

Leadership Posting

Deputy Secondary School Principal Copenhagen International School

Nordhavn, Denmark

Application Deadline: March 18, 2024

Start Date: August 1, 2024

ISS is pleased to announce this leadership vacancy.

Learn more about how ISS works with international schools around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

CIS Deputy Secondary School Principal

Copenhagen International School, a world-class international school serving nearly 1000 students from over 80 countries, is seeking an experienced professional to provide leadership and programme coordination in the Secondary School.

The role holder is a member of the Secondary School Leadership Teams, as well as the Pedagogical Leadership Team, the whole school Senior Leadership Team and is responsible for supporting the leadership of the Secondary School and the effective organization of the curriculum. The start date is August 2024.

Who are you?

- You have a willingness to advocate for student learning and are committed to collaboration for the benefit of students.
- You have a willingness to contribute to school improvement.
- You have good interpersonal and communication skills, and are an active listener.
- You have a natural ability to foster collaboration and collegiality.
- You have solid facilitation, organizational, oral and written communication skills.
- You demonstrate a willingness to share resources, materials and expertise.

Your educational, training and experience include:

- International school teaching and leadership experience.
- Experience, knowledge and understanding of leading IB programmes in an international school context.
- A formal teaching qualification.
- IB programme training completed in subject, curriculum leadership and programme coordination.

Key responsibilities

- Oversight of the daily operations of the Secondary School in conjunction with the Secondary School Principal
- Coordination and general leadership in the Secondary School
- Ensure the smooth day to day running of the Secondary School
- Work collaboratively to support the school's vision and mission, both within Secondary School and also across Pre-K-12 educational teams.
- Meet regularly with the Secondary School Teams
- Plan and manage the duty roster for the Secondary School
- Work with the Secondary School Principal to manage the reporting process
- Work with the Secondary Learning Support Coordinator to ensure effective assessment, support and placement of students.
- Organize assemblies as required
- Deputize for the Secondary School Principal as required
- Collaborate with the Secondary School teachers to manage day to day issues in relation to student behavior and other issues.
- Oversee discipline and behavior procedures with the Secondary School Principal
- Liaise with the Student Council and other student led groups
- Communicate with parents
- Contribute to the organization of Parent / Teacher / Student conferences
- Contribute to the organization of parent orientation and learning events
- Contribute to the organization of Graduation and other celebratory events
- Liaise with the PTA as necessary
- Coordinate the orientation of new Secondary School teachers
- Lead Secondary School faculty and team meetings as required
- Assist in recruitment of Secondary School staff
- Conduct MUS meetings and other meetings in support of teachers
- Support teachers in their understanding of all aspects of the programmes, including particular attention to new teachers, as well as facilitation of professional learning opportunities.
- Act as line manager for teams and individuals as agreed with Secondary School Principal

Ready to apply?

If you wish to be considered for this position, please submit your updated CV and cover letter via [this link](#) by the 18th of March.

We will be reviewing applications continuously so please do not hesitate to apply.

In the event of an outstanding applicant, CIS reserves the right to make an appointment before the closing date.

Please note we welcome applicants from worldwide who can contribute to our school. People from BIPOC, LGBTQ+ and other underrepresented communities are encouraged to apply. We see diversity as a strength, and strive to create as inclusive of a recruitment process as possible. Therefore, even if you do not see yourself as a 100% match from the job advertisement but you feel you are otherwise a strong applicant, please do not hesitate to apply. If you need any accommodations during the recruitment process itself, you are welcome to reach out to HR@cis.dk and we will be happy to assist.

Copenhagen International School is fully committed to equity and inclusion; inclusion is one of our core values stated as "we create a welcoming environment where everyone feels a sense of belonging and has equitable opportunities every day". In the implementation of all of our educational and employment policies and practices, we do not tolerate discrimination and therefore make sure to observe the anti-discrimination regulation, including the protection against discrimination on the basis of race, color, gender, citizenship, ethnic or social origin, age, disability, political views, religion, belief, sexual orientation and union membership.

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Application Instructions

Individuals interested in applying should submit the following documentation online via this [link](#) no later than **March 18, 2024**.

- A cover letter
- Current CV

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email HR@cis.dk.