

## Leadership Search



### Deputy Head of School Bavarian International School *Haimhausen & Munich-Schwabing, Germany*

Application Deadline: April 10, 2023  
Start Date: August 2023

## The Position

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### Overview

The Deputy Head of School has a key leadership responsibility at the school. Responsible for teaching and learning across the school's academic divisions, he or she will ultimately be responsible for the oversight, development and implementation of BIS' academic programs. With the Principals and the Head of School, the Deputy Head of School will carry responsibility for all related guidelines, policies, and curricula, while directing the implementation of academic-based strategic plans. The Deputy Head of School will foster innovative teaching and learning across the school's divisions. With the Principals and the Head of School, he or she will be responsible for in-house professional development, including enhancing consistency across the IB programmes. He or she will ensure the BIS faculty embraces the highest academic standards. This role has a breadth of responsibility that provides excellent preparation for a future Head of School.

### Duties & Responsibilities

- Provide collaborative leadership and support to Principals and Academic Programme Coordinators in the area of curriculum innovation for teaching and learning through identification, evaluation, adoption, and integration of effective educational innovations into the curriculum.
- Provide leadership and support to Educational Technology Integration Specialists in development of strategic approaches for the integration of technology and the implementation of the vision for the use of technology in all areas of the school.
- Lead and coordinate the development of new curriculum, revisions to existing curricula, and lead the ongoing mapping and review of curriculum, vertically and horizontally.
- Oversee the self-study processes for IB Re-authorisation and NEASC Reaccreditation; ensure annual reports to accrediting agencies are completed fully and accurately.
- Assist the Head of School with the creation and delivery of professional learning opportunities for the leadership team.
- Provide direction and support to the Principals as they develop mid-level team leaders
- Assist the Head of School with the creation and/or revision of policies related to teaching, curriculum, and student learning.
- Prepare, as may be required, 'occasional papers' on critical issues to inform decision making by the Head of School and the leadership team.
- Contribute to the ongoing development of international education (and the school's participation in that development) through publications and presentations at professional gatherings.
- Establish and oversee an all-school perspective on EAL, Student Support Services and Counselling.
- Ensure the timely implementation of strategic plans and action plans aligned to academic excellence.
- Oversee and manage the collection, organization, and translation of all data (survey data, assessment data, external assessment data, program evaluation data, etc.) related to school quality, improvement, strategic planning, and academic programs.

- Lead initiatives to gather, analyze, and share, data on student learning.
- Ensure that all information about teaching, learning, academic guidelines, policies, and regulations is clear and up to date, in all publications, digital and otherwise.
- Maintain a consistently visible presence in classrooms and at school events.
- Serve as Acting Head of School in the absence of the Head of School.
- Perform other duties as assigned by the Head of School.

### Skills, Experience, & Attributes Sought

- Proven record in collaboratively leading change and school improvement initiatives.
- Proven ability to develop a 21st Century educational experience using innovative technology to positively impact student learning.
- Proven record of the ability to develop and inspire colleagues.
- Leadership experience in IB Authorisation Process.
- Experience as a teacher and administrator in one or more of the IB Programmes.
- Firm grasp of the underlying structures and needs of the IBPYP, IBMYP, and IBDP and developing understanding of IBCP.
- Training and Leadership experience in CLP accreditation protocols.
- Strong background in student performance assessment.
- Experience with data management, analysis, and presentation.
- Excellent interpersonal and communication skills.
- Excellent command of English, both written and oral.
- Experience working with a Works Council or labor unions
- Ability to speak German is an asset but not essential.
- A strong awareness of child protection and a commitment to ensure the safety of all students.

### Academic & Professional Qualifications

- Master's or equivalent degree in educational leadership and/or curriculum and instruction at a minimum.
- A minimum of three to five years of comparable leadership experience in an international school or IB school.

### 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

### History

The school was established in 1990 to offer an English medium education to children from the international community in the north of Munich. BIS opened officially on 18 February 1991 with only five students and is celebrating over 30 years of inspiring and challenging young minds. Enrolment grew steadily, and by 1997 BIS reached the milestone of the first graduating class made up of seventeen students.



In August of 1998 BIS moved from its start-up location in Schwaig to a permanent home in Haimhausen. Set in a green and peaceful park-like environment, the historic mansion known as Schloss Haimhausen was renovated and adapted into classrooms. Over the ensuing years, additional facilities were added to enhance the campus and to accommodate the steady rise in the student population. BIS Haimhausen campus currently serves over 900 students in Early Childhood (age 3) to Grade 12.

In response to an ever-increasing enrolment and the demand for an international education in English, a unanimous decision was made in 2011 by the Board and leadership to open an additional Primary School campus in Munich City. In January 2016, the BIS City Campus on Leopoldstrasse in

Munich-Schwabing proudly opened its doors, now serving approximately 300 students in Early Childhood (age 3) to Grade 5.



## Mission

Inspiring and challenging young minds as a caring and committed international community to achieve excellence, assume responsibility and pursue life-long learning.

## Vision

BIS strives to develop motivated, responsible life-long learners who make a difference to our world.

## Core Values

### *INSPIRING AND CHALLENGING YOUNG MINDS*

- Stimulate inquiring minds and spark enthusiasm for discovery and exploration.
- Focus on all aspects of student development: the academic, the intellectual, the creative, the social, the physical, the ethical and the emotional.

### *AS A CARING AND COMMITTED INTERNATIONAL COMMUNITY*

- Provide an open-minded and supportive atmosphere through a climate of commitment, empathy, and open communication.
- Facilitate the acquisition of languages and understanding of culture by communicating in English and by providing instruction of German and other languages.
- Promote international-mindedness throughout our curriculum by exploring our diversity of culture, language, and experience while gaining insights from the unique perspective of our German host culture.

### *ACHIEVE EXCELLENCE*

- Promote the acquisition of concepts, knowledge, skills and attitudes required to think critically, pursue excellence, and fulfil one's personal potential.
- Be a dynamic and progressive school with well-resourced and innovative programmes.
- Pursue excellence through a commitment to the continuum of the IB programmes and other accrediting educational organisations.

### *ASSUME RESPONSIBILITY*

- Stimulate inquiry into local and global issues from multiple perspectives and develop the understanding that the opinions of others may also be right.
- Build a strong sense of personal and social responsibility that sets the foundation for a balanced lifestyle and encourages service to others, our community and our environment.

*LIFE-LONG LEARNERS*

- Challenge our students to become life-long learners by taking risks, reflecting on their experiences, and preparing for their futures.
- Encourage parent and family involvement in each student's learning to enhance the success of our programmes.
- Excel in standards of education with dedicated teachers and committed staff who seek multiple opportunities for professional development.

*OUR DEFINITION OF LEARNING*

Learning is a process of growth, development and transformation.

In our BIS community, we believe everyone can learn and succeed when:

- We engage in inquiry, experiences, collaboration and reflection.
- We are challenged, inspired, empowered and can exercise agency.
- We take risks in a supportive culture. We make connections.





## The Academic Program

### Administration & Governance

The Supervisory Board operates with 9 members and the Executive Board consists of the Head of School and the Business Director.

### Accreditation & Memberships

- NEASC (New England Association of Schools and Colleges)
- IB PYP/MYP/DP/CP
- ECIS (Educational Collaborative of International Schools)
- CIS (Council of international Schools)
- AISH (Academy for International School Heads)
- AAIE (Association for the Advancement of International Education)
- AGIS (Association of German International Schools)
- AISB (Association of International Schools of Bavaria)
- BTEC (Business Technology and Education Council)
- GISST (German International Schools Sports Tournaments)
- ESC (European Sports Conference)



### Curriculum

The Bavarian International School is an IB World School, the only school in Germany authorised by the International Baccalaureate (IB) to offer all four IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP) and the Career-Related Programme (CP).

## Learning Support

BIS takes a holistic approach to learning for their students. This includes taking care of their emotional wellbeing, future plans after graduation, learning challenges and opportunities, language development, and connection to the community. To these aims, BIS offers comprehensive university counselling, pastoral care, mental health counselling, learning support, and language support. Read more about these services [here](#).

## Technology

BIS stands for state-of-the-art education. Design and Educational Technology have been an integral part of the curriculum for many years. BIS students learn and collaborate with interactive whiteboards and Apple TVs, iPads (1:1 programme in G 4-5), Laptops (1:1 BYOD G6-G12) laboratories for science and technology, and studios for creativity, visual and performing arts.

## Arts, Athletics, & After School Activities

### Arts

At BIS, students enjoy uplifting and amazing experiences in the performing and visual arts at BIS, as they engage in exploring, investigating, creating, responding to and reflecting on a range of art forms. The students' visual and performing art expresses their personal and cultural ideas, beliefs and feelings which is communicated to audiences through a range of platforms. As their skills and knowledge are built, they develop empathy, self-confidence, imagination, curiosity and adaptability, as they learn to understand many cultures and consider multiple perspectives.



These experiences begin in Early Childhood classes with specialist teachers all the way through to the IB Diploma (DP) where they can study music, theatre or visual arts. They share their creative work, both in the classroom and through a range of performances, exhibitions and presentations in and outside the classroom, with collaborative work providing a sense of belonging and community.

### Athletics

A professional and progressive-minded Physical Education (PE) team and exceptional facilities guarantee a wide range of sports activities across all ages and ability levels. Facilities include sports halls, track and field areas, a fitness centre, and dance studios.

BIS students compete for points, goals and best times as the "BIS Lions", facing other schools in the Munich and Haimhausen region in friendly competitions. The competitive sports teams also participate in the [German International School Sports Tournaments \(GISST\)](#) (U14 & Varsity) and the [European Sports Conference \(ESC\)](#) (Varsity) and travel to other schools within Germany and



Europe. These teams include Skiing, Soccer, Volleyball, Cross Country, Badminton, Rugby, Swimming, Basketball, Volleyball, Tennis, and Track & Field.

Students prepare for competitions following structured and balanced training programmes, training vigorously two to three times per week. While various athletes are recognized for special accomplishments at season's end, every BIS student who competes experiences the rewards of teamwork and develops "a sound mind in a sound body."

### After School Activities



BIS offers a wide range of recreational, competitive and performance orientated After School Activities (ASA) on both campuses from sports, art, music, drama, design tech, multimedia to social and political programs and the Eco School project. ASA opportunities at BIS include sports such as football, basketball, volleyball, swimming, rugby, gymnastics, cross country, aerobics, yoga, and pilates; performing arts such as music ensembles, choir, theatre, dance, and ballet; visual arts such as painting, design technology, and multimedia, as well as

young engineer projects. "Creativity, Activity, Service" and "Service in Action" are integral parts of the International Baccalaureate curriculum and are perfect examples of education that goes far beyond the classroom. Other signature programmes at BIS include the Model United Nations (MUN) and the Duke of Edinburgh's International Award.

### Academic Calendar

Bavarian International School operates on a 185-day school year.

### Primary School

The Primary Schools at the Haimhausen and Munich-Schwabing Campuses develop active, curious, engaged learners, in full alignment with the [International Baccalaureate Primary Years Programme](#) (IBPYP), setting the stage for life-long learning.

With the forest at their doorstep, large outdoor spaces for children to enjoy, and state-of-the-art facilities, BIS knows that location matters. The youngest students enjoy cross-country skiing in winter, tricycle-riding in spring, and exceptional learning environments year-round. [Take a look at these learning spaces](#). Not to be outdone, our primary students in Munich-Schwabing enjoy all the offerings of a purpose-



built/renovated facility and play areas as well as the offering only an urban campus can provide, including museums, galleries, and historical sites right down the street.

The [IBPYP at BIS](#) is more than a curriculum. It is the special feeling students and families have when on campus. One BIS parent said, *“It has really opened our eyes to the real priorities and benefits of working with an IB mindset - inquiry, agency, authentic and holistic learning, balance, independence, and autonomy.”* An inclusive school with an expert staff, BIS is known as a warm, caring, and active international community.

## Secondary School



BIS students share that they feel a special energy when they walk into school, and that they enjoy getting up each morning and coming to school. BIS prepares graduates for universities, specialist schools and professional careers across the globe.

BIS is the only International Baccalaureate World School in Germany, meaning BIS is the only school in Germany that offers the full range of IB Programmes, including the Career-related Programme. In Grade 10, students choose between the [IB Diploma Programme](#) or the [IB Career-related Programme](#), which are the focus of the last two years of

education (grades 11 and 12).

In Grades 6 - 10, students progress through the [IB Middle Years Programme](#). The German federal Kultusminister Konferenz (KMK) formally recognize equivalency between the IB Middle-Years Programme and the German Mittleren Schulabschluss (Mittlere Reife). Equivalency is also recognized between the IB Diploma Programme and the German Abitur. Further details can be found on the [KMK's website](#).

A BIS education is more than academic excellence and achievement, providing students with additional programmes to support growth and development. Extensive [student services](#) include pastoral care, university counselling, learning support, well-being counselling, and language support. Combined with extensive [extra-curricular activities](#) and clubs, BIS gives each student the support and opportunity she needs to thrive.



## The Community

### Students

The Infinity Programme of the Secondary School provides a variety of opportunities for students to go deeper into subjects that excite them, while further developing their abilities and knowledge in a way that is appropriate to their learning speed. This programme is currently offered to students in Grades 6 - 8. At a high level, the programme gives students time, attention, and support to go deeper into topics they are passionate about.

### Faculty

180 teachers provide BIS students with a first-class teacher-student ratio of 7.5 to one, a ratio that allows teachers to differentiate in the classroom and address the individual needs and strengths of each child. Tangible proof of the success of this approach is seen each year in BIS students' IB Diploma scores: in 2022, the average score was 36 points, well above the worldwide average (32).

### Parent Community Council

The BIS Parent Community Council (PCC) welcomes new families to the community, helping them to settle in and become involved in multiple clubs and activities. These services make BIS a vital factor for the economy of Greater Munich, serving as both an instrument for business promotion and location marketing. "Without BIS, it would be much more difficult to attract qualified managers and experts from around the world to Munich," emphasises Dr. Manuel Cubero, former CCO of Vodafone GmbH and CEO of Kabel Deutschland Holding AG. 75% of parents are expats, specialists, and executives for international companies, who usually stay for between 1-3 years. Approximately 45% of international parents receive full or partial support of school fees by their employer.

Companies who send their students to BIS include Eurofighter, Airbus, BMW, Audi, Allianz, Microsoft, Google, Amazon, IBM, Huawei, Samsung, Tata, Apple, and Linde etc.

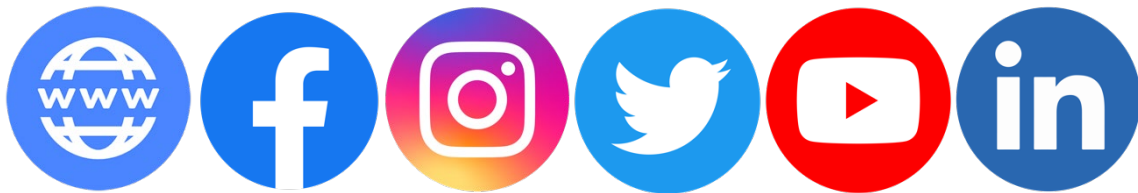
## DEIJ Commitments & Practices

Internationality and diversity is virtually the DNA of this all-day school. English is the language of instruction, with instruction in the German language offered for all levels of proficiency beginning in Early Childhood. French, Spanish, and Mandarin are offered as a second modern foreign language choice, and the optional 'Home Language Programme' allows students to maintain and develop literacy in their native language. Home Language learning is currently offered in 17 languages.

The Newcomers Centre offers students arriving with little prior knowledge of English, intensive language support in a safe and supportive environment. Approximately 65% of the students do not speak English as their native language, and top 5 home languages: English 33% | German 27% | Spanish 9% | Japanese 4% | Russian 4%.

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## The Campus

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### Facilities & Premises

There are two beautiful campuses, one in suburban Haimhausen just north of Munich (since 1997) which supports early childhood (age 3) students to grade 12 and one in Munich-Schwabing (since 2016) which hosts students from early childhood to grade 5.

See <https://www.bis-school.com/admissions/virtual-visit> for more details on each campus.



## Fast Facts

Year Established	1991
Accreditation Agency	NEASC/IB
School type	Non-profit, English language, Private, Day
Language of Instruction	English
Student Age Range	3-19
Total Enrollment	1220
Lower School Enrollment	560
Middle School Enrollment	261
Upper School Enrollment	399
Student Nationalities	68
Percentage Home Country Nationals	25%
Percentage Annual Student Turnover	24%
Maximum Class Size	22 for Early Years; 24 for G1-G10; 18 for G11-G12
Student to Teacher Ratio	7.5:1
Number of Staff	212
Faculty Nationalities	40
Percentage Annual Faculty Turnover	<10%
Number of Board Trustees	9
Tuition (2021 - 2022)	EUR 16,425 – 21,075
Annual Operating Budget	EUR 26 million

## Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for **Bavarian International School | Deputy Head of School** search. She will be assisted by members of the ISS Leadership Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials by **April 10, 2023 | 11:59 pm EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current position

**Candidates New to ISS EDUrecruit**, register for an account to apply for this position using this [link](#). To apply in EDUrecruit, click here: [Bavarian International School | Deputy Head of School](#)

**Candidates Already Registered with ISS EDUrecruit**, log into your account [here](#). To apply in EDUrecruit, click here: [Bavarian International School | Deputy Head of School](#)

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and Bavarian International School (BIS) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact [execsearch@iss.edu](mailto:execsearch@iss.edu).

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice.

Our screening process 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, and we also reserve 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.

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](#).