



*We are seeking to appoint an
inspiring and proactive*
Deputy Rektor
for August 2019

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UWC Red Cross Nordic



UWC Red Cross Nordic is part of the global education movement United World Colleges, which uses education as a force to unite people, nations and cultures for peace and a sustainable future.

UWC Red Cross Nordic, established in 1995, is situated 150 km north of Bergen in Fjaler Municipality, on the west coast of Norway. It is an international residential College, which places a special emphasis on environmental and humanitarian concerns as well as Nordic lifestyle. It delivers a transformative and holistic education through the IB Diploma (taught in English), a challenging extra-academic programme and a deep commitment to service, compassion and personal responsibility. In this way its 200 students from more than 80 countries, mostly aged 16-19, become involved citizens whose attitudes towards understanding and tolerance are powerful catalysts for positive change.

Students are selected on the basis of demonstrated promise and potential by UWC National Committees or other independent organisations. Race, gender, religion, politics and ability to pay are not considered during the selection process; the College is a truly diverse and inclusive community, with students representing the Nordic region, Asia, Central / Eastern Europe, Africa, Latin America, North America and Western Europe.

International and intercultural understanding, the celebration of difference, personal responsibility and integrity, heightened interaction with the environment and personal challenge, are amongst the values that the College holds highest. In an on-going effort to include students with disabilities and ensure access for all, the College and the on-site Red Cross Haugland Rehabilitation Centre work together to include youth who have been injured in conflict or post-conflict countries. The College also offers a specialized Foundation Year for those from underprivileged backgrounds who require a preparatory year before entering the IB diploma programme.

All countries and autonomous regions in the Nordic region contribute to the funding of the College, and this support constitutes the main source of income. As a Foundation, the highest decision making body of the College is the Board, comprising eight members representing various constituencies in the Nordic region. The Board is elected by the Council, which meets once a year.

UWC Red Cross Nordic



Located near to the village of Flekke, UWC Red Cross Nordic is well connected with the life of the local Norwegian community. This is reflected in the College's Nordic ethos, which complements that of the wider UWC movement whilst giving the College a distinctive Nordic character. Students are included in an environment that promotes such values as equality, inclusion, honesty, openness, initiative, dialogue, collaboration and democracy. Native Nordic speakers make up a significant element of the College community amongst both staff and students (30% of the student body is Nordic). The College runs joint Danish, Norwegian and Swedish language classes for the first out of six terms under the IB, with the aim of promoting better understanding between the users of the Scandinavian neighbouring languages.

Sharing a site and facilities with the Norwegian Red Cross Haugland Rehabilitation Centre, students play an active role in the rehabilitation of individuals coming from the wider Norwegian west coast region. Service through Red Cross activities is an integral part of students' extra academic / programme. All students take a Red Cross Diploma, with both theoretical and practical components.

The College is the owner of UWC Connect, who runs programmes for visiting groups.

Central to this operation is the Camp School programme during the spring and autumn. It connects the College to the wider region by providing learning opportunities for local children. Groups of 40-80 school pupils aged 12 to 13 attend the College for a week at a time and are led by UWC students in a programme of outdoor activities. Through this interaction, UWC students have the chance to develop leadership skills, and both the students and the local pupils can deepen their knowledge and appreciation of cultures and outlooks different from their own, thus upholding the UWC mission of uniting people for a sustainable future.



Location and Facilities



UWC Red Cross Nordic is located on the beautiful shores of the Flekke Fjord in the mountainous region of Sogn & Fjordane in Western Norway.

The site comprises:

Educational facilities

- The joint Auditorium and "Kantine" building, which houses a theatre seating 240, the College library, and a dining area overlooking the fjord,
- Administration and classroom buildings,
- Well-equipped science laboratories; situated near the seafront and well suited for Marine Biology,
- Music and art studios,
- Waterfront multi-purpose centre with canoes, kayaks, rowing and power boats,
- Ball rink for many kinds of ball games,
- Silent House, for spiritual practices and dialogue,
- A new Baking House with stone oven, for baking of traditional bread.

Haugland Facilities

Immediately beside the College is the Haugland Rehabilitation Centre, which is owned by the regional Red Cross and is part of the Norwegian health care

system at a specialized level. The College has access to many of the Rehabilitation Centre's facilities, including:

- An aquatic centre and pool;
- A fitness training centre and small gymnasium.

Residential facilities

There are five student residences, each with a common room designed to create a comfortable living environment where students can share their varied intercultural experiences. There are five students in each residential room furnished in traditional Norwegian style and with its own washroom facilities. There is a central College laundry to accommodate student needs.

Accommodation for Visitors

The Henri Dunant Building and the Thor Heyerdahl Building are run by UWC Connect, with a total capacity of 96 beds. They are used for camp school visitors, Red Cross camps and other events relevant to the UWC and Red Cross mission.

The majority of the educational staff live on campus with their families.

For further details about UWC Red Cross Nordic please visit its website www.uwcrn.no

The UWC Movement



United World Colleges (UWC) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future.

Central to the ethos of UWC is the belief that education can bring together young people from all backgrounds on the basis of their shared humanity, to engage with

the possibility of social change through courageous action, personal example and selfless leadership. To achieve this, UWC schools and colleges all over the world deliver a challenging and transformational educational experience to a deliberately diverse group of young people, inspiring them to become agents of positive change in line with UWC's core values.



The UWC Movement



UWC Educational Model & Core Values



Choice within Structure
 Rigorous Assessment
Broad Balanced
 Reflection
 Inquiry **Flexible**
 Community Service
 Develops **Research** skills
Critical Thinking

UWC Mission

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future

UWC Values

International and intercultural understanding | The celebration of difference
 Personal responsibility and integrity | Mutual responsibility and respect
 Compassion and service | Respect for the environment
 A sense of idealism | Personal challenge | Action and personal example

The UWC Movement



Today, UWC has 17 schools and colleges on 4 continents, the majority of which focus exclusively on the 16-19 year-old age group: a time when young people's energy and idealism can be guided towards empathy, responsibility and lifelong action. These colleges teach the International Baccalaureate (IB) Diploma as their formal curriculum, a qualification that UWC played a major part in developing, while also emphasising the importance of experiential learning, community service and outdoor activities.

UWC college students are selected domestically, in more than 155 countries, through UWC's unique national committee system. Selection is based on demonstrated promise and potential - in accordance with the UWC ethos that education should be independent of the student's socioeconomic means.

UWC also runs shorter educational programmes - conducted at the campuses of its 17 schools and colleges and beyond - increasing the number of people who can have access to a UWC educational experience.

UWC fosters a lifelong commitment to social responsibility and, to date, it has inspired a worldwide network of more than 60,000 alumni, who believe it is possible to take action and make a difference locally, nationally and internationally.



Responsibilities and Duties of the Deputy Rektor

Reporting Relationship

Reporting directly to the Rektor

Line-manager for Education Management Team and Senior University Counsellor

The Deputy Rektor will report to the Rektor and will be responsible for the effective management and efficient day-to-day administration of the life of the College. S/he will be in wholehearted sympathy with UWC Red Cross Nordic's ethos, aims and objectives. S/he will be in charge of a critical portfolio of responsibilities and will maintain the highest standards of personal conduct when carrying out his or her duties. The Deputy Rektor will report to, and be supported, by the Rektor.

The duties associated with this position include:

- Close and frank liaison with, and support for, the Rektor on all matters;
- A key role in the strategic development and operational management of the College as a whole;
- Deputising for the Rektor in his/her absence and taking responsibility for the daily operation of the College in the absence of the Rektor;
- Overall responsibility, delegated by the Rektor, to lead and manage the academic, extra-academic and residential programmes at the College;
- Overseeing the assigning of residential, academic and extra-academic responsibilities to education staff and students and to ensure a fair balance of staff workloads in line with the expectations of the College;
- Overseeing and supporting the work of the Director of Academics (DoA). Work in close collaboration with the DoA in the process of allocating teachers and students to classes within the timetable structure, and managing students' subsequent requests for change;
- Line-managing the Education Management Team (Director of Residential Life, Director of Extra-Academics, Director of Academics), and Senior University Counsellor;
- Chairing the Education Management Team and the Student Village weekly meetings and other relevant meetings in the absence of the Rektor;
- Establishing and maintaining healthy relationships with various important and external constituencies including students, education staff, the support / admin staff, National Committees, parents, alumni, the local community, colleagues in other schools and wider communities;
- Constructing the annual calendar of events associated with residential, academic and extra-academic programmes; this includes managing the timing of requests from external visitors, registering visitors on w4 (College database);
- Coordinating and supporting the Student Council – Education Management Team (SC-EMT) meetings and be the first point of contact for matters arising from SC, as discussed with the Chairperson. Write Records of Progress for Student Council;
- Teaching an agreed proportion of the timetable;
- Working closely with the Director of Residential Life to elevate excellent pastoral practice within and beyond the Student Village;

Responsibilities and Duties of the Deputy Rektor (contd.)

- Overseeing the line-management and appraisal (including the "Medarbeidersamtale") for Education Management Team and Senior University Counsellor;
- Ensuring that line-management and appraisal systems for academic, residential and extra-academic teams are closely aligned and informed by the College Strategic and Development plans;
- Regular contact with the House Mentors alongside visits to Houses and guidance for fortnightly Advisor meetings;
- Responsibility for the maintenance of College policies (including the Student Handbook) and practices on w4. Manage Announcements function on w4, including deleted date announcements;
- Managing attendance records, follow up (ref. Attendance policy), including registration of pre-arranged absences for medical trips - in association with Care Centre & Transport Officer as appropriate. Approve Trip Form requests for trips that require absences from academic / EA programmes;
- In collaboration with EAP Director and DRL, manage Staff on Duty schedules for PBL, Friluftsveka/Reading Weeks;
- Responsibility for updating staff and student / education information on w4;
- Receiving notice from teaching staff reporting sick, ensure "self-report" form is completed, submitted to Finance Dept;
- Responsibility, in cooperation with CMT members, for managing Emergency Procedures (incl. amendments to policies and practices);
- Responsibility for a fair and consistent approach to student disciplinary issues (including attendance, compliance with the UWC Code of Conduct and College policies, plus other behavioural issues);
- Playing an integral part, in consultation with the Rektor, in the recruitment, selection and management of members of staff;
- Overseeing the internal and external professional development for all staff; register staff off campus on w4;
- Attendance at, in an observational capacity, meetings of the UWC Red Cross Nordic Board and Council.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, the above list is not exhaustive and each individual task involved in the role may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.

The Rektor
February 2019

Person Specification - Deputy Rektor

Essential

- Commitment to the UWC mission and values and modelling these values as part of the community
- Strong knowledge of and commitment to current safeguarding practices
- Strong understanding of the particular nature of residential environment
- Leadership capability with the capacity to inspire confidence and respect of colleagues, students, National Committees and parents
- Strong undergraduate degree from reputable university
- Ability to manage and delegate resources and budgets
- Experience of line-managing diverse group of colleagues to engender and maintain strong collegiate atmosphere
- Experience of working with staff representatives in allocating work loads, resources and facilities
- Proven excellence as a teacher, with experience of the IB Diploma program
- A commitment to continuous professional development
- Have a good understanding of adolescent development and young people
- Willingness to participate fully in all aspects of residential life
- Excellent communication and positive engagement skills with adults and young people
- Promoting a solutions-oriented approach to challenges and tasks
- Good ICT and organisational skills
- Personal integrity and intellectual agility
- Resilience and capacity to work hard
- Ability to prioritise workloads
- Strong involvement in, and support for, the Extra-Curricular Activities program

Desirable

- PGCE or equivalent teaching qualification
- Postgraduate degree in Education or Educational Leadership
- Potential to teach other subjects, e.g. Theory of Knowledge
- Qualifications in relation to safeguarding/mental health/wellbeing



Recruitment Process



The College aims to attract applicants from a wide range of cultural and ethnic backgrounds who are keen to live and work in this beautiful, rural and multicultural community. The ideal candidate will be an adaptable and innovative leader, a good motivator, communicator and administrator, capable of managing key aspects of a high-profile and academically successful College as part of the wider UWC movement. The working language of the College is English.

UWC Red Cross Nordic is committed to safeguarding and promoting the welfare of children, young people and adults. All applicants to the College must be willing to undergo child protection screening, including checks with past employers, and requires all staff and volunteers to share this commitment.

**Applicants should consult the UWC RCN website:
<https://uwrcn.no/about-us-2/vacancies/>
to access the application form and related documents.**

A completed **application form** and **cover letter** should be addressed to the Rektor and sent to **appointments@uwrcn.no**.

The application deadline is 8th April 2019.

UWC Red Cross Nordic reserves the right to appoint a suitable candidate prior to the application deadline. Early applications are therefore encouraged.

For further information and initial enquiries please contact
Hildegunn Arstein, Rektor's PA, on **hildegunn.arstein@uwrcn.no** or on **+47 5773 7000**.