

Leadership Posting

Lower School Principal International School of Havana *Havana, Cuba*

Application Deadline: October 29, 2019

Start Date: August 2020



To the International School Community:

After eight years of service, our Lower School Principal recently informed us that the 2019-20 school year will be her last and we are now recruiting for her position to start in August 2020.

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 IBDP programs and are members of CIS, AASSA and the Tri-Association. Over these four years an enormous amount of development work will have taken place including the launching of standards based assessment and reporting, systems thinking and sustainability, instructional coaching, guided inquiry, cognitive coaching 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 Lower School Principal to let me know as soon as possible. Note, however, that the school is **not able to hire Americans**. You can send letters of interest, contact information for at least three professional referees, and CV's to director@ish.co.cu.

Michael Lees

Director

International School of Havana



JOB DESCRIPTION

LOWER SCHOOL HEAD OF SECTION

Responsible to: The Director (Head of School)

Responsibilities:

1. Academic standards, Curriculum and Instruction
 - a. Have primary responsibility for the entire curriculum in the Lower School Section.
With this responsibility comes the additional responsibility to train and coach middle manager leadership positions such as subject coordinators and grade level leaders in order to grow the shared leadership opportunities that are beginning in the Lower School.
 - b. Working as a key member of the Whole School Curriculum Review Committee to ensure a modern, dynamic, internationally based, articulated curriculum that follows a logical sequence and scope within the Section, between Sections and in line with the school's Mission, Philosophy and Objectives.
 - c. Contribute to shaping the future vision of the school in line with the mission and in collaboration with the Head of Secondary and the Principal (Head of School).
 - d. Ensuring that annual curriculum evaluation and review takes place:
 - i. in line with the 5 Year Academic Plan;
 - ii. using as a data base external and internal testing results and other assessment results (where applicable);
 - iii. to accommodate school special activities and events;
 - iv. to ensure adequate and appropriate resourcing.
 - e. Monitoring assessment and reporting practices in the Lower School Section to ensure congruence with the Whole School Policies on Assessment and Reporting (academic and Extra Curricular). In addition, in collaboration with the teachers, continue to create common assessments and shared assessments that provide relevant data as the basis for improved curriculum, teaching and learning. Additional work with the alignment of assessments and the quality of assessment remains a goal for Lower School.
 - f. Curriculum documentation.
Responsible for helping to create and maintain a thoroughly effective documentation management system that provides ease of access for all teachers to the curriculum.
 - Subject Curriculum documentation for the Lower School Section
 - Unit planning and Schemes of work
 - Weekly Planning (where applicable)
 - Lesson Planning (where applicable)
 - g. Ensuring that the work of the E.S.L. Department and teachers are appropriately assigned and completed within the Lower School Section. Supporting and coaching the EAL Coordinator to ensure a smooth transition of this new position and improve the quality of support for EAL learners within the school.
 - h. Undertaking Teacher Appraisal evaluations as required by the school's Teacher Appraisal Scheme.
 - i. Acting as the second line of communication, after the Homeroom Teacher, with parents regarding any parental concerns relating to academic and/or instructional standards.
 - j. Acting as Supervisor/Mentor for the Lower School Section's staff members involved in school approved and/or sponsored programmes of Professional Development.

- k. Acting a supporter and coach for newly qualified or trainee teachers in the Lower School Section.
2. Pastoral Care of Students/Student Life
- a. In consultation with the Grade teachers, overseeing the academic and social performance/progress of the students in the Lower School Section.
 - b. To ensure that, in consultation with the Principal, the discipline of the students in the Lower School Section is of the required standard.
 - c. Acting as the second line of communication, after the Homeroom Teacher, with parents regarding student discipline.
 - d. Supervising the Extra Curricular offerings for students in the Lower School Section.
 - e. Offering an Extra Curricular Activity in line with general school requirements for academic staff.
 - f. Maintaining the common agreements on student discipline that have been created within the Lower School to ensure a common approach with students and common position with parents. In addition, ensuring the integration of the Student Profile and the ISH NINES to make sure that these expectations are clearly communicated to students and parents and used on a daily basis to help positively shape student behavior.
3. Administration
- a. The day to day running of the Lower School Section which with effect from 1.8.2011 will include two campuses.
 - b. Arranging cover for absent teachers in the Lower School Section.
 - c. Coordinating the ordering of appropriate teaching materials and resources for the Lower School Section, in consultation with the relevant Subject Coordinators and the Curriculum Steering Committee;
 - d. Coordinating the ordering of all appropriate and approved supplies for the Lower School Section, in consultation with the relevant Subject teachers;
 - e. Holding regular coordination and feedback meetings with the teachers of the Lower School Section as a minimum, as required by the Principal and the schedule of meetings.
 - f. Improving on the already existing structure of professional learning community meetings that currently take place at each grade level (to discuss student data and planning) and in subject areas such as Language Arts, Mathematics and Early Years to discuss student data and curriculum.
 - g. Ensuring that Lower School Section Meetings (and professional learning community meetings) are minute with paper or electronic copies circulated to the relevant teachers and the Principal.
 - h. Reviewing and reporting to the Principal on standards of Health and Safety as well as the maintenance needs in the Lower School Section.
 - i. Mentoring or acting as support person and/or consultant for teachers new to the school or Section as part of the Teacher Induction Scheme.
 - j. Acting as the first line conduit for information and communication between the teachers in the Lower School Section and the other Coordinators and the Principal.
 - k. To be knowledgeable about and supportive of school policy.
 - l. To be a good example to others in regards to school policy as outlined in:
 - the Board of Directors Policy Manual
 - the Staff Handbook
 - the Internal Regulations and Procedures Manual
 - the Section Handbook
 - any other school literature such as the ESL policy, the Special Needs policy.

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Instructions

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