



Making a world of difference

ISS Administrative Searches is pleased to announce...

Stockholm International School

Stockholm, Sweden

Seeks Primary School Principal

Application Deadline:

Friday, March 15th, 2019

Visit the [ISS Administrative Searches webpage](#) to view additional opportunities



PRIMARY SCHOOL PRINCIPAL

Reports to: Director

Duties and Responsibilities

- Responsible for the overall educational leadership management of the Primary School (Preschool -5th grade)
- Strives to ensure the provision of quality education for students and continued improvement in student achievement
- Manages procedures, and protocols to best achieve educational outcome
- Plans collaboratively with the IPC Coordinator to oversee management of resources effectively and equitably assist in the preparation and management of books and instructional resource budget
- Demonstrates a professional knowledge of the principles and practices of leading learning in a school and supporting and modeling Professional Learning
- Develops strategies with the IPC Coordinator to enhance the performance and welfare of the Primary staff
- Promotes a welcoming environment for members of the wider community into the school – such as parents and visitors
- Works collaboratively as a member of the SLT (Senior Leadership Team) and ELT (Educational Leadership team) to facilitate coordination amongst the primary, middle school, upper school, and administrative sections
- Creates an atmosphere that encourages learning

Communication

- Coordinates and implements appropriate orientation and information sessions (information evenings, open houses, and coffee mornings) for the students, parents, staff and members of the wider community
- Meets with Primary parents who have specific interests or concerns
- Liaises with other international schools in order to enhance both the school's development and its profile
- Meets regularly with the Director and IPC Coordinator to ensure a whole-school focus

- Briefs the Directors on all matters of significance pertaining to the Primary School Students
- Liaises with the Dean of Students in regards to child protection and any social emotional learning matters
- Oversees that student evaluation and assessment meet the needs of students
- Ensures the physical environment is safe and meets the needs of students
- Deals with disciplinary cases that might arise in the Primary School in accordance with SIS Behavioral Expectations
- Ensures that students recognize diversity and promote respect between individuals

Staff

- Directly oversees the work of the Primary School Staff as the line manager
- Implements the school's agreed approach to PDSE/Development Talks for all Primary teachers, and Teaching Assistants in collaboration with the ELT
- Leads the selection of Primary Teachers and Teaching Assistants in collaboration the Director
- Ensures that Primary School teachers receive appropriate support and resources in the performance of their duties
- Ensures that staff has the necessary resources to provide the best learning experiences

Administration

- Holds regular meetings with teachers, Teaching Assistants, and IPC Coordinator to deal with matters of interest and significance relating to the work of the Primary
- Works with the Leadership Teams in the construction of the whole-school calendar
- Ensures on an ongoing basis that dates for all activities specifically involving the Primary are entered into the calendar
- Leads the creation of the Primary school timetable in collaboration with the ELT
- Collaborates in the development of the Primary School in line with the school's strategic plan
- Assists in coordinating the school's accreditation programs
- Proofreads and generates the student reports and student awards (as well as any issues arising from those)
- In charge of the revision of new student applications and placement of new and existing students (class lists). In these processes cooperating closely with the Head of Admissions, Dean of Students, Language Acquisition Subject Leaders, the nurse, counselors and advisors
- Ensures that the SIS pedagogy meets international standards

Required Qualifications and Attributes

- Has previous experience in a leadership position within a Preschool or Primary School section
- Has previous successful experience with IPC or an International based curriculum
- Holds a university degree
- Has a degree or certification in education
- Is familiar with IPC accreditation, CIS or similar accreditation processes
- Demonstrates strong team leadership and excellent interpersonal and communication skills
- Is community-oriented and motivated to involve the full range of the school community - staff, students and parents in the management and development of the Primary at SIS
- Acts as a school ambassador in engaging with external stakeholders when needed
- Is sensitive towards, and familiar with, a diverse range of student learning needs
- Is sensitive towards and understands cross-cultural issues
- Demonstrates success modeling and inspires a love of learning
- Is fluent in English (reading, writing, speaking)
- Demonstrates ability to effectively manage human, financial, and physical resources to deliver a high-quality organizational outcome
- Has a pleasant and friendly personality
- Is a self-reflective life-long learner
- Has strong ethical principles and sense of fairness

Preferred Education and Experience

- Master's degree in Education, or equivalent, with a demonstrated interest in remaining at the forefront of educational trends
- Demonstrated strategic thinking and analytical skills and the ability to use those to influence the educational agenda of the school
- Proven track record of success in hiring, leading, and managing school faculty

At Stockholm International School we are committed to protecting children. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.

Contract

Administrative - Permanent full time (with six months probationary period)

Starting: August 1st, 2019

Salary

Fixed salary

Application

Last day for applications March 15th, 2019

We only accept applications in English and from qualified candidates

Please send your letter of interest and CV to Marisa León, m.leon@intsch.se



INTERNATIONAL
SCHOOLS SERVICES

Making a world of difference

ISS Administrative Searches is proud to assist Stockholm International School with their search for a Primary School Principal.

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We only accept applications in English and from qualified candidates

Please send your letter of interest and CV to Marisa León, m.leon@intsch.se

Position can also be found on the school website:

<http://intsch.se/about-sis/work-at-sis/>

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All application materials should be sent to the school as directed, not to ISS.

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