

Leadership Search



Director
International School of Lyon
Sainte Foy-les-Lyon, France

Application Deadline: December 30, 2021
Start Date: August 2022

ISS is pleased to conduct this full search.
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www.iss.edu/services/administrative-recruitment

Position Overview

The Board of ISL seeks to build on the success of the departing Director with regards to the school's academic excellence and strong sense of community whilst moving the school forward into further stages of growth and development.

Reports

The Director reports to the Board and is evaluated according to established and mutually agreed criteria.

Duties & Responsibilities

- Ensure the welfare and safety of students and school personnel at all times
- Work in partnership with the Board to implement the school's Vision, Mission, and strategic future
- Oversee the school's academic programmes and day-to-day operations
- Manage the school's budget and finances effectively
- Recruit, evaluate, and retain excellent faculty and staff
- Manage and develop the school's premises
- Work in close partnership with the school's Parent Teacher Association
- Establish solid and positive relationships with local authorities and organisations
- Represent the school in appropriate events and activities, in and out of school

Skills, Experience, & Attributes Sought

- Competent in spoken and written French, as well as English at native level
- Passionate about education
- At least 5 years' experience as a head of school or senior educational leader
- Understanding of the school's specific local and national context
- Willingness to commit for an extended period of time
- Experience as a primary/middle or high school teacher but familiar with areas outside own teaching experience
- In-depth knowledge of IB programmes
- Effective and exemplary leader of learning for the 21st century
- Enthused about helping the school grow and develop
- Proven record of commitment to Continued Professional Development
- Focus on developing others
- Effective and collaborative team-builder
- Effective and articulate oral and written communicator
- Ability to motivate and delegate effectively
- Strong builder of relationships with all stakeholders: 'people person'
- Effective leader of change and innovation
- High visibility: 'on the ground' attitude
- Efficient multi-tasker

- Firm decision- maker, including difficult decisions in the interest of the students and the community
- Strong organisation, planning and project management skills
- Excellent technology skills

Personal Attributes Sought

- Warm, compassionate, and empathetic
- Approachable
- Ethical and highly principled
- Flexible and adaptable, especially in adverse circumstances
- Energetic and energizing
- Inclusive and culturally sensitive
- Confident, resilient, and patient
- Humble, honest, and transparent
- Self-aware and reflective

Academic & Professional Qualifications

At least a master's degree in education or educational leadership.

Salary & Benefits

The salary will be commensurate to the successful candidate's qualifications and experience.

Application instructions may be found on the final page of this announcement.

The School

ISL was founded as an independent not-for-profit school in 2004 by a group of local international companies in Lyon in response to a growing demand for an English-medium, internationally, and globally transferable programme in the area. The school has grown steadily to its present status and reputation, and today serves an international and local population who appreciate its high quality learning environment and pleasant and convenient location.

Vision, Mission, & Values and Guiding Principles

ISL is a value-driven school with a wonderful sense of community shared by all its stakeholders. Staff, students and parents express gratitude for the warm and friendly welcome they receive upon arrival and the ongoing mutual support available throughout their time in ISL; students often return to visit their friends and teachers and families keep in touch long after they have left.

Vision

Building Our Best Selves

Mission

To develop curious, responsible and independent lifelong learners who actively help to shape their diverse communities.

Values and Guiding Principles

- Providing a safe, supportive and nurturing environment
- Emphasising the values of respect, integrity and compassion
- Encouraging high expectations through individual and collective goal setting
- Developing independent, creative and critical thinkers who communicate effectively in more than one language
- Implementing internationally recognised and transferable English medium curricula which prepare students for higher education world wide
- Using a wide range of proven teaching and learning strategies
- Fostering active involvement in local, host country and international communities
- Working collaboratively with parents, families and other partners
- Promoting global awareness and the need to protect our planet
- Encouraging a balanced and healthy lifestyle.

ISL is extremely proud of its Vision and of how the community is involved and united in its implementation.

Building Our Best Selves

Overview

Since its opening with around 50 students in 2004, ISL has thrived and today has around 330 students on roll representing 47 nationalities. It is fully independent and the only school in the area to run a complete English-medium curriculum for students aged 3-18. It was accredited for the IB Diploma Programme in 2005 and the IB Primary Years Programme in 2007, with regular mandatory re-accreditations since then. The school is also inspected on a regular basis by the French Ministry of Education who has passed its programmes as fulfilling French national standards. The International Baccalaureate has official recognition by the French state.

Child Protection and Safeguarding is a priority in ISL. All staff are trained in CPS and first aid, and new recruits are screened and background checked. ISL also practises a policy of equal opportunity and non-discrimination towards all job applicants and employees regardless of age, disability, gender, sexual orientation, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status.

The school's philosophy, implemented through its own Vision and Mission, its academic programmes and the IB Learner Profile, aims to develop in its students the values, skills and knowledge that will help them become active and responsible citizens in an increasingly interconnected and complex world. These include life skills such as collaboration, critical thinking, creativity and communication.

Academic rigour and high quality learning go hand in hand at ISL, and the school works hard at instilling a growth mindset in students to help them develop and fulfill their potential in everything they do.

ISL strives to be as environmentally friendly as possible, working with a local company which helps the with the school's recycling and re-using policy and supports its eco-initiatives.

The school is also well integrated into local life, having made close ties with the Sainte Foy town hall, cultural associations and neighbouring schools. It regularly has upper primary students elected onto the local Children's Municipal Council and students are welcome members of many local clubs.

To enhance the sense of community inside school, ISL organizes 'vertically' mixed-class events to allow students from different age groups to share their knowledge, talents, and skills and to get to know each other better.



Academic Calendar

The school follows the basic French schools' calendar from September to June, although the half term breaks are shorter than the national ones. There are two-week breaks at Christmas and in the spring and shorter breaks in the autumn and winter. The summer holidays usually run from late June until the beginning of September.

Curriculum & Academic Program

ISL implements a rigorous set of academic programmes, beginning with the IB PYP in the Early Years (Transition Kindergarten- Senior Kindergarten) and Primary (Grades 1-5). The Middle School curriculum (Grades 6-8) is internally designed but embraces the full IB philosophy, as does the High School Programme with Cambridge IGCSE's (Grades 9-10 and the IB Diploma Programme (Grades 11-12).

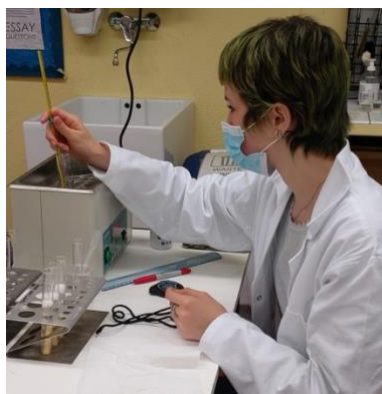
ISL is as inclusive as its resources allows and admits students whom it deems can be successful in the programmes the school offers. Students are admitted on a first-come-first-served basis, with enrolments possible all year round if there are places available in the classes

Because of the diverse nature of the student population, differentiated pedagogy is an essential factor in ISL's teaching and learning. English language support (ESOL) is provided (at extra cost) for children who need it, as is support for special educational needs with the assistance of the ISL Special Needs Coordinator.

Technology

ISL uses technology for the advancement of student learning and classrooms are equipped with interactive boards with this aim. In EYU-Grade 10, the use of (chrome books/I-pads etc.) is an integral part of classroom activities when needed for research, group work, presentation, use of school-based platforms etc. while students in Grades 11-12 use their own devices which are linked to the school's network.

The French government has banned the use of mobile phones for children up to age 16 in schools. ISL does not allow their use at all except in special learning situations or for safety reasons.



Curricular & Extra-curricular Enrichment Opportunities



ISL believes firmly in the value of the holistic growth of students and encourage them to explore different areas of interest and creativity whenever and wherever possible. The school has a rich arts programme throughout all grades and music is taught from the Early Years to Grade 8 in age-appropriate forms. Design and Technology complement this approach in Grades 6-8 where various inter-curricular projects (STEAM, Sustainable Development Goals, Personal Project) also contribute to developing curiosity, creativity and collaboration.



All students from Early Years – Grade 10 benefit from a balanced PE programme within their everyday timetable, using school facilities like the small gym and recently installed astro-turf multi-sports terrain. Lower primary students benefit from the local swimming pool, whilst secondary students enjoy the use of the nearby municipal state-of-the-art gym, along with that of a large athletics stadium just across the road from the school.



To complement these timetabled activities, ISL runs an after-school/lunchtime Enrichment Programme for children from Grades 1-12, with the diverse choices proposed by the teaching staff themselves. This enhances the school's academic curriculum and allows children to explore various areas of development and interest outside the classroom. The Enrichment programme this year was slightly reduced as the school gradually works its way out of Covid restrictions but still included activities like robotics, movement and percussion, dodgeball and the ever popular gardening club.



There is also a vast range of activities on offer in Lyon as French families in general use private or municipal clubs and facilities to try out and practise sports, music, dance, art, games at leisure or competitive levels. ISL encourages their students to enrol in these outside clubs in order to help them integrate their local community and develop their French language skills.

Students

ISL has a diverse student population, with children of 47 nationalities at present. French is the largest nationality represented in the school, (approximately 30% of the student population), with most home nationals being returnees from expatriation abroad, along with local families. Other nationalities with large representation are American, Brazilian, British, Indian, and Korean. The school recognises the value of students' 'mother tongue' and has appointed a Home Language Coordinator to emphasize the need to promote this through relevant events and learning activities.

Parents' and guardians' backgrounds are equally diverse. Lyon's large medical and pharmaceutical presence is well represented, as are local tech and industrial companies. Recent trends show an increase in self-employed or home-working people choosing ISL with Lyon as their professional base. The average student stay is 3-5 years, but there is also a solid core of permanent students, giving a strong sense of stability to the community.

Faculty & Professional Development

ISL staff are nationally and culturally diverse, with 12 nationalities amongst them. The teachers, whilst all being qualified and experienced in their specialist curriculum areas, are trained in and actively embrace the philosophy and quality of the IB programmes for the benefit of ISL students and families.

Faculty members are happy to work in ISL and many are longstanding members of the school community, with 25% of staff present for ten years or more and 70% five years or more.

They are recruited from all over the world and usually have extensive international experience before joining ISL.

Continued professional development is a requirement for all, with attendance at specific IB and related conferences and workshops a constant element of the schools self-improvement strategy. Participation in other CPD is linked to individual, team or whole school targets.



Staff are also required to work on a Self-Directed Professional Learning (SDPL) project whose ultimate aim is to enhance or improve student learning. This can be explored individually or in a group according to specific interests or needs; it can be a short or long term project and must receive endorsement from the Director to go ahead

Administration

The Senior Leadership Team is composed of the Director and the Secondary and Primary Principals who work closely together for the advancement of the school and its students. Other roles of responsibility include the IB DP Coordinator and Exams Officer, the Pastoral and Well Being Coordinator, the Assistant PYP Coordinator and the EYU Coordinator, along with several other support roles within the faculty.

The Office Manager works closely with the Director in her support of operations and finance.

Governance

The ISL Board is a corporate entity, composed of between 4 and 7 members, mainly from the companies which founded the school in 2004. They oversee the work of the Director who provides regular reports on the school's activities and finances, and they work closely with her on the strategic advancement of the school. The Board was commended by the IB PYP evaluating team recently on its longstanding commitment to, support of and personal investment in the development of ISL.

Community

ISL prides itself on its solid, supportive and close-knit community and the strong working relationship between the school and the PTA. New students receive a 'buddy-led' induction into the school and their integration is closely monitored by their teaching team, especially their class/homeroom teachers and the primary and secondary pastoral and well-being coordinators. It is just as important for parents to feel at home after their arrival in Lyon as their children, so new families are welcomed in by the PTA through a special partner-family mentoring system. The PTA also helps people quickly feel part of the community through the organisation of special social events at the start of the school year, then multiple other social, fund-raising and group forming activities during the year.



Covid

Thanks to its quick responsiveness and strict but adaptive protocols, along with great PTA and general parental support, ISL has an excellent anti-Covid record. There has been only one internally transmitted case since the beginning of the pandemic in March 2020, resulting in minimal class and school closures.

A parent survey deemed the online CLP (Continued Learning Plan) to be extremely successful at all levels, with particular satisfaction in the way internal and external exams were handled. Excellent IB and IGCSE results confirmed this general opinion.



Grade Level Overviews

Early Years Unit and Primary School

In the Early Years Unit (EYU: Transition-, Pre-, Junior and Senior Kindergarten) and Primary school (Grades 1-5), the children's natural curiosity and enthusiasm form the basis for an inquiry-based approach to learning using the International Baccalaureate's Primary Years Programme (PYP) for which the school is fully accredited. This is implemented through a play-based approach in the EYU.

The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others, and have the capacity to engage actively and responsibly in the world around them. Using the child-centred PYP curriculum model, ISL teachers create a stimulating and varied learning environment that allows each student to progress according to his or her potential. Children are encouraged to share their diverse social and cultural experiences and to develop the ability to think analytically, make connections and be independent and creative participants in their own learning. Their personal development is nurtured through the Learner Profile which lies at the heart of the PYP and the IB philosophy in general.



A variety of assessment methods, including student self-reflection and self and peer assessment, allows continuous evaluation of the learning process and regular feedback to both the children and the parents.

In addition to language (reading, writing and oral communication), mathematics, science and technology, social studies, visual arts, music, drama, and personal, social, and physical education, children are exposed to French as a foreign or home country language.

EYU and Primary students benefit from frequent out-of-school visits and trips linked to their Units of Inquiry, and all classes from Grade 1-5 enjoy an annual residential trip of at least three days. The school prioritises trips in France or nearby bordering countries so as to keep its carbon footprint to a minimum and to make the most of the wealth of possibilities available without travelling too far.

The primary school underwent an IB PYP evaluation visit in October 2021, with glowing reports from the visiting team who indicated that the school fulfilled all the requirements for IB re-affiliation. ISL's biggest reward, however, was to hear from them that the word they heard most often in interviews with students, teachers and parents alike was 'happy'!



Middle School

The Middle School curriculum (Grades 6-8) provides for a thorough study of the various disciplines, whilst maintaining the holistic approach of the International Baccalaureate educational philosophy and Learner Profile.

Learning in the Middle School encourages students to realize that answers to many questions often require broad critical thinking and insights drawn from various areas of knowledge; it develops social, communication and interpersonal skills that facilitate collaboration and teamwork; it fosters creativity, personal responsibility, sensitivity towards the environment we live in and open-mindedness to towards all the differences shared in nationality, culture, religion, appearance etc.

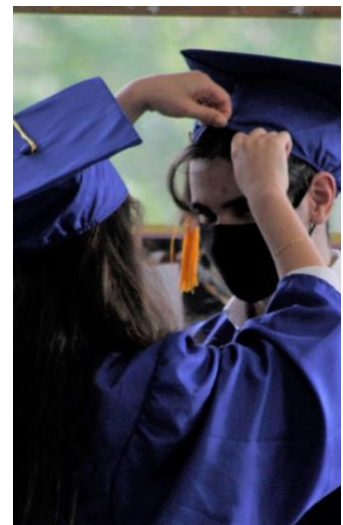
The assessment of the students' progress (subject specific and 'approaches to learning') is carried out against a set of criteria linked to the objectives of each course and informs the teaching and learning process during the year. Homework is given regularly to consolidate learning and students have the opportunity to demonstrate their attainment in end-of-year exams.

Along with the provision of core curricular subjects, cross-curricular activities and project-based learning are an important and popular part of the Middle School programme. As well as activities organized between subject teachers which enable students to make connections outside each discipline, there is one major long-term project for each grade: a STEAM project in Grade 6, a Sustainable Development Goal project in Grade 7 and a research-based Personal Project in Grade 8.

High School

In ISL, the High School (Grades 9-12) curriculum is in strict keeping with the IB's and its own teaching and learning philosophy and Vision and Mission. In Grades 9 and 10, students study for a multi-subject set of IGCSE exams. Building on the foundations laid in the Middle School, these prestigious, internationally recognised programmes aim to develop the knowledge, the study and research skills, and the critical thinking essential for success in the IB Diploma Programme in Grades 11 and 12 (IB DP ibo.org).

The IB DP aims to develop internationally-minded students who have excellent breadth and depth of knowledge – students who flourish physically, intellectually, emotionally, and ethically. ISL IB DP students will develop the academic and personal skills essential for success in school and beyond. These include research, communication, collaboration and critical thinking skills as well as all the IB Learner Profile attributes. Students who fulfil ISL's Graduation requirements are also awarded the school's individual High School Diploma.



The vast majority of ISL's students take the full IB Diploma, with an average yearly success rate of 90-100%. Students attend universities in keeping with their choices and results, with the most popular destinations being the United Kingdom, Canada, the Netherlands and, more recently, France itself.

Campus

The school is located on protected woodland and housed in purpose-built facilities in its own grounds. The building was designed in the 1970s for a French middle school (collège) and includes three science laboratories, two art rooms, a large music room, a library, and a small gym. Rooms are light and spacious and grouped in clusters around a central atrium.

Primary and Secondary school each have their own area but share the library and the art and music rooms. As well as taking place in the gym, many of the sports activities take place outdoors in a local stadium or in the state-of-the-art gym and swimming pool of the neighbouring districts. ISL's outdoor premises include a large upper playground, a multi-sport astro-turf playing field and a small amphitheater.

The school is just entering the fourth year of its building refurbishment programme, with improvements being implemented according to a strategic financial development plan. As the school nears full capacity, an extension to the schools present premises will become a necessity to allow numbers to continue to increase.



Location

ISL is based in Sainte Foy-les-Lyon, a residential suburb southwest of Lyon with easy access to the city centre. The school rents its premises from the local territorial authorities.

Lyon, a UNESCO World Heritage Site, is the capital of the Auvergne Rhône-Alpes region in south central France, and is also the nation's capital of gastronomy, boasting thirteen restaurants in the Michelin guide. The city boasts multiple historical, industrial, and architectural landmarks and is rich in cultural and sporting activity, with numerous arenas and stadiums, diverse museums and large concert halls. Its two rivers provide a lovely setting for its Renaissance old town, Roman ruins, and the regal 19th-century Presqu'île quarter.

For those who want to get away from city life, the Alps are only a couple of hours' away, Paris a two-hour train journey and the much dreamed of Côte d'Azur not much longer. Rural agricultural, fruit-growing, and vineyard areas for shorter outings can be found just outside the city.

Lyon has an excellent internal public transport (bus, metro, and tram) network and is working hard at becoming more environmentally friendly with efforts like the 'pick-up and drop-off bicycle loan system.



Fast Facts

Year Established	2004
Accreditation Agency	IBO, Cambridge International Assessment, French Ministry of Education.
School type	Day; mixed; not-for profit; independent (French status of 'association loi 1901 à but non-lucratif')
Language of Instruction	English, although French is compulsory for all students
Total Enrollment	327
Elementary School Enrollment	EYU :45, Grades 1-5: 101
Middle School Enrollment	74
High School Enrollment	Grades 9-10 (IGCSE): 47, Grades 11-12 (IB DP): 59
Average Class Size	16
Student Age Range	3-18

Average % Home Country Nationals	31%
Student Nationalities	47
Percentage of Annual Student Turnover	25%
Student to Teacher Ratio	10:1
Number of Faculty	41
Faculty Nationalities	12
Percentage of Annual Faculty Turnover	3-5%
Number of Board Trustees	4
Tuition (2021 - 2022)	Corporate sponsored fees: 8,298-18,212 euros Private payer fees: 7,053-15,480 euros
Annual Operating Budget	Approx 4,000,000 euros

Application Instructions

Effective Date: August 2022

[Application Deadline: December 30, 2021](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the International School of Lyon Director 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:

[International School of Lyon Director](#)

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:

[International School of Lyon Director](#)

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:

[International School of Lyon Director](#)

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 International School of Lyon 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](#).