



**Hiba Academy
Bay Area**

Wellington College Education

Rigorous Academics
Multicultural Experiences
Personal Well-being



CANDIDATE PACK

Founding Head of School (PreK-Grade 5)

Appointment for Fall 2025

Dear candidate,

It is with the greatest pleasure that I share with you here, details of the opportunity to join us as the Founding Head of School for Hiba Academy Bay Area. As a Head of School in Wellington College Education, you join a group of outstanding school leaders, all working together to deliver the absolute best in international and bilingual education to our students and families. We pride ourselves on our pioneering and innovative curriculum and our ethos of putting students at the heart of everything we do.

This is a very exciting time for Wellington. Since I opened our first school in China, Wellington College Tianjin in 2011, we have had an incredible amount of success. Wellington schools globally are now operating at a mature level, educating students from PK through Grade 12, and our graduates leave us to study at some of the very best universities around the world. We have built a reputation for quality and excellence, for a truly innovative bilingual curriculum and for delivering education that focuses on the whole child.

We do not shy away from challenge. We hire leaders who do not wish to sit still, who are driven to continually improve and innovate in the best interests of our students and schools. We want to be the very best at everything we do. We support our leaders to focus on their own development, both personal and professional – and support that through Executive coaching and tailored professional development programs. In return, we remain small enough to support and nurture our leaders as individuals and pride ourselves on the individualized care we offer to our employees and their families.

As a group, we are in an extremely fortunate position. We are financially robust. We are not for profit. We are purpose-led and do not have aggressive growth plans; our growth is focused very much on quality not quantity. However, this does not mean we are not ambitious. As a purpose-led organization, we strive to deliver education that will serve and help shape a better world by building cultural bridges and bringing together the very best of East and West.

Hiba Academy is the next step towards this purpose. I am hugely excited about opening in San Francisco, a city that aligns so clearly with our mission and values through its culture of diversity and innovation. The choice of San Francisco was not taken lightly and follows a long period of in-depth market research, due diligence, and feasibility studies to establish the right location for us to operate our school. A huge amount of groundwork has already been undertaken by our team there, supported by our team of Central Office experts – and I believe we are well prepared for opening in Fall 2026. Having said that, the founding Head of School is the critical next piece of the puzzle, and we are looking for an exceptional candidate to help realize our vision for Hiba.

Our founding Head will bring a very particular set of skills and experience. You will be both a strategic and hands-on leader, understanding what a ‘start up’ role entails and being able to balance leading the school’s strategic direction with ‘rolling your sleeves up’ when needed (and it will be needed!). You will bring academic rigor, the ability to embed processes and systems, and focus on quality and details – but also be the face of the school, a skilled communicator, promoting the school to parents and building relationships across the wider community. You will share our passion for bilingual education and be an advocate for the many and proven benefits of bilingualism with our founding families. And most importantly, you want to be part of our journey, absolutely committed to ensuring the successful opening of Hiba and the growth of the school in years to come.

I hope the information in the pack helps you to learn more about Wellington, Hiba Academy and this incredibly exciting role. I very much look forward to seeing your application.



A handwritten signature in black ink, appearing to read 'Joy Qiao'.

Joy Qiao
Founder and Chairman

About Us

As the newest member of Wellington College Education, Hiba Academy Bay Area is looking forward to providing a truly transformative education experience to Early Years and Primary-aged children with our innovative English and Chinese bilingual curriculum. We are part of a global network of schools united by a 160-year history of excellence with roots in the UK. Guided by a shared vision of pioneering education to serve and help shape a better world, Wellington College Education currently empowers more than 10,000 students across the UK, China, Thailand, India, and soon Indonesia.

Opening in Fall 2026, Hiba Academy Bay Area is a bilingual international school that will serve Pre-K to Grade 5 students in the San Francisco Bay Area. The Founding Head of School will play a key role in driving enrollments, so that, at capacity, roughly 400 children will thrive in a dual-language educational environment, where they will learn English and Chinese not as discrete academic subjects but as languages of instruction across the curriculum.

At Hiba Academy, we seek to graduate individuals who are not only great scholars, but also empathetic, ethical and socially responsible human beings who strive to make a difference in our increasingly complex and interconnected world. Guided by our core values of respect, kindness, responsibility, integrity and courage, we offer not only a rigorous, bilingual academic programme but also a rich menu of co-curricular studies from sports and the arts to debate and community service, all designed to help students find their passion and become well-rounded, conscientious adults. Our close connection with schools in the

**Pioneering education
to serve and help shape
a better world.**

Wellington College Education family of schools in China, UK and around the world also provides extraordinary opportunities for international dialogue and exchange, enabling students to foster close friendships and develop both a thoughtful, global perspective of the world in which they live and an appreciation for the planet they are destined to inherit.

Across the Wellington College Education family of schools, we employ over 2000 qualified professionals including around 1000 teaching staff. Hiba Academy will offer unrivalled career and professional development opportunities, drawing on the resources and expertise of this network which will ensure a rewarding, sociable, and stimulating work culture for our staff.

As the founding Head of School, you will join a network of exceptional school leaders across Wellington College Education who collaborate and support each other. You will also partner closely with – and draw support from – experts across the Group, covering functions including Academics, HR, Marketing, Admissions, Finance, Facilities, and IT, all heavily engaged in supporting the success of Hiba Academy.

Our Values

Our students, teachers, academic and non-academic teams will embrace the five core values as our standard of interacting with all members of the Hiba Academy community..

The five core values are:

仁 Kindness 义 Responsibility 礼 Respect

勇 Courage 信 Integrity



Wellington College Network

Wellington College was founded by Queen Victoria in 1859 as a national monument to one of Britain's most renowned military figures and twice Prime Minister, the Duke of Wellington. More than 160 years later, the College is one of the most respected schools in the UK and one of its greatest educational institutions.

In partnership with Wellington College, Wellington College China (WCC) opened its inaugural school, Wellington College International Tianjin, in August 2011. In 2014 WCC grew with the addition of Wellington College International Shanghai followed by its bilingual schools, Hiba Academy Shanghai, which opened in 2018. 2018 also saw the opening of two schools in Hangzhou: Hiba Academy Hangzhou and Wellington College International Hangzhou. Hiba Academy Nantong, WCC's flagship boarding school, opened in 2022.

Wellington International Schools teach a curriculum based on the English National Curriculum and the IBDP, while the Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2-18.

Accreditation

Wellington College China schools are accredited by the Council of International Schools (CIS), Western Association of Schools and Colleges (WASC), International Baccalaureate Organization World Schools (IBO) and Council of British International Schools (COBIS).

Schools Awards

Wellington College China has been awarded the HR Asia **'Best Companies to Work for in Asia'** Award for 4 years running.

Wellington Shanghai Top Recommended 2024, Asia Pacific Schools by SPEAR'S 500

Wellington College China schools ranked high in the 2023 Hurun Education International Schools Top 30:

- o Wellington Shanghai – Top 4 in China, Top in Shanghai
- o Wellington Tianjin – Top in Tianjin
- o Wellington Hangzhou – Top in Hangzhou

Academic Results



2024 IB average score was 37.1 - well above the global average of 30.3.

Over the past 3 years, 30%+ of our graduates have received an offer from a top-20 ranked institution and 60%+ from a top-50 ranked institution.

Those include universities like Cambridge, Oxford, Caltech, Imperial College London, University College London, University of Pennsylvania and Cornell University.



Working for Wellington College Education

We are an inclusive community of unique individuals with passion, integrity, and a commitment to each other. Grounded in the Wellington values, we are a workplace where ideas are realized, bonds are forged, and futures can be shaped together.

We empower our employees to grow with a confidence that inspires our colleagues, opens new opportunities, and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programs, the High Potential Leadership Program, and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership, and beyond. We believe this amounts to some of the best professional development available in an International Education group. To view our full directory of learning and development opportunities, please see the [Course Directory](#).

Central Office Support

To support our schools in achieving excellence, the Shanghai-based Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics, and more.

Via Central Office, the group provides support for schools within the organization while leading new school projects, from the design to curriculum development to pre-opening, the team plays a vital role across the organization. The Founding Head will benefit from extensive support from – and collaboration with – this group of experts.

Organisation and Leadership



Joy Qiao
Founder and Chairman



Joy Qiao is the Chairman and Founder of Wellington College China and is the CEO of the Group's US entity as well as President of the Hiba Academy School Board.

Joy founded Wellington College China in 2009. She grew up in Shanghai and earned her BA in Computer Science at the University of Oxford. She then went on to have an extensive career in the IT industry in the UK, Germany, and China.

Married to an Englishman and the mother of two bicultural boys, Joy knows from personal experience the value of a bilingual education. She wanted to ensure that her children would enjoy a fulfilling and meaningful relationship with both sides of their family and, in turn,

their mixed heritage. This was what ultimately inspired her pivot to education.

Joy believes that Hiba's blended approach to learning will play a crucial role in promoting peace and fostering mutual understanding in the 21st century. As the world grows more interconnected and the East and West converge, skills like bilingualism, cross-cultural awareness, and global citizenship will be in high demand.

Joy is ably supported by the Senior Management team comprising of:



[Jane Camblin](#)
Founding School Director



[Julian Jeffrey](#)
Chief Academic Officer



[Allen Lueth](#)
Chief Operating Officer



[Rowan Bell](#)
Chief People Officer

Governance

Hiba Academy is a non-profit entity under U.S., California and local laws and regulations. The school will be governed by a non-profit Board of Directors and the Head of School will report to that Board. The founding Board is already established and operating, with Joy Qiao as President.

In addition, the Head will have a close relationship and significant accountability and collaboration with the overall Wellington College leadership team based in Shanghai.

Location and Facilities

Hiba Academy Bay Area will open in a central location in the city of San Francisco; located at **99 Rhode Island** in the Design District, a dynamic, growing neighborhood that is seeing an influx of new tech companies and residential housing. The site has excellent transport links and freeway access. The building has been acquired and will undergo full renovation ready for opening in Fall 2026.

99 Rhode Island is a large, robust, 3-story, recently upgraded building with abundant natural light. Located in a highly urban area, it is nonetheless unobstructed on all four sides and the adjoining streets are wide and attractive. Detailed demographic studies helped the project team identify the significant advantages of this building and location after a year-long search. A leading local architectural firm will assist Hiba in the design of the renovation project which will include purpose-built classrooms for PreK-5 learning, indoor multipurpose spaces, faculty, staff and leadership offices and the repurposing of the parking lot and rooftop to appropriate outdoor play and learning spaces. A local general contractor will be engaged to execute the final design.

The Hiba Academy project team is currently operating out of temporary offices at WeWork on 44 Montgomery Street in San Francisco. They are following a hybrid work pattern to



support the need to regularly collaborate with the Central Office team, which is based in China. This requires holding meetings outside of typical office hours to accommodate the time zone difference. The office facilities offer refreshments, wi-fi, gym access, communal areas, meeting room facilities, and direct access to the BART station. The team will operate from these temporary offices until they can permanently relocate to the new Hiba Academy building, anticipated to be mid-2026.

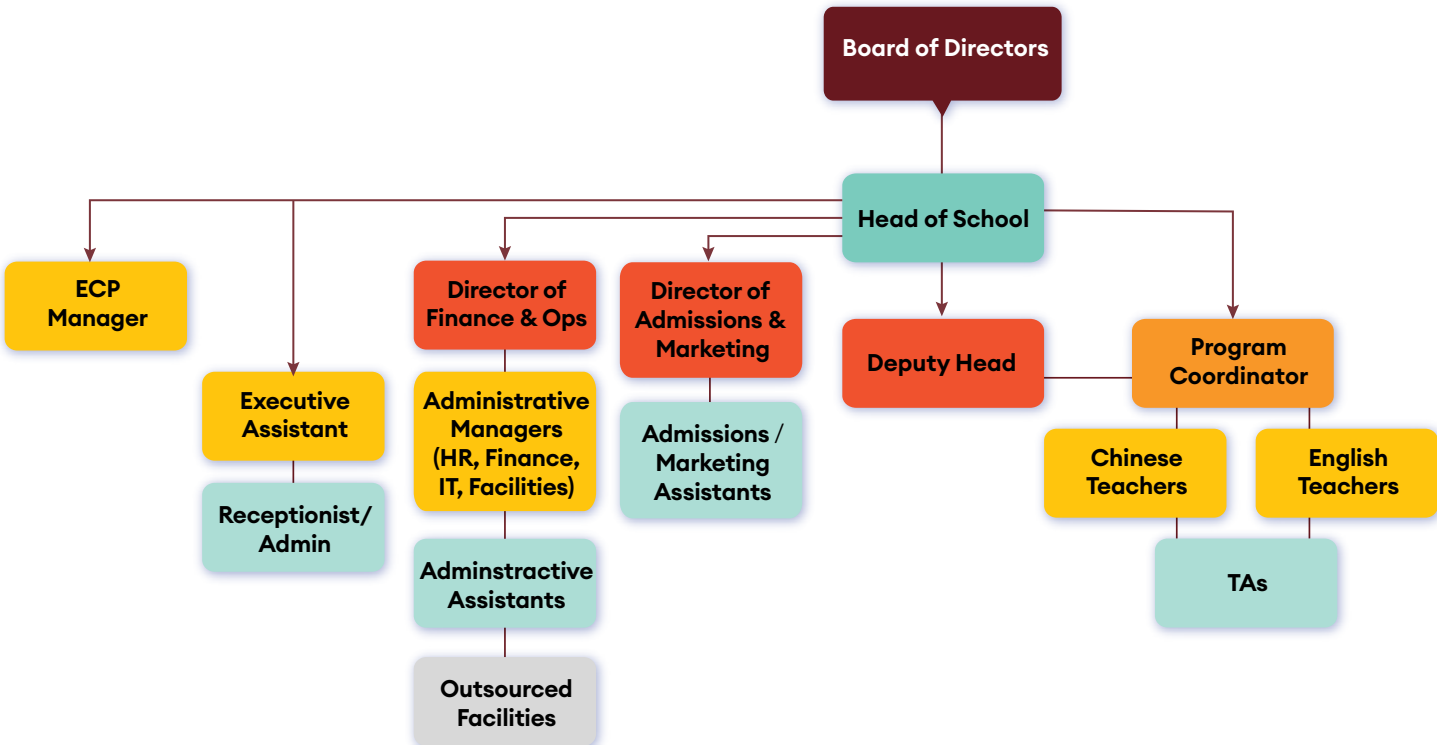
Staffing

The Hiba Academy project team is already well resourced with Jane Camblin and Rowan Bell both based in San Francisco, supported by Aaron Levine as Project and Financial Consultant and Fatima Woods as Administration & Project Executive.

The Director of Admissions and Marketing is currently advertised and due to be appointed for early 2025. The remaining ‘founding’ team will be hired throughout 2025 so that by Fall 2026 the full team is in place a year prior to school opening including all administrative functions (HR, IT, Facilities, Finance, Operations, Admissions, PR/Comms, Admin Support) and the appointment of the Deputy Head. It is anticipated that the appointed Head of School will want to be involved in key appointments made during that time.

The Head of School will have overall responsibility for faculty recruitment and building a team of outstanding educators aligned with the Hiba vision, values and ethos. They will work closely with the CPO and MD on the strategy for this as both have substantial experience in international school recruitment. Another USP for Hiba will be the ability to source highly qualified and skilled bilingual teachers from the network of Wellington China schools and an internal secondment / transfer program is already under development.

Hiba Academy Bay Area Organizational Chart



Job Description

Job Title

Founding Head of School

Department

Senior Leadership Team

Reports to

School Board

Location

On-Site

Classification

Exempt

Grade

STM

We are seeking an experienced and visionary Founding Head of School (PreK - Grade 5), to lead the newest school in the Wellington College Education family, Hiba Academy Bay Area. The Head of School will join an established project team on the ground in the Bay Area and will assume responsibility for developing and implementing a high quality, premium educational program based on the IB Primary Years (PYP), ensuring the school provides an outstanding learning experience for our students. The Head of School will play a critical role in ensuring the successful opening of the school in Fall 2026, with accountability for leading all educational aspects. They will also be responsible for driving enrolments, supporting the Marketing and PR strategy and overseeing the operational aspects of school opening, including the recruitment of high-quality staff, assuring the proposed curriculum and adherence to the values-driven education of the wider group. In this, they will be ably supported by a Director of Finance & Operations and Director of Admissions and Marketing, as well as the team of professionals in the Shanghai-based Central Office. The Head of School will report directly to the Board of Directors.

The successful candidate will be attracted to join Wellington College Education, a purpose-led, values-based school group which has already had an exceptional level of success with its schools outside of the US. This is an incredible opportunity to lead the first school in the Bay Area and candidates should be excited and enthused by the challenge of the role and location.

The role will require positivity, adaptability and a high level of cultural sensitivity since the successful candidate will work closely with a variety of stakeholders that come from diverse backgrounds and life experiences.

Alongside an exceptionally strong educational background, a flair for marketing and communication will be required in order to be the highly credible ‘face’ of the school, alongside a degree of financial and commercial acumen (although there will be significant support at a Group level on this aspect).

This is a start-up role, and considerable commitment will be required especially in the pre-operational and early phase of school opening. In return, the Head of School will have significant scope and autonomy to ‘shape’ the school as part of the Founding team, balanced with support, expertise and guidance from across the WCC and WCI families. They will also benefit from extensive growth and professional development, as well as an attractive compensation package commensurate with the scope of the role.



Key Responsibilities

1. Education Leadership

- Develop and articulate a clear strategic and educational vision of the school through a rigorous medium- and long-term plan, ensuring buy-in by all stakeholders to the educational vision and USPs of Hiba.
- Lead the design of a robust and innovative bilingual curriculum that promotes academic excellence, creativity and holistic child development and will include planning, assessment structures and pupil support systems.
- Foster a culture of continuous improvement in teaching and learning, setting high standards for both students and staff.
- Embed excellence in teaching practice, coaching and mentoring staff and leading on professional development.
- Evaluate pupil progress and attainment and embed effective assessment systems and processes to track and monitor progress and attainment data. Ensure the systems embedded support accurate and insightful reporting to stakeholders, including the Board.
- Development of educational policies including, but not limited to, Safeguarding and Child Protection, Teaching and Learning, Assessment, and pastoral and wellbeing provision.
- Hold ultimate responsibility for Safeguarding and Child Protection across the school ensuring that the right culture is embedded from the start, with all staff fully trained and committed to their part in keeping children safe.

2. Marketing, Admissions and Community Engagement

- Alongside the Director of Admissions & Marketing (DoAM), drive the Marketing, Admissions and Communications strategy to promote the school and deliver the mission, vision and values of Hiba to stakeholders in an engaging way.
- Through an effective strategy, ensure that enrolment targets are met in order to safeguard the financial viability of the school. Work closely with the admissions function to monitor progress against the roadmap and mitigate identified areas of risk.
- Represent the school at Admissions and Marketing events including parent coffee morning and information sessions, networking events and conferences, to engage with prospective parents and the wider community. Be the 'face' of the school, reflecting warmth, professionalism and educational excellence in all interactions.

- Meet personally with prospective parents as required to discuss their child's education and needs and how Hiba Academy can support them. Oversee all Marketing communications to parents to ensure quality and relevance to the audience and key messages.
- Develop parental engagement strategies, ensure they are fully involved and engaged in the school community and that parental relationships are positive and built on trust.
- Engage with local community to network, taking time to understand their needs and expectations, to enhance the school's reputation as well as ensuring the necessary support for the school from local businesses and residents. Identify opportunities for partnerships, collaboration and fundraising and keep abreast of market trends and competitor school developments.

3. School Development and Operations

- During the pre-operational phase, partner closely alongside all members of the project team to ensure all aspects of school opening are on track including academics, admissions, facilities, HR, IT and legal/compliance.
- Collaborate with architects and CO team to design and plan the school's physical infrastructure and facilities ensuring an environment which support the best possible learning environment.
- Alongside the HR function, recruit a team of highly qualified and experienced educators and administrators and ensure they are onboarded, inducted and trained to meet Hiba's high expectations.
- Alongside Director of Finance & Operations, effectively plan logistics to enable the smooth and safe running of the school including traffic, drop-off and security.

4. Wellbeing

- Lead on the creation of a safe, nurturing and inclusive learning environment where students and staff thrive both academically and emotionally.
- Implement and embed strategies and systems to monitor and support student and staff wellbeing, behaviour and development.
- Embed an inclusive culture in the school that prioritises the Wellington Core Values to all members of the community.
- Work closely with HR to ensure effective wellbeing support is in place for employees where needed, and that appropriate channels and processes are in place to handle employee relations and welfare issues empathetically and supportively.

5. Financial and Resource Management

- Alongside the Director of Finance & Operations, and CO Finance function, develop the school's operating budget balancing quality provision against financial prudence and feasibility.
- Manage and monitor the budget, ensuring financial sustainability and responsible resource allocation, especially given the high costs of running a school in the Bay Area.
- Embed a culture of responsibility amongst employees in responsible management of resources and sustainability.

6. Compliance and Accreditation

- Ensure the school is fully compliant with all regulatory requirements, in the heavily regulated State of California, including all educational regulations, standards and accreditations.
- Oversee the development and communication of all relevant policies across Academics, HR, Health & Safety, Finance and Operations.
- Establish relationships with, and draw on support from, external legal counsel as needed in order to mitigate risk to the school of legal challenge. Keep abreast of relevant changes in regulations in California and the City of San Francisco through close connections with relevant professional bodies (such as NAIS).
- Keep accurate records and data and ensure compliance breaches are logged and reported as required, including to the Board.



Job Qualifications

Qualification	Education	<ul style="list-style-type: none"> • Master's degree and recognized postgraduate teaching qualification or license specializing in Early Years and / or Elementary education.
	Language	<ul style="list-style-type: none"> • Native level proficiency in English. Bilingualism (any language) preferred, with competency in Mandarin Chinese being of interest but by no means essential.
Experience	<ul style="list-style-type: none"> • A background of extensive classroom teaching experience, before moving into school leadership, with a minimum of 5 years' experience in a leadership capacity – this role would suit an experienced Head of School interested in a start-up role - or would be an exciting step-up opportunity for an established Division Principal/Lower School or Elementary Head ready for their next career move. • Knowledge of – and passion for - bi-lingual pedagogy and curriculum (in any language) is essential as is experience of leading diverse academic teams. • Preference is likely to be given to candidates who have experience with enquiry-based instruction such as the PYP Curriculum and / or those with prior experience of school leadership in the US. • Demonstrable experience of wider aspects of school management including finance, marketing, admissions and operations. Start-up experience may be helpful but is not essential as the Head of School will have the full support of the Wellington College China Central Office and San Francisco Project team. 	
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates practice that represents the five core Hiba Values at all times (courage, integrity, kindness, respect and responsibility) • A skilled and inspiring leader of people, empathetic but also able to drive delivery of key milestones, keep team motivated and on track. • Understands the importance of diversity in the Bay Area and able to clearly articulate their commitment to this • A passionate and committed educator who keeps students at the heart of everything they do. • The ability to manage an array of responsibilities and deliverables effectively without compromising on details and quality. 	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Able to use discretion and judgement in dealing with confidential and sensitive matters. • Flexible and adaptable to changing parameters. Able to take full accountability for areas of responsibility and hold others to account. • The ability to work under pressure, make decisions, prioritize workload and meet deadlines. • Excellent interpersonal skills; experience of working in cross-cultural environments, and in building cohesion and collaboration in cross-cultural teams. • An excellent communicator; able to communicate clearly and effectively in different media.
<p>Preferred Aptitudes</p>	<ul style="list-style-type: none"> • Strong track record of solving complex problems, strategic thinking and delivering significant impact. • A record of continuing and ongoing commitment to own professional development and that of their teams, including willingness to undertake any certifications or qualifications that may be required for regulatory compliance. • Personal integrity, accountability and credibility. • Continuous improvement mindset. • Enjoys the pace and challenge of a start-up environment which will require an ‘all hands on deck’ approach. Cultural sensitivity is crucial since this role will work closely with stakeholders from a diversity of backgrounds and lived experiences.

Disclaimer: the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Living in San Francisco

San Francisco is an iconic US city located in Northern California. It is home to around 880,000 people, making it one of the largest cities in the state.

San Francisco offers breathtaking scenery of the Pacific Ocean, accompanied by many green spaces such as Golden Gate Park, the Presidio, and Lands End. The city is also surrounded by mountains and forests that provide many opportunities for outdoor activities for those who love hiking and taking in the natural beauty of the landscape. If you're looking for a weekend or day trip, you're also close to Napa Valley and Sonoma, or national parks such as Yosemite and Sequoia.

San Francisco has a mild climate, with cool summers and mild winters, making the city enjoyable most of the year round. Be on the lookout for the summer fog though!

The Bay Area is known for being an entrepreneurship and technology hub, with many tech companies having their headquarters in the area, including Google, Meta, and Apple. San Francisco is also close to major US universities such as Stanford and the University of California, Berkeley.

The city is a great place for foodies. It includes world-class restaurants and diverse cuisine options, from bakeries to seafood restaurants, from Michelin starred fine dining to street food. It is also home to numerous farmers markets where you can find fresh local produce.

If you prefer more indoor activities, the city is home to 143 museums, as well as hosting numerous concerts, sporting events, performing arts shows, and many other events throughout the year.

San Francisco may seem like a big city, but it can still have a small-town feel. There are a diverse range of neighbourhoods each with their own personalities and characteristics, from Cole Valley, Noe Valley, Marina District, Dogpatch, or Mission District, providing lots of options for areas to live and socialise.

Transportation in San Francisco is generally good with a network of local buses, trains, trams and metro. It is also very walkable and bikeable with dedicated cycle paths covering much of the city.



Remuneration




The successful candidate will receive a salary commensurate with experience and level of seniority. Senior leaders in Wellington have access to very preferential employee benefits programs. The Head of School is entitled to 40 days paid vacation per year, very preferential paid leave policies, tuition stipend in WCC schools, health benefits (including dental and vision), 401K with employer contribution, and a company phone. A comprehensive relocation package is offered to candidates relocating domestically or internationally for the role.

We are also committed to exceptional professional development for our leaders, the Head of School will have access to a fully funded executive coach as well as personalized learning and development to support their personal and professional growth.

How to Apply

Hiba Academy Bay Area is being assisted by the executive search firm Society on this appointment.

Applications should include:

-  a concise cover letter (maximum two pages), addressing the criteria in the Person Specification and the reasons for your interest in joining Hiba Academy's founding team;
-  a current resume;
-  names and contact details of three references (although references will only be contacted at the final stage of the process, and only with your express permission).

Applications should be submitted via Society's portal or by email to Vasile Boico at vasile.boico@society-search.com. Please direct all questions about the role or application process to the same email address above.

The deadline for applications is **October 11, 2024**

Suitable candidates will be contacted before the closing date.

An appointment will be made subject to receipt of satisfactory references and a background check.

The recruitment process will proceed as follows:

- When you submit your application, you will receive an automated email from Society confirming that we have received it. If you have not received the automated email within two working days of submitting your application, please email us at vasile.boico@society-search.com or contact us by telephone on +44 (0)203 653 0479.
- Candidates moving forward will be invited to a first round of interviews via video call with Society to further discuss the candidates' background and suitability. Further interviews for those selected to move forward will take place via video conference with members of the Wellington College China Central Office team.
- The final round of interviews will be held in person (exact dates, location, and details will be shared with selected candidates).

We are committed to ensuring that anyone can access our application processes. This includes people with hearing, sight, mobility, and cognitive impairments. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at inclusion@society-search.com. We also welcome suggestions or comments about any more general access improvements we should consider

Hiba Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status – or any other protected category – in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our school community.

Our hiring practices will prioritize selecting the individual best suited for the job based on experience, expertise, competencies, and credentials. ***Hiba Academy is committed to applying its equal opportunities policy at all stages of the recruitment and selection process.***

Hiba Academy and Wellington College Education fully recognize their responsibility for

Safeguarding & Child Protection. We place the safety and well-being of our community at the heart of all that we do. All staff understand the central importance of this commitment and undergo annual training in child protection policies and practices. To ensure the safety of our community, employment with Hiba Academy will be contingent on successful completion of a background check.

bayarea.hibaacademy.org