

## Leadership Search



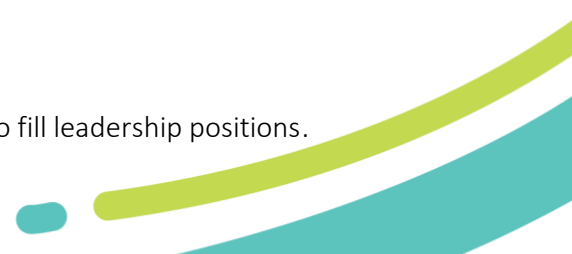
**Anglophone Section**  
Cité Scolaire Internationale, Lyon



Head of Section  
Anglophone Section,  
Cité Scolaire Internationale,  
Lyon, France

Application Deadline: February 11, 2022  
Start Date: September 1, 2022

ISS is pleased to conduct this full search.  
Learn more how ISS works with search committees around the globe to fill leadership positions.  
[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)



## The Position

---

The Association des Parents d'Élèves de la Section Anglophone (APESA) of the Cité Scolaire Internationale de Lyon (CSI) is looking to hire a Head of Section (HOS) to start work in September 2022. APESA is seeking a candidate with a proven track record in education administration and management.

### Overview

CSI is a multilingual state school (6 - 18 years), with nine integrated international sections, located in France's third largest city. The aim of the school is to provide education for French and foreign nationals who share an international experience of life, hence creating a multicultural and multilingual environment. The international sections combined with the French half of the school together create a stimulating and cosmopolitan atmosphere. All children are educated in two languages at a native level.

The Anglophone Section is the school's largest section, with over 580 students and 23 employees. The teachers and the Head of Section are privately employed by the APESA. The HOS is the most senior position in the Section and is legally responsible for the overall safety of its students and employees and ensuring that the operation of the Section follows French law.

### Job Description

- Direct the daily management of the Anglophone Section within the academic and legal frameworks.
- Manage the relationship and communication between the Board of Directors of APESA and the teaching and administrative employees of APESA.
  - Participate in monthly Board Meetings and the Annual General Meeting.
- Manage relationships and communication with parents and students.
- Manage the relationship and communication with CSI, especially with the Proviseur and Principaux-Adjoints (Headmaster and deputy principals of the primary, middle, and upper schools), and other heads of section and their employees.
- Represent the Anglophone Section in all types of events.
- Direct external communications (with other international schools, universities etc.).
- Promote the Anglophone Section of the CSI Internationally.
- Ensure the management of employees of APESA, teaching and administrative staff:
  - Conduct the recruitment process and selection of candidates in conjunction with the APESA Board (the hiring decision belonging to the APESA President, delegated by the APESA Board of Directors).
  - Coordinate the integration processes for new employees.
  - Supervise and ensure the training of teachers and administrative staff.
  - Conduct annual performance reviews.
  - Make recommendations to the Board of Directors for cases necessitating changes in employment and disciplinary sanctions.

- Direct and implement pedagogical goals, including:
  - Curriculum.
  - Extracurricular Activities
  - Student and teacher trips outside of school for educational purposes
  - Identify pupils in difficulty and put in place the necessary actions.
  - Monitor students' progress.
  - Preside in ad-hoc bodies concerning the organization of OIB, (BFI) and other exams and curriculum programs of other international sections (ASIBA etc.).
  - Carry-out minimal teaching and other teaching-related duties, as necessary.
- Initiate and lead new projects for the benefit of the Section.
- Participate and lead strategic planning for the Section in collaboration with the Board.
- Track the finances of the Association, in conjunction with HR, accounting, the APESA treasurer, and the Chartered Accountant
- Other functions as needed, in accordance with the guidelines given by the Board of Directors of APESA.

### Qualities of Ideal Candidate

- A university degree in education or related field from an accredited university.
- At least ten years' experience and leadership roles in teaching and management in international curriculum schools.
- Proven ability in implementing management structures and in leading and promoting professional growth and development of teachers.
- Experience with OIB and French education systems.
- Strong communication and relationship-building skills with parents, students, teaching and administrative staff, alumni, and other stakeholders.
- Excellent written and spoken English.
- Proficiency in spoken and written French to communicate the Proviseur, heads and employees of other sections, and parents.
- An understanding of financial planning, preparing, and monitoring budgets, and managing human resources protocols.

### Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.

## The School

---

The Anglophone Section provides a comprehensive bilingual educational programme within the context of the French school system. Students follow the full French national curriculum in addition to the Anglophone Section programme, working towards the Option Internationale du Baccalauréat (OIB) in their final years.

The Anglophone Section programme is integrated with the French curriculum differently in primaire, collège and lycée. At all levels, it is taught in a way that reflects the ethos of British, American and other educational approaches from across the English-speaking world.

- In primary (primaire) students work with the primary teachers to develop, expand and reinforce their English reading, writing and speaking skills.
- In secondary at collège level, the language & literature classes follow a programme that develops their English literacy skills, while the history / geography programme follows part of the French curriculum, adapted to the anglophone context.
- In secondary, lycée students in 1ère and terminale work towards the OIB. The Anglophone Section offers a choice between the British option or the American option of the OIB. Both are recognised by the French Ministry of Education and are administered in partnership with organisations in the UK and the US respectively, ensuring that standards and consistency are maintained across the international network of OIB schools.

The Anglophone Section includes over 580 children aged between 6 to 18 years old, representing many different nationalities and cultural backgrounds. What unites them is their ability to speak English at a native-speaker level and their desire to learn in a multicultural environment. When they leave, students are well-equipped to pursue their personal, educational and employment goals anywhere in the English-speaking world.





## The Mission

### Mission

Our mission in the Anglophone Section is to provide an exceptional learning environment for our bilingual students. Working within the international context of the CSI Lyon, we are committed to instilling a love of learning in our students. We believe that children learn best when they are supported and respected as individuals in a safe learning environment. Our standards are high, academically, and personally, and we strive to support our students as they work towards fulfilling their potential. When our students leave the school and move out into the wider world, they will do so as engaged, responsible, open-minded, and tolerant global citizens, fully prepared to meet the challenges that lie ahead.



How do we achieve this?

- We provide a rich and stimulating English-language education programme for our students, which complements the French curriculum taught by our French colleagues.
- We welcome students from across the anglophone world, adapting our teaching style to meet the needs of our students.
- We give our students the experience of learning in an English-speaking environment with a strong emphasis on a positive approach.
- We recognise the individual strengths, talents and interests of our students. We challenge them to push themselves forward academically and help them to develop confidence in their own abilities.
- We encourage students to develop their independence and skills 'beyond the classroom' through a range of extra-curricular activities and Section trips.
- We promote an appreciation of cultural, linguistic and other types of diversity both within the school and in the wider community.

## Overview

### Host School

The Cité Scolaire Internationale in Lyon (CSI Lyon) welcomes students wishing to follow an international curriculum within the French education system, leading to the OIB (international option of the Baccalauréate).

The CSI Lyon has nine International Sections: Anglophone, Arabic, Chinese, German, Italian, Japanese, Portuguese, Polish and Spanish, and welcomes over 2000 students. The CSI Lyon's founding mission is to receive students coming to France from other countries and those who need to learn French before they can enter the French school system. Class groups are made up of students from across all Sections, offering a truly multicultural and multilingual learning experience.

All students at CSI Lyon follow the French curriculum. While several hours each week will be spent studying in their Section language, the majority of their classes will be taught in French. If needed, intensive French language tuition is provided to help non-French speaking students integrate into the mainstream French classes.

The primary and collège of the CSI Lyon are reserved for international pupils. The lycée is both an international high school and the state high school for students from the local area.

## History

The Anglophone Section was first established in 1987 and was located elsewhere in Lyon before becoming one of the CSI Lyon's founding language sections at its launch in 1992. It is currently the school's largest language section, making up over a quarter of the student body.

The decision to create the Cité Scolaire Internationale Lyon (CSI Lyon) was made by the Rhône-Alpes Regional Assembly (Conseil Régional) in 1988. The aim of the new school was to meet the strong demand for international education in the region and, in particular, to encourage Interpol to locate its headquarters in Lyon.

In 1992 the CSI Lyon opened on its current site in the 7th arrondissement of Lyon near the banks of the Rhone. Its buildings, featuring a curved structure and a glass facade, are a distinctive local landmark.

## Governance

The APESA (Association des Parents d'Elèves de la Section Anglophone), known more broadly as the Anglophone Section, is a non-profit-making legal entity (association loi 1901). In accordance with French law all parents with children enrolled in the Anglophone Section are automatically members of the APESA.

The APESA Board is the governing body of the association and comprises 12 elected members with board positions lasting for two academic years. Elections are held at the Annual General Meeting (AGM) each year. The Board works closely with the Head of the Anglophone Section, senior management and administrators to oversee the management of the Anglophone Section particularly in relation to finance, human resources (including recruitment) and overall strategy.

All of the Board members are volunteers and Board meetings are held once per month.



## Students

Typically, the school's students are a diverse group. Many of them will be from French families that have lived in an anglophone country, or they might have attended French-English bilingual schools in France from an early age and can be considered to be bilingual. Others will come from totally anglophone families or from Anglo-French families, and therefore have English as a 'mother tongue' from one or both of their parents.

The school also has students whose home language is neither English nor French, but who have attended school in an international setting where English is the language of instruction, or who are from a country where English is one of the official languages.

This mix of linguistic backgrounds makes for a rich cultural experience in the Section classes and contributes greatly to the truly international character of the school.

## Curriculum

Students will be studying within the framework of the French curriculum, and their Anglophone Section classes will be either additional to their French lessons, or incorporated into their French timetable, depending on their level in the school.

At primary level, pupils spend six hours per week in their Anglophone Section classes, while covering the full French primary curriculum with their French teacher.

At secondary level, students spend between 6-9 sequences each week in their Anglophone Section classes, which represents around 20% of their class time.

The dual-language nature of the curriculum and the associated exam programme in secondary is a challenging educational choice, requiring real and sustained commitment to both the Anglophone Section and the French education system. To succeed, students at all levels need to be academically able, highly motivated and fully engaged in both educational programmes, and parents are expected to actively support both their children in the Anglophone Section within the CSI Lyon.



## Examinations

### Diplôme National du Brevet (DNB), Option Internationale

The Diplôme National du Brevet is a French state exam taken by students at the end of 3ème (Year 10 / 9th grade). It comprises written examinations in French, mathematics and history/geography. Students taking the option internationale will also sit oral examinations in English language & literature and history / geography.

### International GCSE

Students will take the Pearson Edexcel International GCSE (General Certificate of Secondary Education) in English Language & English Literature at the end of their 2nd year. This qualification, which is administered by Pearson Edexcel, is an international qualification which is the equivalent of the GCSE offered by schools in England, Wales and Northern Ireland.

### Option Internationale du Baccalauréat (OIB)

The Option Internationale du Baccalauréat (OIB) is a unique bilingual and cultural qualification that is taken by students in Terminale. The Anglophone Section at the CSI Lyon offers two versions of the OIB:

#### Option Internationale du Baccalauréat, British version (OIB UK)

The British version of the OIB is quality assured by Cambridge International Education (University of Cambridge) in partnership with the French Ministère de l'Education Nationale.

#### Option Internationale du Baccalauréat, American version (OIB US)

The American version of the OIB is quality assured by the College Board working in partnership with the French Ministère de l'Education Nationale.

The OIB is not a separate diploma but a specialisation within the framework of the French baccalauréat. OIB candidates will take all the exams required for the French baccalauréat général. In addition, they will take oral and written exams in English, in both language & literature and history / geography.





## Technology

The Anglophone Section actively promotes the use of technology in teaching, where appropriate, to improve student engagement and knowledge retention. Technology can help students to learn independently and facilitates collaborative project work. Students are able to develop their research and presentation skills through the use of technology in the classroom and beyond.

### Technology in primary

In primary, the Section provides iPads for pupils. Teachers use a wide range of interactive and fun apps with the pupils, including the following:

- Seesaw & Google Classroom to set and submit homework assignments.
- Book Creator, Puppet Pals, iMovie, ChatterKid for creative reading and writing projects.
- Padlet for note-taking and brainstorming ideas during class discussions.
- Clicker to improve literacy (reading and writing).



### Technology in secondary

Students in secondary have access to Chromebooks and Macbook laptops. Lessons are designed to incorporate a wide range of activities: research and analysis, using images and texts to promote understanding, and opportunities for creative work. The planned use of technology empowers students to work collaboratively, to connect with other students around the world, and to develop essential skills that will help them in their studies and beyond.

- Google Education Suite to create virtual classrooms, giving students interactive access to lessons, resources, activities and assessments.
- Kahoots and other quiz / puzzle apps for fun learning activities.
- Encyclopedia Britannica: online access to allow for easy, up-to-date research.
- Padlet for brainstorming and mind-mapping in the classroom.

## Class Trips

Trips are a key element of the Anglophone Section teaching programme - and a lot of fun! As well as enriching their understanding of the subjects being studied in the classroom, class trips encourage students to form strong friendships and to develop their independence in a safe, supportive environment.

### 6ème trip to Grotte de Chauvet

Organised by the History / Geography teachers, this day-trip takes students to visit the Grotte Chauvet 2 Ardèche: the largest decorated cave replica in the world. The original Chauvet Cave, a UNESCO World Heritage Site, contains an extraordinary collection of prehistoric paintings, drawings, and engravings that are faithfully reproduced in the replica. They also visit the Aurignacian Gallery, an interactive information centre where they learn about the environment, flora and fauna that would have been familiar to the men and women living there 36,000 years ago.

### 1ère Culture, History & Geography trip to London

This four-day residential trip gives the 1ère students a fantastic experience, as they explore some key London landmarks, choose between the best museums and art galleries that London has to offer, and enjoy three nights at the theatre. Departing from Lyon in the early hours, travelling by train together and staying right in the centre of London at Paddington: this trip is real adventure! Regular highlights include a guided tour of Shakespeare's Globe Theatre, visits to the Imperial War Museum, the Natural History Museum, the Tate Modern, the National Portrait Gallery and a trip to Canary Wharf to observe patterns of urban re-development in this vibrant and inspiring city.



### 6ème Snow trip to Peisey-Nancroix, Savoie

This three-day residential trip is organised by the 6ème teachers to reinforce Geography studies of "Cold Zones". It also aims to help the students build strong bonds and develop their teamwork through a series of group activities, including avalanche recovery training, dog sledding and igloo building! Accredited and highly-experienced mountain guides lead the children through a series of fun, educational activities over the three days, while the evenings are filled with quizzes, games, shared meals - and the much-anticipated boum (disco) on the last night!



### 2nde Drama trip to London

This four-day trip takes the 2nde Drama option students to London. Highlights include a guided tour of the Globe Theatre, a backstage tour at a working theatre and a different theatrical production each night, ranging from comedies to dramas to musicals.

## Extra-Curricular Activities

### Primary

Activities for primary pupils give the children an opportunity to develop different skills, to reinforce what is being taught in the classroom and to have some fun with their friends during the school day! A sample of the activities offered to primary pupils is given below.

#### "Makey Makey" Technology Club

Makey Makey is an invention kit for 21st century classrooms which allows pupils to explore a whole range of science topics from conductivity to computer programming. Projects might include building a simple circuit, writing some computer code or finding out whether bananas can conduct electricity - and then using them to play a tune!

#### Board Game Club

Board games are a great way for children to learn about working collaboratively, sharing with others and being resilient. They also help to reinforce many of the skills taught in the classroom like reading, planning and counting - and, just as importantly, they are great fun! Favourite games include Rummikub, Quirkle and many others, new and old.

### Book Club

The primary Book Club gives children an opportunity chance to explore new authors and different styles of literature, broadening and reinforcing the reading that they do in their lessons.

### **Secondary**

Anglophone Section students are actively encouraged to take part in extra-curricular clubs and activities. These activities provide an opportunity to develop new skills and to gain valuable hands-on experience. At secondary level a wide range of activities are offered, a sample of which are shown below.

### Collège Drama Club

The collège Drama Club aims to help students develop focus, confidence and overall performance skills while learning how to cooperate with others. Students also develop their public speaking and presenting skills, which helps them in their classes. Every year the Club works towards a production, which is performed for parents, family and friends at the school. Previous performances have included versions of Bugsy Malone, Blood Brothers, The Importance of Being Earnest and many others.

### Model United Nations (MUN) Debating Clubs

At its heart, the Model United Nations (MUN) club is a debating club, open to mainly lycée students. Each week the students meet to debate current events using the debating procedure laid down by the United Nations General Assembly. This allows them to develop confidence, mental agility, research and public-speaking skills, as well as a good understanding of the formal debating and decision-making process. The MUN Club members also form the core of the organising committee for the annual International Lyon Model United Nations (ILYMUN) conference.

The Youth Model United Nations debating club is open to collège students and run by lycée students, who share their experience of debating procedure and public speaking skills with the younger students.

### Green & Humanitarian Club

The Green and Humanitarian Clubs joined forces in 2019 to work together on environmental and humanitarian projects within the school. Each week, the students meet to discuss and plan fundraising and awareness-raising campaigns that focus on issues of local and global significance.

The aim of the club is to empower students to make a positive difference to the lives of others and to the environment, linking what they learn in the classroom with topical environmental and humanitarian issues. The framework of the club is based on the United Nations 17 'Sustainable Development Goals'.



Successful projects to date include: fundraising to 'Adopt a Coral' and 'Adopt a Turtle'; fundraising for World Toilet Day; highlighting the plight of refugees arriving in Europe; raising funds and awareness of domestic violence as part of International Women's Day; establishing paper and stationery recycling facilities in the CSI Lyon with the proceeds going to humanitarian aid projects in Ethiopia and many other worthwhile projects.

#### Basketball Club

The long-running Basketball Club was founded by an Anglophone Section teacher and currently runs through the CSI Association Sportive. The sounds of squeaky sneakers, pounding basketballs and coaching calls fill the gym for just over an hour every week! The aim of the Basketball club is to encourage teamwork, the development of individual skills, and to foster a cooperative spirit based on mutual support and fun.

#### Lycée Book Club (online)

The lycée Book Club meets online once a term to discuss a book that they have all read. Reading choices have varied from classics to contemporary fiction and non-fiction.

#### Art Space Club

Artspace is a dedicated club for Art and Design. This club caters for beginners, as well as students who already have art and design experience and really want to push their skills and techniques to an advanced level. The club is organised as a fortnightly class where students learn different techniques and have fun creating great art. There is also an online classroom which allows students to join remotely if they can't attend the sessions at school.

### Special Events

Each year the Anglophone Section helps to organise a wide range of events for students and their families, often in partnership with the other International Sections at the school, which gives a truly international feel to the events.

These events are key to supporting the vibrant community of families that join the Anglophone Section as they celebrate key milestones and special festivals. They also provide opportunities for the Section to raise awareness and funds within the school - and to have some fun!

Celebrations, parties and festive events

The move from primary to secondary is celebrated with the CM2 Graduation Day, while older students enjoy "Proms" at the end of collège and again at the end of terminale, when they say goodbye to the school and their classmates at a party organised and funded solely by the students themselves.





In primary, much-anticipated parties are organised at Halloween and Carnaval (Mardi Gras). Weird and wonderful fancy dress costumes, decorations and sweet treats abound as the parent-volunteers work with teachers to organise an afternoon of fun and frolics.

The end of the school year is celebrated in a uniquely multicultural event - the kermesse or school fair, which brings together staff, pupils and families from all the International Sections to showcase their different cultures through food, games, arts and crafts in a fun and festive atmosphere. Parent-volunteers run the various stalls and organise a range of fun events and activities for the children. Christmas Market & International Book Fair



### Community

INTERSEC is the association which brings together all the International Sections at CSI Lyon, and which aims to develop a strong sense of community at the school. One key way of doing this is to organise school-wide events, which allow each Section an opportunity to showcase its own culture, to support families and to raise funds. Two of the largest events are the Christmas Market and the International Book Fair, both much anticipated by students and families alike.

INTERSEC is run entirely by volunteer parents and new parents are always welcome.

## Grade Level Overviews

### Primary

The primary school at the CSI Lyon is connected to the main school building but has its own dedicated entrance and playground area. There is a separate building for the youngest pupils, with its own canteen and library.

Children between the ages of 6 and 11 years old spend six hours each week in their Anglophone Section classes. The remaining 18 hours of the school week are spent with their French 'homeroom' teachers, with whom they follow the French national education programme. All the core subjects (French, Math, Science etc.) are taught in French.



Ordinarily, there will be two classes per year-level in the Anglophone Section. Class sizes vary, there are usually around 14 - but never more than 20 - students per class.

The primary school day starts at 08h45 and ends at 16h30. Pupils can attend a morning club and an after-school club (collectively known as garderie in French schools). The garderie runs from 08h00 to 08h45 and for one hour after school between 16h30 to 17h30.

## Secondary

In France, secondary education is split into two distinct phases: collège and lycée. The Anglophone Section of the CSI Lyon welcomes students all through secondary

The secondary school day generally runs between 08h00 and 17h25, divided into ten 50-minute sequences.

The Anglophone Section teaching programmes are organised around two subject areas: English Language & Literature and History/Geography. Students will spend between six and eight sequences each week with their Anglophone Section teachers, depending on their level in the school.

The Language & Literature curriculum from 6ème to 4ème is based on the learning objectives of English programmes in a range of anglophone countries and is designed to help students make progress in their reading, writing, and speaking skills. Students are introduced to a variety of challenging and engaging texts, both fiction and nonfiction, as the main focus of the teaching. Not only are reading skills developed through these texts but they are also used to inspire different types of writing and to build the basic skills of grammar, punctuation, and spelling.

The History/Geography curriculum is a joint programme based on the content of the French national curriculum but with an approach characteristic of the learning and teaching styles in English-speaking countries. While the programme in History is roughly chronological, from the civilisations of the ancient world up to the contemporary era, emphasis is placed on the comparison of historical themes in different periods. The geography curriculum focuses on an exploration of the interactions between human activity and the physical environment.



## Fast Facts

Year Established	1992
Host School	Cité Scolaire Internationale in Lyon
School type	French state school
Language of Instruction	French and English
Total Enrollment Cité Scolaire Internationale	2150
Total Enrollment Anglophone Section	580
Student:Teacher ratio in Anglophone Section Primary class	13:1
Student:Teacher ratio in Anglophone Section Collège class	17:1
Student:Teacher ratio in Anglophone Section Lycée class	15:1
Nationalities in the Anglophone Section	32
Student Age Range	6-18 years
Number of Board Members	12

## Application Instructions

Effective Date: September 1, 2022

[Application Deadline: February 11, 2022](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Anglophone Section, Cité Scolaire Internationale, Lyon Head of Section search. She will be assisted by members of the ISS Administrative Search Team.

### Instructions for Former Candidates

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[Anglophone Section, Cité Scolaire Internationale, Lyon Head of Section](#)

### **Instructions for New Candidates**

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[Anglophone Section, Cité Scolaire Internationale, Lyon Head of Section](#)

### **Instructions for ISS EDUrecruit Candidates**

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[Anglophone Section, Cité Scolaire Internationale, Lyon Head of Section](#)

**ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo. \***

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and APESA reserve the right to close the selection process at any time.

**Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.**

\* 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. You can read more about our commitments [here](#).