

Leadership Posting

Primary School Principal International School Dhaka *Dhaka, Bangladesh*

Application Deadline: November 30, 2023

Start Date: August 2024

ISS is pleased to announce this leadership vacancy.

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International School Dhaka, Bangladesh

seeks a

Primary School Principal for August 2024



International School Dhaka (ISD) is an IB World School serving the academic, cultural and business community of Dhaka, the capital of Bangladesh. Founded in 1999, ISD serves over 440 students (age 2-18) from 23 countries with over 100 faculty members in the school.

The ISD Guiding Statements

ISD is a community that:

Empowers students to be balanced learners through their voice and choice.

Inspires learners to engage in authentic experiences to develop local and global understanding.

Embraces positive values and encourages empathy and reflection.

ISD is authorised to teach the International Baccalaureate PYP, MYP and Diploma Programme. The school is also fully accredited by the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS). ISD is also a member of EARCOS the regional school's association and works closely with ISS management services on its strategic planning priorities.



The Position: ISD's continuing growth and development after the Covid pandemic presents an exciting opportunity for a dynamic leader who is seeking to progress further in an established and successful IB World School. The Primary School Principal will serve as a member of the school's Leadership Team together with the Secondary School Principal and the Director. ISD is seeking an experienced and well-qualified school administrator with a successful track record as a skilled educator and communicator. We require a campus based principal able to develop, communicate and implement a new vision for the Primary School, who can inspire and support staff, serve as a student advocate and gain the loyalty and trust of staff and parents.



The initial contract period is 3 years.

The requirements of the successful candidate include:

- A minimum of two years' experience in a senior school leadership position as Principal
- Experience of curriculum leadership in the IB PYP Programme
- Academic qualifications at master's level in Educational Leadership
- A proven ability, understanding and commitment to school improvement and change management.
- Excellent interpersonal, organisational and communication skills
- A high degree of sensitivity, flexibility and resourcefulness relevant in the context of a culturally diverse school.
- Mother tongue fluency in English
- Committed to student and staff well-being
- Tolerance of frustration, sense of adventure and sense of humour.

Key Strategic Issues:

- Sustaining and improving the school's academic performance for students.
- Identifying, developing and implementing the school's strategic action plans linked to school accreditation agencies standards.
- Increasing enrollment in the Preschool and Primary divisions.

Position Responsibilities: The Primary School Principal is responsible for the day-to-day leadership and management of the Primary School, working in conjunction with the Director to ensure that the ISD Mission and learning goals are delivered. In working with different stakeholders in the school, the professional responsibilities of the principal are varied and include the following in relation to:

1. Student Learning Programs

- Oversees the planning, implementation and evaluation of the school's IB Primary Years Programme. This includes the process of curriculum review, documentation of performance standards and implementation of the school instructional programme.
- Leading and overseeing the implementation of research-based best practices related to pre primary and primary learning.
- Oversees the development of a Master Schedule, after school activity programme, special events and Primary School Events Calendar each school year.
- Monitor, evaluate and review the assessment strategies used in the IB Programmes and ensure that all teachers know, understand and use the school's assessment and reporting guidelines.
- Organizing any internal and external testing arrangements in conjunction with the PYP Coordinator and Head of Advancement Center.

- Management of the primary school's learning environment and facilities development to create a vibrant, inspiring, safe and engaging spaces for learning.
- Responsibility for the planning, staffing and evaluation of appropriate out of school visits.
- Participation in the Student Services Support Team with the Guidance Counsellor and Head of Advancement Center.
- Reviewing the results of student learning including review of grades, standardized test results and other relevant data.
- Providing leadership in the regular and on-going cycle of the school's accreditation with the IBO, CIS and NEASC.

2. Personnel Management and Professional Development

- Participation in and advising the Director in the hiring of faculty, including attending overseas recruitment fairs.
- Interviewing and selecting local hired faculty and staff.
- Assisting in the preparation and implementation of orientation programme for new faculty.
- Responsibility for overseeing the arrangement for teacher substitution.
- Responsibility for the evaluation of teaching faculty and non-teaching staff in the Primary School. This involves working closely with faculty in overseeing the setting and review of annual professional goals in a timely manner.
- Responsibility for conducting regularly scheduled faculty management and planning meetings.
- Responsible for overseeing, through planning and organisation, the professional development of all faculty and staff.
- Regular review and update of handbooks relevant to the Primary School.

3. Students

- Overseeing the admission and withdrawal process of new registrations and leavers. This includes the recommendation for admission of students and course placement based on a review of school records, screening tests and reports.
- Supporting the Admissions & Marketing department in implementation of annual marketing plan.
- Administering all policies affecting students.

4. Parent/Community Liaison

- Responsibility for maintaining productive, on-going dialogue with parents throughout the school year in promoting a positive attitude towards the school.
- Leading or coordinating special school events e.g., Assemblies, Back to School Meeting
- Attending whole school parent information meetings as required.
- Organizing and leading school Coffee Mornings and other information meetings with parents.
- Contributing regularly by example to the ISD biweekly newsletter and the annual School Yearbook.

5. Other Administrative Responsibilities

- Assuming leadership responsibility for the management of the school in instances of absence of the Director.
- Coordinating requests for the academic budget based on curriculum programme needs.
- Assisting in the maintenance of an orderly, safe and secure campus environment.
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School Facilities: The spacious and well-appointed campus of International School Dhaka is in a residential area close to the centre of the capital city. The campus comprises several multi-storey teaching blocks, a large, multi-purpose full size gym, swimming pool, a large library, cafeteria and a variety of outdoor play and sports areas for all children. School buildings and campuses are connected by internet which serves a student information system and a wide range of technology for digital learning. The Primary building also contains performing arts rooms, a visual art room, technology centre, and a learning support centre.

Staff: ISD currently employs 100 full time teachers from Bangladesh, United States, Canada, Portugal, UK, Australia, New Zealand, Spain, Russia, China, Kenya, Zimbabwe, Sri Lanka, Singapore, India, Guyana, Holland and South Africa.

Salary and Benefits: ISD offers a comprehensive and generous remuneration package commensurate with the challenges of the position. This includes:

- A competitive salary
- Return airfares at start and end of contract and annually.
- Car allowance for car and driver
- School-provided accommodation including utility costs
- Freight allowance
- School paid tuition for dependent children
- Professional development allowance
- Excellent private international medical health insurance
- Pension allowance

Location: Dhaka, with 23 million inhabitants, is one of the world's most populous cities and located in the delta region of the Ganges River. It is the largest economic, cultural and scientific centre of Bangladesh, in a country which is currently undergoing rapid economic growth. The high density living in Dhaka with its traffic congestion and colourful street life provides a backdrop to the most welcoming culture any international educator is likely to experience. The Bangladeshi people are genuinely welcoming, tolerant, kind and respectful, and this makes daily living in Dhaka a real joy. Most of our overseas teachers live in a purpose-built apartment block with excellent living and recreational facilities close to the school. Travel time to the ISD campus is a few minutes using school transport. The city is safe, has good medical services, and there are many western standard restaurants, hotels, shopping areas and sporting facilities within a close distance of the school. For recreation, there are many coastal, river and hill country destinations to explore at weekends and holiday times in largely undiscovered Bangladesh. At the same time, Dhaka has short flights connecting directly to India, Sri Lanka, Thailand and other countries in Asia to explore.

How to Apply: Applicants must include the following in **one** file:

- Letter of application explaining your interest in the position (maximum one page)
- Curriculum Vitae (maximum two pages)
- Contact details of three references of current and former line managers
- Statement of personal educational philosophy (maximum one page)
- Up to three letters of open reference scanned at a low resolution.

The above must be forwarded for the attention of Mr. Steve Calland-Scoble, Director, to hr@isdbd.org by the deadline date of November 30, 2023.

Further information on International School Dhaka can be found on the school's website: <https://www.isdbd.org/>

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