INFORMATION FOR CANDIDATES APPLYING FOR THE ROLE OF HEAD OF COLLEGE

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.
We hereby announce an exciting opportunity for eligible candidates to take on the Leadership of the UWC Mahindra College in India to build on and to develop further the ethos, facilities, and other enablers of its Vision 2022.

The new Head of College will work with the Board / its representative, the Strategy Committee as well as the UWC Community at College, for all operational and strategic issues and will maintain a constructive and “open dialogue” relationship with them. The Head of College will also need to establish a mutually beneficial relationship with UWC International and the UWC Committee of India.

Details related to the role, values, attributes, skills and personality traits expected of the new Head of College are mentioned in this docket. However, these are only indicative of the experience and strengths the Board of UWC Mahindra College will be seeking in the appointment of the new Head of College.

1st June 2018
Founded in 1997, the UWC Mahindra College 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. India’s Mahindra family, comprising noted industrialists and philanthropists, was the driving force behind the establishment of the College.

At UWC Mahindra College, the focus is on imparting a holistic education which gives equal credence to academics, physical pursuits, community service, leadership, creative expression and the dynamics of living together in a diverse community.

The UWC Mahindra College is located 26 kms from Pune in the State of Maharashtra, India, on 170 acres in idyllic surroundings and offers a two year residential course, the International Baccalaureate (IB) Diploma Programme, to about 240 students from nearly 70 countries. The architectural concept draws heavily from a traditional Maharashtrian design. The College is built with local stone and its dwelling structures are meant to reflect the traditional ‘wada’ structure typical of Maharashtra. It has also been designed to ensure that it has minimum impact on the environment. Rather than creating a UWC in India, the aim was to create an Indian UWC. This blends what is best in Indian heritage with what is challenging and forward-looking in the UWC movement.

UWC Mahindra College is one of the 17 schools and colleges around the globe that are part of the UWC movement. The latter offers a challenging and transformational education to a deliberately diverse group of young people, inspiring them to become agents of positive change. In line with the UWC mission, we use education as a force to unite people, nations and cultures for peace and a sustainable future. At UWC Mahindra College, students are selected from within their own communities and cultures worldwide through the UWC national committee system, including the UWC Committee of India. About 30% of the student body is Indian.
At UWC Mahindra College, the Head of College with a team of faculty members motivate students to celebrate differences, confront apathy and stem depletion of our natural resources.

The Indian ethos of democracy, consultative dialogues and inclusion complement the UWC values and give the UWC Mahindra College a distinct character with a strong focus on community service and sustainability initiatives. Many of the College’s students come from conflict ridden regions or from a difficult and challenging economic and social background. UWC Mahindra College weaves the UWC mission into its educational philosophy through three pillars, viz. diversity through access, educational excellence and sustainability. The CAS programme enables learning through ‘Actions’ and ‘Service’, making education more meaningful.

In 2005, the College set up Akshara which is its local impact initiative. Akshara works with communities in neighbouring villages to provide educational support to local youth and offers them the opportunity to become self-reliant through vocational training. Our students are central to the Akshara initiative of building social capital.

The College’s Satat initiative encompasses on-going watershed restoration projects, fire mitigation and soil conservation efforts like digging trenches, building water retention dams, etc. It also explores solar and biodiesel energy systems to provide sustainable energy sources for our needs. It is our hope that our efforts to tackle environmental degradation and reduce our carbon footprint may serve as a model for others in the Western Ghats and around the world.

A small on-campus organic farm at UWC Mahindra College provides students with the opportunity to learn about sustainable food production and soil management. When available, the produce is served at the cafeteria used by students and faculty for community cooking events.

Performances and creative expressions, visual arts, dialogues on international issues and peace initiatives, as well as outdoor educational programmes are some of the aspects of holistic education at UWC Mahindra College.
A Project Week each year affords students the opportunity to explore remote areas of India, as well as imbibe the nuances of Indian culture through interaction with the local community.

UWC Mahindra College offers an optimal Project Based Certification (over and above its IB curriculum) which allows students to create their own unique project in sync with their interests and passions. This helps students develop research and hands-on-work skill in their chosen area of focus.

In the People, Nations and Cultures Course at UWC Mahindra College, students explore issues related to individual and cultural differences of pluralism, relativism and universal truth. It will ask questions about the connection of knowledge to various aspects of the real world, like identity, difference, power, conflict and change. This is a mandatory course for all students.

For further information, please visit www.uwcmahindracollege.org

**OPPORTUNITIES AND CHALLENGES**

- Provide visionary educational leadership within UWC e.g. Project Based Learning/experiential learning and such other modules.
- Building a cohesive community and fulfilling the needs of students from diverse backgrounds.
- Leveraging the needs of local communities through Akshara initiative of the College and emerging as an influential “force for good” in local communities.
- Fundraising for scholarships and infrastructure.
UWC (United World Colleges) 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.

It comprises a network of 17 international schools and colleges on four continents, short courses and a system of volunteer-run national committees in more than 155 countries and more than 60,000 alumni. The last decade has seen more than 50% growth in the schools and colleges which are now located (in order of foundation) in the UK, Singapore, Canada, Swaziland, USA, Italy, Hong Kong, Norway, India, Costa Rica, Bosnia and Herzegovina, the Netherlands, Germany, Armenia, China, Thailand and Japan.

UWC is a federal organization; the schools and colleges are autonomously governed but are all united by a commitment to UWC’s mission and values and the UWC educational model. UWC International is the guardian of UWC’s ethos and is responsible for developing strategy, policies and guidelines for the movement. All the schools and colleges play a role in its governance and functioning, primarily through the participation of the Heads of the colleges and the Chairs of the governing bodies. In this way, the colleges are actively involved in developing strategy and policy.

UWC’s national committees also form a part of its international governance. This system, which is predominantly volunteer-led and operated, is unique and ensures that UWC can select students from within their own communities and cultures. This achieves true student diversity, including, for example, with students from opposing sides of current conflicts; extensive scholarship funding ensures socio-economic diversity.

UWC schools and colleges all over the world offer a challenging transformational educational experience to a deliberately diverse group of students. These institutions place a premium on experiential learning, community service and outdoor activities, which complement the high academic standards of the International Baccalaureate (IB) Diploma Programme.
This unique model of education inspires young people to become agents of positive change in line with UWC’s core values, namely:

- International and intercultural understanding
- 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 majority of the schools and colleges focus exclusively on the 16-19 year age group, a time when young people’s energy and idealism can be moulded and guided towards empathy, responsibility and lifelong action. Selection, through UWC’s unique national committee system, is based on demonstrated promise and potential. In accordance with the UWC ethos that education should be independent of the student’s socio-economic means, 70% of students in their IB Diploma years receive either full or partial financial assistance, based on their needs.

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.

For further information, please visit www.uwc.org
This role is an excellent opportunity for an experienced educationist who would like to be part of an organization and movement that aim to make a difference in the field of education.

Reporting and Organizational Responsibilities:
The Head of College reports to the Board of Governors of UWC Mahindra College. Responsible for educational leadership and all other aspects of running the College and establishing the ethos and for infusing a positive atmosphere in the College community, the Head of College embodies, and advocates for, the mission of UWC, as well as articulating and implementing its vision for the future. The Head of College provides overall leadership and direction for the College both on and off campus, maintaining and strengthening relationships with key stakeholders.

Reportees:
Directly or indirectly, all teaching, administrative and support staff of the College report to the Head of College.

Specific Responsibilities:
Reporting to the Board of Governors, the Head of College is the Chief Executive Officer of the College with overall responsibility for all aspects of the College's functioning including delivery of the academic curriculum, extra-curricular activities, providing leadership to the teachers, students' welfare, admissions and College administration among others. The Head of College is responsible for managing, maintaining and strengthening the internal and external stakeholders. He/she has the key responsibility for keeping the College on the path defined by the vision and mission ensuring the integrity of the College's reputation.
SPECIFIC RESPONSIBILITIES HEAD OF COLLEGE

Educational Leadership:
• Providing a transformative international experience and holistic development and intercultural understanding to a diverse community of students from across the globe.
• Overall responsibility for setting and administering the academic curriculum, ensuring that this is in keeping with the changing needs and the mission objectives of UWC and ensuring excellence in academic standards and overall students’ experience (curriculum, classroom, extra-curricular, outreach programmes, residential).
• Providing innovative leadership in the area of teaching through mentoring as well as introduction of newer innovative teaching methods.
• Recruiting, mentoring and leading the teaching staff.
• Personal contribution in the academic programme.

Student Management:
• Overall responsibility for the student admission process, including policies and process as well as attracting the students of the desired profile through interaction with the National Committees of the UWC.
• Overall responsibility for all aspects of students’ welfare. The safety and welfare of students is a prime responsibility.
• Providing counselling and guidance to students as required and being the final authority in disciplinary matters.
• Managing and interaction with parents and guardians.

Recruiting and organizational development:
Building on the current organogram of the College, making appropriate changes when warranted, to lead an efficient HR structure comprising of a committed team of faculty, administrative and finance Heads and support staff at the College – all of which go to nurture the College strengths, its core values, culture and traditions.
Planning & Budgeting:
Responsible for financial, academic and operational planning for the College. This would include infrastructure and capital assets required. This would also include presenting plans to the Board of Governors for approval, and reporting to the Board of Governors as required.

Finance:
• Overall responsibility for the financial management of the College, working with the Strategy Committee and the Board of Governors.
• Maintaining a robust financial reporting and budgetary system.
• Along with the Chief Financial Officer and other professional experts, ensuring sound fiscal management and statutory compliances. Implementation of budgets approved by the Board of Governors and advancing the general financial operation of the College.

Fundraising and Donor Management:
• Setting and meeting annual goals for fundraising.
• Guiding the College outreach and fundraising efforts to support grant of greater scholarships to diverse students in line with the College Vision.
• Setting up an effective structure to engage with stakeholders, including alumni, parents and the National Committee to deepen their sense of connection with the College.

Administration / Operations:
• Ensuring that College manuals, policies, code of conduct and such documents are reviewed regularly and contemporary, ensuring their visibility, effectiveness and adherence and taking cognizance of UWC policies that underpin UWC operations and ensuring their implementation.
• Overall responsibility for the day to day operations of the College.
• Responsible for ensuring proper maintenance of assets and infrastructure.
• Overall responsibility for administration.
• Supporting and nurturing of a robust IT system and IT security.
• Building on the College strengths and carrying forward its efforts in the areas of diversity and sustainability.
• Taking the initiative of the Biodiversity Park and Biodiversity Reserve to the next level and sustaining the vibrant interest of the College community in its development.
• Leading the College through the next stage of the College’s accreditation through the Council of International Schools, if accreditation is not yet received and ensuring that the College stays accredited.

Vision 2022:
• Furthering the strategic initiative of the College’s Vision 2022, leading the work involved, striking a balance between continuity and change.
• Crystalizing a compelling and actionable plan to deliver Vision 2022 for the College.

Internal and External Relations on behalf of the College:
• Responsible for managing the internal stakeholders viz. students teachers and staff as well as the external stakeholders such as alumni, parents, donors, the neighbouring village community, the wider UWC movement as well as the IB organization, accreditation organization and central and local regulatory bodies.
• Continuing the working cooperation with the UWC Committee of India.

Indian Laws:
Respecting the Indian laws and working within their framework.
THE PERSON

The ideal candidate for the role of Head of College would be someone who has exemplary academic credentials having studied and taught in leading schools and universities and made significant contributions to the field of education. He/she would have a strong international outlook and experience. The candidate would need to provide a 360 degree leadership, which will include educational leadership, organizational leadership and community and HR leadership. Some of the personal qualities, skills and abilities sought in the candidate include:

- A strong passion for education and pastoral care, providing reassuring, resilient and inspirational presence to the school community and ability to connect well with students and faculty.
- Strong administrator with demonstrated leadership skills.
- Experience in team building and working with a diverse team to ensure academic, financial and operational excellence. Ability to lead a team with delegation, empowerment and clearly articulated deliverables.
- Ability to make optimal ‘appointments’ and mentor and retain faculty through effective personal development strategies.
- Ability to work with diverse perspectives. Willingness to test new ideas in all spheres relating to educational and residential life. Creative and innovative with excellent strategic and analytical skills.
- Ability to focus on long-term plans with consistency and sustainability, be it financial, infrastructural or operational.
- Consultative, yet decisive management style with desire and ability to mentor, delegate and empower team members to deliver consistently and reach their full potential. Balancing firmness and fairness in problem resolution.
- Courage, judgment and wisdom to make important decisions when they have to be made.
- Deep appreciation towards promoting diversity, strong understanding of Indian environment, values, culture and traditions, and laws of the land.
- Capacity to embrace the UWC mission and the uniqueness of UWC Mahindra College and determination to protect its special culture and uphold values.
- Have a strong commitment to global citizenship and international peace and understanding.
- Familiarity with international curricula, especially the International Baccalaureate (IB).
- Excellent communications skills to interface at all levels, internally as well as externally. Strong communicator and public speaker.
- Ability to lead the College in a way that is relevant and value-bringing to all stakeholders.
GOVERNANCE MODEL

- The Head of College (HOC) is in effect, the CEO of the UWC Mahindra College. He/she will report to the Board of Governors (Governing Board) through the Chair or nominated Board Member.
- The HOC has complete operational responsibility and authority for running the UWC Mahindra College, including academic affairs and day-to-day operations and administration of the College. The Governing Board provides oversight, strategic direction and helps establish long terms goals and Vision for the College.
- The HOC is a permanent invitee to all the meetings of the Governing Board. At each such meeting, the HOC is encouraged to bring along some faculty and student representatives for views / deliberations.
- The HOC is responsible for managing UWC Mahindra College in line with the strategies and objectives agreed on by the Board.
- The Governing Board is supported by a consultative / advisory body which is called the ‘Strategy Committee’, chaired by a member of the Governing Board. The Committee provides the College with value-added resources and comprises of persons with expertise in Finance, Administration, Education, Management, etc. Each of these persons can be called upon to provide professional input to the College in their area of expertise and to handhold the College regarding such issues. The Committee brings an expert perspective to all issues and deliberations and acts as a sounding board, helping the Governing Board in its decisions.
- The HOC works with the Strategy Committee and the Governing Board to review and develop new strategies, policies and initiatives.

RECRUITMENT PROCESS

The appointment of the HOC is done by the Board of Governors. For this purpose, the Board has formed a Search Committee that will conduct the search process, select a candidate and seek validation from the Board of the chosen candidate. The Search Committee is supported by HR professionals who will assist and advise the Search Committee in identifying the most suitable candidates and assessing them in alignment with the role the HOC is expected to fulfil.
HOW TO APPLY

Interested candidates are invited to send their statement of interest and Curriculum Vitae (CV) to the Search Committee at searchhoc@mahindra.com.

The application should be in the form of a detailed Curriculum Vitae including your educational qualification and work history, as well as a brief paragraph on any members of your immediate family that might stay on campus. The application should also include a statement of your educational philosophy, why you are interested in applying for the post and how you think you are qualified to fulfil the role of the HOC at UWC Mahindra College. Additional information to include reason for leaving current position, two professional references from most recent positions and relevant professional experience that is aligned to the needs of the role.

Closing date for the application is 30 July 2018.

Shortlisted candidates will be invited for a confidential video / telephonic discussion with some of the members of the Search Committee.

Candidates qualifying to progress to final stages of the selection process will be invited for an interview in person in Mumbai and then to visit the College, as well as interact with the College students and faculty. The outer deadline for filling up this vacancy and for the HOC to take up the position is 1st August 2019.

The Board appointed Search Committee comprises the following Board Members:-
Mr. Anand Mahindra
Mr. Bharat Doshi
Mr. Ulhas Yargop
Mr. Gaurav Chopra

UWC Mahindra College is committed to safeguarding and promoting the welfare of its students and the staff. Hence, the post is subject to appropriate safeguarding checks and satisfactory references.

For any further clarification / query you may write to querieshoc@mahindra.com.