

## Leadership Search



الأكاديمية الدولية - عمان

THE INTERNATIONAL ACADEMY - AMMAN

## Primary Principal The International Academy – Amman

*Amman, Jordan*

Application Deadline: February 5, 2021

Start Date: August 1, 2021

ISS is pleased to conduct this full search.

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## Introduction

IAA was established in 2004 as a world-class private international school. 17 years through which their four pillars: Leadership, Acceptance, Cultural Heritage, and Duty never wavered. They have a wonderful community made up of enthusiastic teachers, long-life learners, and collaborative supporting parents.

IAA currently serves almost 1200 students from Pre-Kindergarten (3 years old) through grade 12. IAA recognizes their students as global citizens and value the cultural contributions they bring with them from inside and outside of Jordan. All students are nurtured in an inclusive global school environment with a lot of focus on the Jordanian cultural heritage and history. The school offers varied comprehensive educational programs that challenge students to excel in their learning and grow as risk takers and life-long learners.



## Position Overview

The Principal is in charge of the operational, instructional, and administrative leadership responsibilities of the Primary School under the supervision of the Director in addition to the day-to-day operations of their section, ensuring the satisfaction of the Mission and Vision of IAA and adherence to IAA Policies and Procedures.

### Duties & Responsibilities

- In charge of the day-to-day running of the Primary School as supervised by the Director
- Implementing and promoting an efficient and effective administration and management model
- Monitoring and advising the General Services Manager of building/facility improvement needs
- Conscientiously monitoring the implementation of staff policies, as outlined in the IAA Policy and Procedures Handbook
- Developing and implementing procedures and regulations specifically for the section in accordance with IAA Policy
- Overseeing maintenance and use of all curricular materials, equipment and furnishings.
- Attending SMT meetings and Board meetings as directed
- Providing written materials as requested for school publications
- Liaising and acting where necessary with regards to health and safety matters
- Preparing and submitting appropriate verbal and written reports as requested by the Director
- Maintaining an appropriate schedule of regular staff meetings

- Developing and improving the school's educational programs especially with regard to curriculum, pedagogy, resources and assessment in conjunction with the Assistant Director for Curriculum
- Supporting the ADC in implementation of academic initiatives.
- Actively promoting curriculum development, implementation and evaluation.
- Support the ADC in ensuring that program coordinators, HODs and GLs maintain appropriate documentation of course plans, unit plans and weekly lesson plans.
- Coordinating and overseeing all extra-curricular programs, student activities and events
- Collaborating with Admissions to plan Parent Information Day
- Administering the School's admissions policy and recommend students' admissions to the Director and Registrar
- Being mindful of the welfare, physical and mental safety and well-being of staff
- Overseeing a section wide plan for the implementation of strategies that encourage student self-discipline, reinforce appropriate behaviour and manage disruptive behaviour
- Ensuring a safe, stimulating and attractive learning environment
- Looking for opportunities to extend learning beyond the confines of the classroom
- Making recommendations to the Director on the selection, assignment, transfer or termination of employees of their relevant section including administrative, instructional and non-instructional personnel
- Supervising, evaluating, and directing the administrative, instructional and non-instructional personnel of their relevant section
- Being responsible for all aspects of the school timetable including the planning, the allocation of teacher resources, the communication of teacher requirements to the Director, and teacher cover and substitution
- Overseeing the integration of new teaching staff, their orientation and guidance, their allocation of a staff mentor and their initial induction
- Fostering, organising and evaluating appropriate channels of communication between parents and staff
- Administering the budget of their relevant section under the supervision of the Director and in conjunction with the Deputy Director for Business and Finance.
- Submitting proposals and budget information for annual orders
- Complying with Jordanian law and showing appropriate respect to local customs
- Undertaking any professional duty as required by the Director, especially in times of emergency, and understanding that these events do particularly occur in an international setting, where staffing and material resources may be limited.

### Academic & Professional Qualifications

- Master's degree or higher in Educational Administration or other related field from a recognized institution or Board with course work emphasis for both teaching and curriculum development or equivalent as applicable.
- Certification in teaching from a recognised institution and/or Board

- Minimum of 2 years' experience as a Deputy Principal or Principal in an internationally accredited school plus a minimum of 5 years as a teacher in an internationally accredited school or national/state school in an English-speaking country

### Skills/Experience/Attributes Sought

- Proven skills in leadership, group facilitation, organization, writing, listening and communications
- Police clearance to work with children and in schools
- Strong written and oral communication skills in English
- Excellent interpersonal skills in interacting with students, parents and staff
- Ability to supervise students in non-classroom settings
- Ability to work independently and within a team
- Familiar and experienced with accreditation procedures, International Baccalaureate programs or those programs approved by the Board of Directors, and current in Educational practices.

### Salary & Benefits

Salary will be tax free and highly competitive, dependent upon the qualifications and experience of the successful candidate. Benefits include World Class Health Insurance, Suitable Accommodation and Utilities Allowance, Annual Flights, Retirement, PD.

Application instructions found on the final page of this announcement.

## Mission, Vision, Values

### Mission

IAA delivers a holistic international education that exemplifies life-long learning and responsible citizenship.

IAA belongs to the Jordanian community, fostering an atmosphere of pride and identity, celebrating our traditions, and promoting a sustainable future.

IAA equips its students with the skills, principles and experiences that empower them to fulfill their academic, personal and social potential.

IAA promotes ethical development, intercultural empathy and a duty to the global and local communities.



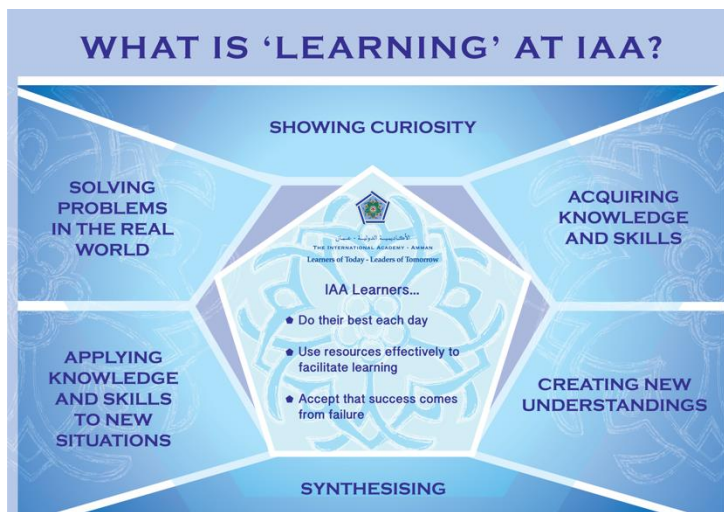
### Vision

To provide a unique educational experience that inspires, nourishes and celebrates the individual, one in which staff, students and parents are proud partners.

### Definition of Learning

'What is 'learning' at IAA?' Using a question as a header is in keeping with the framework of the IAA programme, which uses a method called 'Understanding by Design' that focusses on the use of Essential Questions to help learners identify and understand important ideas.

The six attributes that IAA teachers agree they seek in students to identify when learning has occurred are arranged around the IAA logo, a pentagon. Within the pentagon, three bullet points indicate other important capacities that they believe is important to develop in learners at IAA.



The staff of IAA continuously seek to improve the education it offers to prepare students for whatever directions their strengths and interests take them so that the 'learners of today' may truly become the 'leaders of tomorrow.'



## The School Pillars

### Duty

Duty at IAA is commitment to serve selflessly, with no expectation of any recognition in return. It is an innate understanding that the well-being of the world can only be realized through the contribution of every citizen. Our own world extends far beyond our immediate circumstances, and the welfare of others can never be entirely separate from our own. IAA is committed to nurturing the sense of responsibility, duty and service.

### Leadership

"The leader of a house is also its humble servant." At IAA leadership stems from the fundamental principles of dignity, respect, peace, humanity, prosperity and belonging. The IAA community understands that strong and inspiring leadership is not simply a title or position, but rather requires the active development of these essential principles. Leadership cannot be divorced from character.

### Cultural Heritage

Our heritage is our cultural, social, physical and intellectual identity. It celebrates our past, drives our present and helps shape our future. Jordan is a unique country that celebrates the diversity of its people, honouring the pride each individual exhibits towards their own personal cultural heritage. This is the Jordan to which IAA is proud to belong.

### Acceptance

At IAA, we understand that we are one of many on this Earth. We know that our actions not only affect the world, but also reflect how the world views us. We accept people based on the universal principles of Human Rights, Human Dignity, and Fundamental Freedoms. We therefore recognize each other as equal brothers and sisters. At IAA, acceptance is the basis of all human interaction.



## The School

### School Overview

Since its conception, IAA has embraced a very clear and well-defined purpose - to introduce into the world generations of youth embodying intellectual creativity and active citizenship, keen to impact their communities in positive and lasting ways. At IAA, students are carefully nurtured as "Learners of Today and Leaders of Tomorrow."

Teachers guide their students on this journey from Pre-K to Grade 12 within a comprehensive curriculum that teaches children to use the solid foundation received from school to become



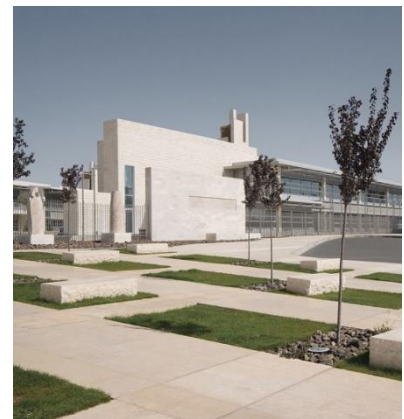
independent thinkers. The inquiry-based curriculum at IAA is designed to prepare students for a successful future in the 21st Century, an era that has witnessed major shifts in technological innovation, information literacy, economic globalization and cultural interaction. Hence, students at IAA develop 21st Century skills, including Critical Thinking-and-Doing, Creativity, Collaboration, Cross-cultural Understanding, Communication, Computing and ICT Literacy, Career and Learning Self-Reliance, all of which are incorporated throughout the IAA experience.

### History

When the International Academy-Amman (IAA) first opened its doors in 2004, it put forward a bold and optimistic mission: instilling a lifelong love of learning in its students, and arming them with the curiosity, compassion, and confidence to become the leaders of tomorrow. They aimed to foster a new generation of global citizens, able to serve as agents of change without ever losing sight of their roots.

Over the years since, we have been immensely proud to witness the success of IAA's students, embodying their school's ethos both inside and outside the classroom. With the support and guidance of their parents, teachers, and school leadership, each graduating class raises the bar a little higher, showing just how far our youth can go when given the opportunity to realize their potential.

IAA has seen firsthand that a holistic approach to education is the key to nurturing well-rounded individuals. Their multi-talented students are passionate about music, engineering, coding, sustainability, design, and so much more. The community is moved by their altruism and ceaseless drive to give back – they care deeply about the wellbeing of others, lending their time, intellect, and ingenuity to uplift their local communities.



Another area where the school excels is sports. Students have a wide range of athletic teams and afterschool activities to choose from, supported by a strong team of coaches and trainers. The school has cheered on the IAA Hawks as they won titles in local, regional, and international tournaments. Many of the student athletes are also members of national teams, proudly representing Jordan and bringing home medals and trophies in our country's name.

The impact of IAA's strong foundation is evident in their alumni, who have made names for themselves in the world's most renowned institutions of higher learning. In the United States, IAA graduates have been welcomed with open arms into Ivy League institutions, including Harvard, Yale, Princeton, Brown, and Cornell. They have also made waves at top universities in the UK and Canada, from Oxford and the London School of Economics, to University of Toronto and McGill.



IAA has always prioritized resilience and resourcefulness, striving to ensure their students are equipped to succeed in a rapidly changing world. Today, the school is much more than a brick-and-mortar building; it is a tight-knit community of students, parents, educators, and administrators, working together to empower youth to take their first steps into the world of independence.

No one student or teacher could have achieved any of this on their own. Their journey is one undertaken together, and the best is yet to come.

## Curriculum

The curriculum at IAA is designed to prepare students for a range of possibilities and futures. The Primary School uses a synergy of subject curricula from prominent English-speaking nations, all converging to deliver the best overall programme. In Grades 1 to 5, IAA uses the British National Literacy Programme for English, Australian Mathematics and the International Primary Curriculum from the UK for integrated science, history, geography, music and art. The Kindergarten and Pre-Kindergarten programmes use the "Early Years Foundation Stage" curriculum, which is the British National Curriculum for early years programmes. The Secondary School is authorized to offer the

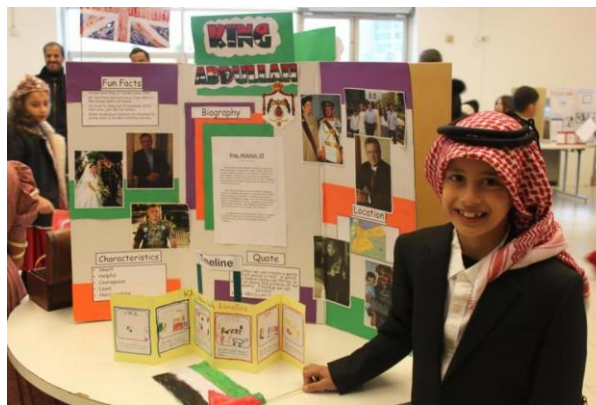


International Baccalaureate Middle Years Programme and Diploma Programme, academically rigorous programmes that are globally recognized as among the finest in the world. In addition, IAA uses the Jordan Ministry of Education curriculum for Arabic-medium courses. IAA has endeavoured to choose curricula that place significant emphasis on critical thinking and problem-solving. This approach allows young learners to evolve into resilient leaders equipped to confront challenges throughout their lives, effectively and confidently.



The International Academy-Amman understands the central role of national identity and cultural heritage in the success of both individuals and communities. IAA aspires to educate children to become active members of the Jordanian community by fostering a strong connection with Jordan and the Middle East. Students are immersed in Arabic in their Social Studies (which is offered alongside Social Studies in English), Religion and, of course, Arabic Language curricula. The school also celebrates all Jordanian, Islamic and Christian holidays as integral to IAA's spiritual and cultural identity. At the same time, IAA is international in its perspective, employing world-class programmes that allow the students to understand their own culture within a global framework.

IAA graduates are equally prepared to attend English-language university programs around the world, including North America, Europe, Oceania and the Middle East. All Secondary students attend American Scholastic Aptitude Test (SAT) preparation courses in Grade 11. They may also opt to earn either the International Baccalaureate Diploma or course certificates. IAA students take and perform well on SAT Subject tests, which are the basis of the "SAT" Curriculum, in addition to earning their Jordanian "Tawjihi" equivalency.



IAA's motto is "Learners of Today - Leaders of Tomorrow", and its curriculum is designed to prepare students for that role.

## Technology

IAA uses multiple platforms to engage students in the learning process. All classrooms are equipped with Interactive Whiteboards and either a desktop computer or a laptop. IAA uses google classroom for the distribution of material and resources to students and during online learning zoom is used as our platform for interacting and engaging with students.

## Arts, Athletics, & After School Activities

Dedicated to the development of the whole person, IAA offers a strong and diverse programme in the Arts. Whether in the Music Room, Art Studio or on stage, IAA provides opportunities for students to explore their creative talents in a variety of ways. All aspects of the Arts are highly valued and integrated into the curriculum at IAA.

Performing Arts are an essential part of a well-rounded education. IAA students have the opportunity to participate in several performances each year, including our ever-popular individual Grade Productions at the Primary level. IAA's Theatre Arts/Drama Programme in Secondary offers students the opportunity to develop skills and knowledge and to explore their talents, whether these are acting, producing or backstage. Students regularly perform for the entire school community, building their confidence and public communication skills.

During Music classes, students learn to use musical concepts and vocabulary through singing, playing instruments, listening and composition activities. Well-resourced music rooms include impressive collections of instruments including percussion, orchestral instruments, keyboards and many others. In the Secondary Music programme students also build skills in using music technology for composition. Class assemblies and school concerts give our students a chance to unleash their creative energies and share their talents.

In Visual Arts concepts and skills are presented in a developmentally appropriate way, allowing for individual differences among groups of students. Throughout the school IAA students are encouraged to express themselves through visual arts and to take pride in their artistic creations, many of which are displayed in annual exhibitions and throughout the school. At the Primary level Visual Arts are integrated into the IPC.

The IAA Arts Programme emphasizes art as a process for communicating ideas. Our students learn that in order to be effective communicators, they must learn concepts and skills that facilitate individual expression. Basic art skills are developed through a variety of art experiences, and students are exposed to a wide range of media.



The IAA Hawk is the symbol of school pride and unity, bringing the entire community together under one banner, one colour. We are all Hawks - we are all IAA. The IAA Hawk signifies sportsmanship, teamwork, and persistence. At IAA, students enjoy an extremely active and diverse athletic programme, both during and after school. In addition to encouraging fit and active lifestyles, IAA Sports also provide the ideal environment in which to foster healthy competition, perseverance, commitment and self-confidence within students. IAA Sports is yet another channel through which students may challenge themselves, overcoming limitations and realizing potentials.

Physical Education in Primary is concerned with the individual's well-being through the promotion and development of knowledge, attitude and skills that contribute to an active, healthy lifestyle. The development of such a lifestyle in young students can be implicitly and explicitly addressed through all areas of the Primary curriculum. Physical Education at the Primary level, then, involves more than student participation in sports and games. Its purpose should be to develop a combination of transferable skills promoting physical, intellectual, emotional and social development.

The most important objectives for PE in the IAA Primary School is to encourage present and future choices that contribute to long-term, healthy living and to understand the cultural significance of physical activities for individuals and communities. Therefore, PE should cultivate specific opportunities for learning about movement and through movement in a range of contexts.

## Community

IAA is proud to have a tight knit community of well-educated and invested parents collaborating with a group of highly qualified international and local teaching and Administrative staff from many different countries supporting the student body which is predominantly Jordanian although many students have dual nationalities and have resided overseas.



## Primary School

Fundamental to learning in the Primary School is the establishment of highly proficient numeracy and literacy skills to support the development of deep learning, critical thinking and higher order conceptual understanding. IAA's group of dynamic and dedicated teachers are highly trained and draw on a broad range of experiences from a variety of cultures and backgrounds.

The school has been able to choose curricula which best suits the learning needs of their students. The Early Years students follow the Early Years Foundation Stage framework. From Grade 1, the English and Welsh National Curriculum is used for literacy and the Australian National Curriculum is used for our mathematics learning while Science, History, Geography and Technology are drawn from the International Primary Curriculum. In addition to instruction from their core teacher, students receive specialist instruction in Arabic, Social Studies, Religion, music, ICT and Physical Education, with the Jordanian Ministry of Education curriculum used for Arabic and Science, Social Studies and Religion taught in the Arabic language.

In the Primary School they recognise that they have a range of diverse learning profiles amongst students and are committed to doing their best to meet their needs. IAA teachers place an emphasis on differentiating instruction for learner variability and also have a dedicated Learning Support specialist allocated to each grade in order to individualise support for students as necessary.





Technology is a fundamental feature of students' lives and hence students have access to a state-of-the-art computer lab. Grade 5 students benefit from a dedicated Bring Your Own Device programme. In addition to utilising a range of productivity suites, students have access to a range of software programs at school and home. Coding is a key component of Grade 5 curriculum and a dedicated technology specialist supports the development of this important skill.

IAA physical surroundings have a profound impact on the capacity to learn and classrooms are light-filled and technology-rich. The school has a dedicated space set aside for Pre-K students and there is plenty of space to run, play and explore with access to climbing structures, scootering spaces, a sports oval, and heated swimming pool. These facilities are also utilised through an extensive sports and activities programme.

The IAA Primary is divided into three sections for teaching and learning. These sections are as follow:

- Early Years, consisting of Pre-K, KG 1 and KG 2
- Primary consisting of Grade 1 and Grade 2
- Primary consisting of Grades 3, 4 and 5

The Early Years Foundation Stage Curriculum is followed in the Early Years section of the school.

The remainder of the school use the following curricula:

- The Australian National Curriculum for Mathematics
- The English and Welsh National Curriculum for Literacy
- The International Primary School Curriculum (IPC) for Integrated Studies
- The Jordanian National Curriculum for Arabic, Social Studies in Arabic and Religion

The aim is to provide a broad and relevant curriculum combining the best of local and international content and ideas.

## Campus

The International Academy's facilities are nothing short of state of the art:

- All classrooms are equipped with the latest interactive whiteboards, online software and programmes as well as wireless internet access.
- The school boasts a 450-seat theatre fitted for grand theatrical productions and is also accompanied by a massive Multi-Purpose Hall.





- The Sports Complex includes a semi-Olympic indoor swimming pool, strength and cardio training equipment, a gym and of course an 850-seat multipurpose outdoor football stadium.
- The Academy is also home to one of the largest resource centres in Jordan and perhaps the Middle East. These innovative centres of creativity and research consist of three fully staffed libraries and a Media Lab.

Adjacent to the glorious King Hussein Mosque in Amman, the International Academy is a modern 21st century building that sits in the heart of Arabesque heritage and culture. Contemporary pillars representing IAA's core values adorn the school entrance and within the campus grows 300-year-old olive trees relocated from the Roman ancient city of Jerash.



The Academy spreads over 105,000 sq meters. Whole school buildings cover 35,000 sq meters which includes the Primary School, Secondary School, Administration Building, Auditorium, Library, Multi-Purpose Hall and the grand Sports Complex. The remaining area is designed for interactive spaces and beautiful landscape. Only a ten-minute drive from the city center, the campus is also close to major department stores, grocery stores, shopping malls and recreational complexes. Most staff accommodation is also within a ten-to-fifteen-minute drive.

## Location

Amman, the capital of Jordan, is a fascinating city of contrasts, a unique blend of old and new, ideally located on a hilly area between the desert and the fertile Jordan Valley. You will discover much that is tantalizing and enchanting and your stay is guaranteed to be rewarding.

Jordan and in particular Amman are developing at a rapid rate. In recent years, there has been an explosion of new hotels, restaurants, shopping malls and cinema complexes. Although it does not yet compare with what we have come to expect in Western Europe, it is fast catching up with its counterparts in the Gulf. The tourist centres of the Dead Sea and Aqaba are also developing and are now attractive and relatively cheap weekend or short break destinations for staff. Add to that the famous historical sites at Petra, Mount Nebo, Jerash and Um Qais, the unique desert landscape of Wadi Rum and spectacular opportunities of wadi-walking in Mujib and other valleys, and you will appreciate that Jordan has much to offer as a place to live.

Jordanians are friendly and largely well-disposed to expats. English is spoken widely and there are few problems communicating even in the rural areas.



## Fast Facts

Year Established	2004
Accreditation Agency	CIS, NEASC, IBO
School type	Private, Not for Profit, Co-educational, PK-12
Language of Instruction	English
Total Enrollment	1,193
Primary School Enrollment	662
Secondary School Enrollment	531
Average Class Size	22
Student Age Range	3 - 18
Average % Home Country Nationals	89.2%
Student Nationalities	31
Percentage of Annual Student Turnover	8.3%
Number of Faculty	325
Faculty Nationalities	16
Percentage of Annual Faculty Turnover	6 - 8%
Number of Board Trustees	8
Tuition (2020 - 2021)	USD \$5,438 - 19,106
Annual Operating Budget	USD \$16,574,188

## Follow IAA to Learn More

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## Application Instructions

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Effective Date: August 1, 2021

Application Deadline: February 5, 2021

Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultants for The International Academy – Amman Primary Principal search. She will be assisted by additional members of the ISS Administrative Search Team.

In one PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo\*) to [execsearch@iss.edu](mailto:execsearch@iss.edu). You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

**ISS takes all aspects of child safeguarding very seriously.  
All candidates for employment will be rigorously screened.**

**Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and IAA reserve the right to close the selection process at any time if an ideal candidate is found.**

\* ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.