

## Leadership Posting

### Secondary School Principal International School of Havana *Havana, Cuba*

Application Deadline: September 30, 2019  
Start Date: August 2020

## SECONDARY SCHOOL PRINCIPAL

### SCOPE OF RESPONSIBILITIES

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*The Secondary Principal is responsible for ensuring that the Secondary School of the International School of Havana is managed in such a way as to ensure optimum learning and development of students. This includes both strategic and tactical planning, management and motivation of staff, and ultimate responsibility for student wellbeing. The Secondary Principal is a member of the Learning and Development Team and is a major budget holder.*

**REPORTS TO:** The Director.

**SUPERVISES:** Secondary School Teachers, other Whole School Teaching Staff as appropriate.

### PERFORMANCE RESPONSIBILITIES

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**To develop and implement strategic and tactical plans which will ensure optimum learning and development of students. Including, but not limited to:**

- As a member of the Learning & Development Team, playing an active role in the strategic planning of the whole school.
- Working together with the Director and Secondary staff to develop strategic plans for the Secondary School.
- Ensuring that the day-to-day activities of the school are planned and organised effectively, so that optimum learning and development of students takes place; including:
  - The planning and scheduling of classes and timetables (students & teachers)
  - The planning and organising of co-curricular activities and trips
  - The planning and organising of assemblies, special events and trips.
- Leading the Secondary School in the development and understanding of instructional strategies which will maximise learning & development
- Liaising with the Dean of Teaching and Learning & Admissions and other relevant individuals to ensure that an effective curriculum is designed and delivered
- Ensuring co-ordination between the requirements of the curriculum and the instructional strategies employed.

**To establish and implement systems, policies and procedures which will ensure that the potential of each individual student is recognised and realised. Including, but not limited to:**

- Working together with the Student Services Team to facilitate an inspirational yet realistic view of each student's potential; both academically and in terms of life skills development.
- Ensuring that goals are set with each individual student

- Ensuring that systems are in place to evaluate current levels of achievement for each student, including:
  - internal evaluations
  - external testing
  - parental consultations.
- Ensuring that appropriate and timely action is taken if individual students fall below or exceed expected targets.
- Analysing student performance data as a whole and taking decisive action (for instance by coaching staff) if groups of students are falling short against expected targets.
- Ensuring that effective partnerships are established and maintained between parents and the school; for instance, ensuring that developmental goals are agreed and then re-enforced at both home and school.
- Ensuring that students are provided with a safe, secure and well-disciplined social and emotional environment.

**To co-ordinate the collection and utilisation of student performance data in order to ensure ever-increasing student performance against international benchmarks:**

- Co-ordinating the collection and analysis of performance data: external test data, student learning reports, and other relevant data; review assessment strategies if required.
- Using conclusions to continuously improve quality of instructional strategies; and cooperating with Dean of Teaching and Learning to ensure improvement of curriculum design.
- Co-ordinating the production of Secondary School bi-annual reports and other progress reports; sending reports to parents and responding to any queries.
- Organising conferences with students and parents.
- Coaching teachers on appraising student performance.
- Coaching teachers to make adjustments in order to maximise student performance.

**To lead the Secondary School Team, in a manner that empowers them to work according to excellent teaching standards. Including, but not limited to:**

- Communicating to the team a clear and exciting vision for the work of ISH and the Secondary School in particular.
- Ensuring that each member of the team fully understands the outcomes and standards that are expected of them and that they are aware of any other success criteria which pertain to their work.
- Ensuring that each member of the team is in active dialogue with students and their parents, proactively gathering feedback and making plans for improvement.
- Ensuring that staff workloads are allocated in a way which will meet the needs of students in the most effective manner possible; ensuring that staff are given appropriate workloads and are working efficiently but without undue stress.
- Developing and operating systems and procedures which will ensure high standards of quality, safety and legal compliance where this is necessary.
- Supporting staff in order to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve (personal) problems.
- Ensuring that staff are adequately trained and developed for their roles e.g. by giving attention to Professional Development in its various forms.

- Monitoring and reviewing progress and, in particular, holding staff accountable for meeting the teaching standards of excellence and delivering any improvement goals which have been identified; ensuring that necessary policy and procedures are adhered to; taking decisive disciplinary action in the case of persistent non-compliance.
- Holding the various team leaders accountable for acting towards their own staff in an empowering and facilitative fashion.

**To enhance the performance and wellbeing of students by ensuring a supportive and disciplined social environment in the Secondary School. Including, but not limited to:**

- Ensuring that the school's discipline policy, and any relevant health and safety policies, are circulated to staff, students and parents in the Secondary School; producing appropriate 'reminder' materials.
- Supporting the pastoral care of students and ensuring effective discipline strategies and procedures are maintained.
- Ensuring the Life Architecture Labs Program (social emotional learning) is meeting its goals and having a positive impact on student learning and growth.
- In collaboration with the Coordinator of Student Support Services, coaching and advising teachers on how to deal with disciplinary issues.
- Informing the Coordinator of Student Support Services of any themes of issues that become apparent, and collaborating over the design and delivery of interventions.
- Co-ordinating the orientation of new students and their families.

**To ensure that the Secondary School is equipped with sufficient high quality resources to maximise the learning and development of students. Including, but not limited to:**

- Planning ahead to ensure that suitably qualified and competent staff are in place and fully orientated; with a personal involvement in recruitment and training whenever appropriate.
- Ensuring that the physical environment of the Secondary School is conducive to student learning and development; e.g. by ensuring attractive decoration of classrooms, liaising with the Director and with staff to support the development of facilities, liaising with School Services and Business Departments to ensure that maintenance needs are quickly dealt with etc.
- Taking personal initiative to spot any safety or security hazards and ensure that corrective action is taken.
- Liaising with the School Services to ensure that staff and students are provided with the physical resources (e.g. teaching resources, books, other equipment) necessary to support each program of instruction.
- Ensuring that staff, students and parents are provided with all the information which they need in a timely and efficient fashion.
- Working together with the Director and Business Manager to develop and then manage the budget for the Secondary School.

**To represent the International School of Havana to the outside world. Including but not limited to:**

- Taking initiative to 'sell' the school to existing and potential parents and members of the expatriate community in Havana.
- Keeping parents fully informed of all aspects of school life including producing an annual student parent handbook and making regular contributions to The Weekly and other school communication platforms

- Diplomatically standing up for the school in instances of criticism (and bringing any learning back to the school so that swift corrective action can be taken if needs be).
- At all times behaving according to the highest standards of professionalism.

**To liaise with the Athletics and Activities Coordinator to develop a programme of co-curricular activities that reinforces the academic curriculum and provides students with additional opportunities for fun, learning and development. Including, but not limited to:**

- Liaising with the Dean of Teaching and Learning and other relevant staff to understand how co-curricular activities can support and enhance the curriculum, equip students with valuable life skills, and provide opportunities for social interaction, skill development and fun
- Working participatively with the Athletics and Activities Coordinator and Teachers to develop a strategic vision and practical plans & schedule for the programme of extra curricular activities
- Organising the rota for daily and after school supervision
- Evaluating and approving field trip requests
- Ensuring that accurate records are kept of the attendance of students in co-curricular activities

*Note that 'co-curricular activities' includes after-school clubs which are organised by the Athletics and Activities Co-ordinator and also any other activities and field trips that go beyond routine classroom instruction.*

**To liaise with and support the Dean of Teaching and Learning to ensure that academic support activities are carried out fully and well. Including, but not limited to:**

- Taking part in curriculum development activities as requested by the Dean of Teaching and Learning
- Participating in self study and authorisation activities as requested by the Dean of Studies & Admissions; taking responsibility for making corrective actions if required
- Ensuring that external tests are administered according to the criteria laid down by the adjudicating body and that assignments are completed on schedule; co-operating with the Dean of Teaching and Learning to coordinate and resource all external assessments
- Being pro-actively involved in the marketing and admissions activities of the school in full co-operation with the Learning and Development Team and other relevant personnel
- Coordinating the orientation of new students and their families

**Carrying out other duties as requested by the Director**

## ACCOUNTABILITY

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The Secondary School Principal is responsible to the Director for performance. Compliance of teaching staff with ISH teaching standards, achievement of academic and life-skill targets by students, levels of motivation and performance improvements of staff, quality of the physical environment and feedback from parents and students are the main means of assessing performance.

The job holder is also expected to comply with the policies and procedures of the International School of Havana. The following policies are particularly important for this role:

- Admissions and Attendance Policy
- Teaching
- Discipline & Social Environment
- Field Trips, Sporting Fixtures & Off Campus Activities
- Evaluation of Student Performance
- Individual Student Support
- Departing Students
- Strategic & Operational Planning
- Management of Staff
- Scheduling Staff, Students & Classes
- Recruitment
- Staff Training & Development
- Ensuring Excellent Teaching Standards
- Liaising with Parents
- Student Administration
- Staff & HR Administration
- Health & Safety
- Child Protection
- Language
- Emergency and Safety

## RECRUITMENT CRITERIA

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### **Education and Aptitude:**

- Degree in relevant discipline (Masters or Doctorate preferred)
- International Primary Curriculum Programme Training (preferred)

### **Job related experience and knowledge:**

- Successful track record as a teacher in international or independent schools
- Previous experience as a team leader or manager (Principal or Assistant Principal preferred)
- Extensive knowledge and profound expertise in best practice of curriculum, instruction and assessment
- Expertise in coaching & mentoring staff; with delivery of professional development preferred

### **Time required in job to reach effective performance:**

- Probation period – 1 year
- Time to reach full effectiveness – 4 years

## COMPETENCIES

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### Essential Character:

- Personal integrity
- Emotional resourcefulness
- Strategic thinking
- Logical / forward thinking
- Verbal / Abstract reasoning
- Assertiveness
- Proactivity
- Results orientation
- Concern for standards
- Understanding others
- Flexibility towards others
- Team management orientation
- Development orientation
- Effective communication

### Essential Skills:

- Coaching
- Systems thinking
- Communication
- Financial management
- Influencing
- Information technology
- Leadership
- Managing classroom / student environment
- Managing learning
- Planning and organising work
- Planning and preparing instruction
- Presentation
- Problem solving & decision making
- Recruitment
- Relationship building
- Supporting individual students

### Preferred competencies:

- Leadership orientation
- Efficiency orientation
- First aid



# ISHavana

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ISH is a wonderful school of 350 students from over 50 countries serving the diplomatic and expatriate families living in Havana. We are currently accredited by NEASC, deliver the IGCSE and IB DP programs and are members of CIS, AASSA and the Tri-Association. Over the past four years an enormous amount of development work has taken place including the launching of standards based assessment and reporting, systems thinking and sustainability, instructional coaching, guided inquiry, Cognitive Coaching, Adaptive Schools, and more. We opened a newly renovated high school campus this year and are developing a master plan for our Early Years to Grade 8 campus for the future. Plan 2023 is our recently developed four year strategic plan which is a comprehensive road map for the school's development as we move forward.

Cuba is an incredible country with welcoming, highly educated and resilient people. In spite of the various challenges of living here, it is enriched by a vibrant culture, great beaches and lots to see and do.

I strongly recommend anyone interested in learning more about the Secondary School Principal position to apply soon. Note, however, that the school is **not able to hire Americans**. You can send a single PDF document containing your resume and cover letter to [director@ish.co.cu](mailto:director@ish.co.cu).

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### Instructions

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