

## Leadership Search



### Upper Secondary Principal IPS

*Wroclaw, Poland*

Application Deadline: July 16, 2021

Start Date: January or July 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)

## Position Overview

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### Reports To

The President of the Board

### Duties & Responsibilities

- To serve as a member of the Whole School Leadership Team
- To develop and implement the school's strategic goals, policies and practices
- To lead and oversee the development, documentation, implementation and evaluation of the curriculum and related materials of instruction and education program
- To hire, lead and supervise the Upper Secondary School team
- To create and sustain a culture of future-ready and student-centered learning
- To connect research-based initiatives and innovative strategies to maximize the achievement of each learner
- To collect and use data to monitor the success of Upper Secondary School academic programs to ensure student growth
- To ensure all students' needs are met through close collaboration with faculty and oversight of the teaching staff
- To lead the recruitment, selection, orientation and the placement of teaching staff
- To create and promote professional development opportunities for teaching staff
- To formulate and conduct staff appraisal processes warranting accountability with respect to ISP's expectations, learning principles and promoting professional collaboration and growth
- To build community and ensure effective communication with all stakeholders
- To participate in school and community events
- To manage and monitor the Upper Secondary School annual budget, in collaboration with the President of the Board
- To oversee the successful day-to-day running of the Upper Secondary School

### Academic & Professional Qualifications

- Advanced degree in educational administration or equivalent experience
- Minimum of ten successful years of experience (teaching and administrative combined)
- Certification as Secondary Principal preferred
- Experience in leading a new or founding school
- Experience of having worked with proprietary schools
- Experience or knowledge and understanding of accreditation processes
- Leadership experience in a multicultural school setting
- Experience working in a school culture that supports English Language Learners preferred
- Experience with IB Programmes, Cambridge Assessment International Education and IGSC
- Fluent in written and spoken English

## Qualities, Skills & Attributes

- A strong role model who will exemplify the school's values
- A student-centered learning leader with solid understanding of curriculum development
- A visionary, future-ready leader with the passion and skills to drive learning forward
- A start-up mindset and entrepreneurial skills to establish forward-looking structures and processes within a new school environment
- A proven track record and high delivery with the ability to meet and manage high expectations and standards
- A leader able to understand and navigate complex multi-cultural dimensions
- A risk taker who embraces change
- A strong project manager with excellent organizational skills
- A leader able to inspire trust in the whole community, build consensus, and motivate others
- A collaborative team player and relationship builder, able to work with a variety of stakeholders
- A hard worker, innovative go-getter, and creative problem solver
- A reflective and strategic thinker, open-minded, adaptable and flexible
- A highly articulate and effective communicator
- Personable and willing to immerse in and draw from the local community
- An optimistic outlook on life and a sense of humor
- Commitment to child protection best practice

## 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.

## Introduction

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IPS is seeking an Upper Secondary Principal for their new upper secondary school that will open its doors in 2022. This key leadership role represents an exciting opportunity to lead the development of the school in accordance with the long-term strategic development plan and vision of the school. The Upper Secondary Principal will lead, inspire and offer guidance to the staff, students and parents, and ensure the smooth day-to-day operations of the school.



IPS was founded in 2011 as the International Playschool, and English-speaking preschool. Today, celebrating its ten-year anniversary, IPS is a group of schools offering international education for students ages 3-14, certified to follow the highest educational standards, with English as a language of instruction. It consists of IPS Nursery, IPS Playschool, IPS School and the IPS Music School. IPS is authorized by IBO (PYP Programme) and Cambridge

Assessment International (Primary and Lower Secondary Programmes).

## Mission, Vision, Values

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### Mission

The mission of IPS is to support students in becoming responsible global citizens who will take over the role of local and global leaders by mastering crucial 21st century skills.

### Vision

To provide a holistic education that empowers students to achieve excellence.

### Core Values

**IPS 3Rs: Respect, Responsibility, Reflection**

Respect, tolerance, reflection, sensitivity, and agency are to be the core values in building global citizenship among IPS students.

Effective leaders must be open to challenges and must take responsibility for actions taken. This can be achieved only through personal integrity, self-awareness and mindfulness. IPS believes that these attributes are key not only for students, but also for the staff and faculty with whom they interact at IPS.



IPS values the multicultural community of IPS with respect to traditions and beliefs and strive to build strong cooperation between all members of the IPS community.

IPS' education strategy focuses on a holistic approach to learning while providing a high-quality and rigorous learning environment. IPS supports their students in being responsible for their individual learning process.

IPS believes that the process of life-long learning, understanding new technologies and innovations, creativity and mobility will lead IPS students to success and personal fulfilment.

IPS' motto is a famous Elbert Einstein's quote: *"Teaching should be such that what is offered is perceived as a valuable gift, and not hard duty"*.

## The School

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### School Overview

IPS is a family-friendly place that is safe, joyous and always open, not just for the children, but also for their parents.

With over 320 students and 50 teachers and other faculty members from more than 30 different nationalities, IPS is international and multicultural. The IPS' hometown, Wroclaw is called a meeting place, the junction of culture, the city of tolerance. IPS is a place of the same values.

English is used as the language of Curriculum and instruction. Modern campus, 3500 sqm, with additional sports facilities and playgrounds.

### History



IPS was established in 2011 as a small international preschool, offering education in English to students aged 2-6. In 2012, IPS opened a location offering early childhood education. In order to offer our students a continuation into primary education at IPS, the IPS Primary & Lower Secondary School was opened, in 2014. In 2017, IPS opened a newly constructed campus of 2800 sqm, which was enriched with an additional 400 sqm, at the end of 2020. In 2015, IPS was accredited as an

IB World Candidate School in the PYP program and was successfully authorized in the beginning of 2018. In April 2016, the school was also authorized by Cambridge Assessment International in the Primary & Lower Secondary program. Currently IPS is the leading international school in Wroclaw.

### Accreditations/Affiliations/Sponsors

IBO, Cambridge Assessment International, Polish Ministry of Education, Amazon STEM Academy

### Board of Directors/Governance

IPS is a proprietary school that is governed by the President of the Board.

### Administration & Faculty

IPS Administration, IPS Leadership, IPS Accounting Department, IPS Communication Department

More than 50 highly qualified teachers and teachers' assistants, including homeroom teachers, subject teachers, and music school faculty.



### Students

With more than 320 students from over 30 different nationalities, IPS is international and multicultural.

The learning at IPS also takes place outside the school walls during numerous field trips in which even the 3-year-olds participate.

Students starting in 1st grade go on overnight field trips twice a year. The trip in September is educational, while the one in June is more recreationally oriented. Everyone has a great time during both of them.

## Curriculum

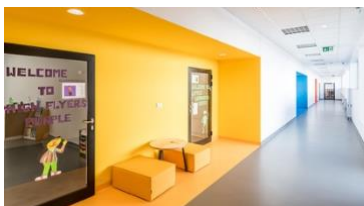
IPS offers IB PYP Programme and Cambridge Assessment International with Primary & Lower Secondary Programmes. In addition, the school is recognized by the Polish Ministry of Education and offers basics of the Polish National Curriculum.



## Technology

IPS is a modern and well-equipped institution with smart boards in each classroom, laptops in mobile cabinets, tablets, kindles, headphones, etc. The IPS campus is fully covered with a private WiFi connection. IPS is a partner school with the Amazon Stem Academy.

The IPS Media Center provides a variety of books and a space arranged for quiet reading, computers for researching, tablets with headphones for reading e-books and listening to audiobooks and sound files, as well as space for working in groups.



## Arts, Athletics & After School Activities

IPS runs an Arts program containing visual arts and music. IPS Music School is the only music school in Wroclaw that offers after school courses in English for piano, guitar, ukulele, violin, horn, trumpet, percussion, and voice.

IPS provides a range of sports activities including team sports such as basketball, volleyball, football, gymnastics, yoga, judo, swimming courses, kidfit, acrobatics, and dance in the basic curriculum, as well as afterschool clubs. In addition, the IPS after school clubs offer arts and design, chess, modern foreign languages and a science club.



## Community

Parents are an important part of the IPS community. The school's PTA (Parent Teacher Association) brings people ready to act and help, full of ideas and initiatives.

The school life is full of events. The school's PTA and Student Council organize a Christmas Concert, Halloween dancing party, Cultural Diversity Day, School's Birthday Picnic, and special guests' meetings. At the end of the school year, there is a show with a concert.

## Professional Development

IPS considers itself a community of life-long learners. Professional development support is provided through IB trainings, Cambridge subject trainings, and subject based workshops for English, Math, and Mindfulness. IPS "professional development weeks" take place at the end of August and January.

## Academic Calendar

The school year for students starts September 1st and ends June 30th. It is comprised of two semesters with a Christmas break, Winter break and Easter break.



## Elementary School Overview

Grades 1-5, IB PYP + Cambridge International (Primary)

The teaching in grades 1-5 is based on transdisciplinarity within so-called Units of Inquiry that integrate the knowledge and skills of Social Studies, Science, Mathematics, Language and Arts under one "big idea" – the central idea of each Unit. The curricula for Grades 1-5 are prepared in accordance with the standards, knowledge and competence of the national curricula of UK, USA and Poland. The teaching philosophy and



methods respond to the challenges of the 21st century education, considering closely the skills of synthesizing knowledge, selecting information, project work and collaboration within groups.

## Middle School Overview

Grade 6-8 Cambridge International (Lower Secondary)

In Grades 6-8, IPS Primary School offers a subject-based education according to the Cambridge Primary and Secondary 1 international curriculum enriched by the elements of the Polish national curriculum for the grade level. IPS prepares students for the exams according to the British standards of the Cambridge University, so-called Lower Secondary Checkpoints as well as Polish state-required final exams at the end of primary education. IPS is especially devoted to support children's independence in their learning as well as conscious development of their own talents and skills.

## High School Overview

Opens September 2022

## Campus

IPS is located in a green neighborhood, in the heart of Wrocław, which is 10 minutes away from the Old Town. The IPS campus of 3500 sqm opened in 2017, and consists of 22 classrooms, Arts Lab, Science Lab, two Gyms (full size gym and auxiliary gym), library, two cafeterias, two playgrounds. IPS is within walking distance to a football/athletic stadium, a swimming pool, a public library, and a quiet park with a playground.



## Fast Facts

Year Established	2011
Accreditation Agency	IBO, Cambridge Assessment International, Polish Ministry of Education
School Type	Private

Language of Instruction	English
Total Enrollment	350
Lower School Enrollment	Playschool: 100 Primary: 150
Middle School Enrollment	Lower Secondary: 100
Upper School Enrollment	Anticipated 160
Student Nationalities	Over 30 nationalities and mixed backgrounds, including Polish, American, Japanese, Korean, Indian, Western European, and Eastern European
Student Age Range	3-14
Percentage of Annual Student Turnover	10-15%
Number of Faculty	Over 50
Faculty Nationalities	American, Polish, British, South African, Spanish, Zimbabwean, other
Percentage of Annual Student Turnover	20%
Percentage of Annual Faculty Turnover	20%
Student/Teacher Ratio	10:1
Average % Home Country Nationals	40-50%
Tuition	Playschool: 27,000 PLN yearly Primary: 30,900 PLN yearly Lower Secondary 32,9000 PLN yearly Sibling Discount: 10% Payment in Full Discount: 5%
Number of Board Trustees	1
Average Class Size	18

## Follow IPS to Learn More

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## Application Instructions

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**Effective Date: January or July 2022**

**Application Deadline: July 16, 2021**

Ms. Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultant for the IPS Upper Secondary Principal search. She will be assisted by Ms. Ashley Wotowey and other 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 Ms. Ashley Wotowey regarding the next steps.

### 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 of all nationalities are welcome to apply.

**Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as International Schools Services (ISS) and IPS reserve the right to close the selection process at any time.**

\* 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>.