (41 in pre-school, 137 in the Primary School and 213 in the Secondary School). It is expected that pupil number will rise in September 2010. About 65% of the students are Greek Cypriot, Armenian Cypriot and Turkish Cypriot. The remaining 35% are from over 20 different countries, giving the school a strong international flavour.

Philosophy

The American Academy in Nicosia seeks to offer an excellent all round education in accordance with a spirit emanating from the Christian principles of love for God and our neighbour, affection for one's country, in full enjoyment of the joys and pleasures of youth within a useful environment of stimulating learning and development of character under the umbrella of the Revealed Word of God.

Vision

The Academy's vision is

- To provide a sound general education of high standard for children from pre-school age through to University entrance.

- To enable the students to appreciate the cultural and scientific achievements of our times.
- To provide the students with an all round, excellent education, the Academy will offer a choice of subjects, which will qualify them for entry into universities in Cyprus and abroad and for gainful employment.
- To provide students with a supportive learning environment that will enable every student to achieve his/her maximum potential, intellectually, physically, socially, emotionally and spiritually.
- To develop an awareness and a mindset of service within the Academy in particular and the Cypriot society and environment in general, thus becoming useful citizens of the Republic and of the world.
- To encourage each individual student to develop those personal qualities which will make them responsible, thinking and caring adults, set within the context of the Christian faith and world-and-life view, to which all in the Academy will aspire in their daily life.

Outworking of Vision

The Students must be facilitated to develop and grow:

- *intellectually* as they increase in their knowledge of the world as God has made it and as they are given skills enabling them to effectively continue in further studies and gainful employment.
- *emotionally* as they mature in years and in their personalities and as they move from being young children to becoming young adults.
- *socially* as they learn to live in harmony with others in the school society, in preparation of living in the society at large – developing sensitivities and consideration of the needs of others.
- *physically* as they develop their physical proficiencies cultivating a sound body together with a sound mind.
- *spiritually* as they increase in their understanding of God – Father, Son and Holy Spirit – and of His plan of salvation of men from their sins and their consequences through the atoning sacrifice of His Son, our Lord Jesus Christ, the only mediator between God and man.

Organisation

The Academy has a Pre-school, a Primary and a Secondary Department. The Pre-school prepares for admission into the Primary Department. The language of instruction at the school is English.

The Primary Department: The language of education in the Primary Department is English, however 6 periods a week of Greek is also offered and 3 periods of French as an option mainly to non-Greek speaking pupils. English as a Second Language (ESL) assistance is provided.

There are six years in the Primary Department. Cypriot pupils entering Year 1 must have reached the age of 5 years and 6 months by September 1. Non-Cypriot pupils may be accepted at the age of 5 years if this is the practice in their country of origin. Special arrangements and rules exist for admission of children at a later stage.

The Secondary Department: The Academy seeks to offer a curriculum which combines American and British practice. Consequently IGCSE, A' Level as well as LCCI courses are offered.

The full Secondary School programme covers 7 years, equivalent to the 7th Grade through the 13th grade in the American system. Year 7 to 9 are Preparatory and provide a general Secondary educational foundation. In Years 10 and 11 the programme is directed towards the GCSE and IGCSE level examinations in at least 8 subjects. In the last two academic classes (Years 12 and 13) students work for their Advanced Level and LCCI Intermediate and Higher level examinations in 3 – 4 subjects in accordance with the students' further aspirations.

At the same time, in order to graduate from the Academy and receive the High School Diploma, a student must satisfy a minimum of 30 credit units (1 credit unit equals one subject taken five periods a week for one school year), and he/she is not necessarily required to sit for any external examinations.

Teaching Staff

There are 42 full-time and part-time teaching and administrative staff at the School. All teaching staff are graduates of accredited Universities. Hiring of staff is subject to the Private Schools Law, 1971 and subsequent amendments.

Premises

The Academy premises are situated at the center of Nicosia, near the Ledra Crossing to the Turkish controlled north. There is a Main building, a Primary School Building a Library building, and separate Sports Rooms.

The ground floor of the *Main Building* was built in 1952 and contains mostly general purpose classrooms, the auditorium, the music room, the kitchen, staff room and offices. The first floor (completed in 1982) contains three laboratories for Biology, Chemistry and Physics, a lab preparatory room, an art room, a Library and general purpose classrooms. The second floor (completed in 1988) contains general purpose classrooms, a multi use hall, a large computing room, and general science laboratory.

The *Primary Department* was completed in 1985 and is situated on the front part of the Secondary Department. This building houses the Pre-school with all modern facilities.

The *Primary School Library* is housed in a smartly renovated old building adjacent to the Primary Department. Renovation was completed in 1998 and a modest but growing library selection is found there.

The *Grounds* of the Academy afford sports facilities (including a covered quadrangle for sports and other events), table-tennis room, two basket ball and volley ball courts, and a large lighted and enclosed "Futsal". These areas are used at different times by both Primary and Secondary students. The Preschool offers a separate play area with appropriate equipment.

The *Auditorium* can accommodate 300 persons and is situated on the ground floor of the Main Building. It offers good stage facilities suitable for plays, concerts and film/video presentations. The outer quadrangle can accommodate over 1,000 persons and has a large stage to be used for graduation ceremonies and other special performances.

School Year

The school year begins in mid-September and ends by the end of June. It is divided into three terms – Autumn, Spring and Summer. There are two main holidays of two weeks each, Christmas and the Greek Orthodox Easter, and a number of one or two-day holidays specified each year in the school calendar or prescribed by the Ministry of Education and Culture.

School Hours

Classes run from Monday to Friday from 7.30am to 2pm with most of the extra curricular activities in the afternoon.

Specific Qualities Required for the post

Council ***strongly believe*** that the Academy is regaining its leading position in Nicosia and will continue to grow under the professional leadership of an energetic, dedicated and enthusiastic Vice Principal who can assist the Principal in the further development of a successful Strategic Plan for growth, based on the Academy vision.

The successful candidate must have evident gifts of sound leadership, administration and financial good sense. He/she must also have strong inter-personal skills, being able to build bridges with the local community, and (if a foreign national) being able to 'pick-up' readily Cypriot cultural sensitivities.

Last, but not least, the successful Vice Principal must be known for his/her integrity and Christian character and faith – thus commending the school's vision with his/her own personal deportment.

Financial package

Benefits include salary of Euro 46,000 (approx. £40,000), return annual flight to country of origin, medical scheme, plus agreed upon relocation expenses at commencement and termination of the contract.

Contract commitment

The position is offered for 3 years with the option of renewing after that time.

How and where to apply

Applications should be accompanied by the following information and work:

- Full personal details (including family situation, children etc)
- Curriculum vitae
- Denominational background
- Full name, address, telephone/fax number and email address (if and where applicable) should be provided for three referees:
 - A character referee
 - An educational referee
 - An elder / deacon from the congregation the applicant is attending
- A statement of personal faith in Christ
- A statement commenting on the philosophy and practice of the American Academy as found in the information sent
- A statement explaining why the applicant thinks he will be suitable for the American Academy at this stage of its development.

Applications should be sent by fax or email and hard copies should be sent by the swiftest possible means.

Mr Alex Kantartzis
Chairman of Council
American Academy (Nicosia) Ltd
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American Academy Nicosia

Vice Principal Job Specification

The Vice Principal has the responsibility to ensure that the Academy functions within the spirit and the letter of its philosophy and vision, in accordance with Council decisions. Specifically, these give rise to the following generic responsibilities:

- Effective leadership and communication.
- Effective management of staff, resources and systems.
- Exemplary commitment to professionalism.
- Effective leadership in developing the ethos and spirit of the school as clearly set out in its philosophy and mission statements.
- Effective line-management of Heads of Departments, teachers and any other staff as may be appointed by Council.
- Effective co-ordination of delegated whole-school aspects or activities
- Support to Council committees.

General duties common to all Senior Managers

- Day to Day issues
- Discipline
- Dealing with parents, prospective parents, outside agencies and Ministry officials
- After school events such as Parents' and Curriculum meetings, concerts, social events etc
- Performance management – teacher observation
- Departmental reviews – have specific links with several departments and be involved in the quality assurance programme
- Assist the Principal in selecting personnel
- Other duties as deemed necessary and assigned by the Principal

Specific responsibilities

- Pastoral oversight and management of the Pastoral team
- Quality assurance
 - Manage the school Performance Management Scheme
 - Mentor newly qualified and newly appointed teachers
 - Monitor the homework programme and book sampling
- Data analysis, monitoring and tracking student progress and target setting
- Assessment and Reporting

Other tasks

- Look for opportunities to develop projects that enhance the educational experiences of the students eg Eco Schools, Community projects, competitions etc
- Organise trips and educational activities