

Leadership Search



Secondary Principal International School of Phnom Penh

Phnom Penh, Cambodia

Application Deadline: August 1, 2023
Start Date: August 1, 2024 (or January 2024)

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

Desired Qualities and Qualifications

The International School of Phnom Penh (ISPP), a private, non-profit, coeducational, English-language day school with programmes for students aged three through Grade 12, seeks a Secondary School Principal (Grades 6 to 12) effective August 2024 (or January 2024) to build on a strong history of success. This is an exciting opportunity for a visible, knowledgeable, caring, and approachable leader in Cambodia's leading international school.

Duties & Responsibilities

- Assume responsibility for the implementation and observance of ISPP's Guiding Statements, Strategic Pillars (Learning, Wellbeing, Environment, and Community), and all Board policies and regulations by the School's staff and students within the Secondary School community
- Oversee the Secondary School educational programme and lead the Secondary School Leadership team consisting of the Secondary School Assistant Principal and IB MYP and IB DP Coordinators
- Collaborate with the IB Coordinators (DP and MYP) to oversee the development, documentation, revision, and evaluation of the curriculum and related materials of instruction; and to ensure that a written programme, suitable for the needs of all students, exists at Grade 6-12 and in each subject area.
- Serve as a member of the Director's Administrative Team along with the Deputy Director, Elementary Principal, Assistant Principals, Director of Communications, Marketing, and Admissions, and Operations Manager, and serve as a member of the Whole School Educational Leadership Team
- Assist the Director and Deputy Director in the preparation, administration, and supervision of the budget.
- Assist the Director in the recruitment, development, and assignment of the Secondary School's professional staff
- Conduct appraisal processes ensuring accountability regarding ISPP's expectations and learning principles, and promoting professional collaboration and growth in conjunction with the Secondary School Assistant Principal
- Ensure that professional development requests are aligned with appraisal goals and approved as appropriate
- Collaborate with the Director and Leader of Community on the development of the Secondary School Scholarship Programme
- Serve as an ex-officio member of all committees and councils within the school as determined by the Director
- Attend school-sponsored activities and functions as well as Board meetings, as needed

Skills, Experience, and Attributes

- Certification as Secondary Principal or equivalent advanced degree in educational administration or equivalent (including experience)
- Experience in an international IB school environment
- IB teaching experience and training
- Strong track record of leadership in a Secondary School setting, preferably as a Principal
- Experience working in international settings
- Knowledge of MYP and DP and experience working in an IB continuum school and IB Program authorization processes (new standards and practices)
- Knowledge and experience of international accreditation processes (ISPP follows the CIS/WASC protocol)
- Proven record as a teacher and leader
- A leader of professional development and capacity building through mentorship and coaching
- Appreciates diversity and values our host country
- Demonstrates kindness, honesty, care, and acts with empathy
- Approachable with the ability to put one's ego aside
- Encourages, supports, and assumes positive intentions
- Open to conversations that challenges assumptions and biases
- Flexible, adaptable, and able to live in developing countries

Salary & Benefits

Salary will be competitive and dependent upon the qualifications of the successful candidate. Benefits include a housing allowance, annual flights, medical insurance, private pension contribution, and tuition for dependents.

Application instructions are found on the final page of this announcement.



The School

ISPP was started in 1989 by a group of families working for non-governmental organisations. The first six students, aged three to seven, met part-time in the home of one of the parents who was also the teacher. By 1990, with a curriculum developed for grades K-4, the school was established as a parent-owned and operated non-sectarian, non-profit school. The revised mission statement crystallised the school's focus on "academic excellence and responsible global awareness in a caring, international setting."

By 1999, ISPP had received a full six-year accreditation from the Western Association of Schools and Colleges (WASC), making it the only fully accredited international school in Cambodia at the time. In 2004, the school was also accredited by the Council for International Schools (CIS). Since receiving accreditation, the school has grown steadily. In 1999-2000, it made the shift to become an IB World School, gaining authorisation from the IB. Over the next four years, it created an IB-approved Middle Years and Primary Years programmes. In 2014-15, during its 25th anniversary, ISPP moved its Secondary School to a new purpose-built campus. A year later, the Early Years Centre and the Elementary School joined the Secondary School in the new campus. At the same time, the school received positive reports from its accreditation and authorising bodies and gained full reaccreditation. The school now has a reputation as one of the best schools in Cambodia and the region.

Mission

ISPP empowers students, in a caring, inclusive international environment, to achieve their potential by pursuing personal and academic excellence, and to grow as responsible global citizens who celebrate diversity.

Vision

Learning together, growing together, each making a difference.

Core Values

Learning, Well-being, Environment & Community

International Mindedness

Students develop their curiosity about the world, and extend their understanding and appreciation of shared values and cultural differences and equity, while striving to effect positive change.

Accreditation

ISPP is accredited by the Council of International School (CIS), Western Association of Schools and Colleges (WASC) and fully authorized by the International Baccalaureate to deliver the IBPYP, IBMYP, and IBDP. ISPP is also a member of the Educational Collaborative for International Schools (ECIS), the East Asia Regional Council of Overseas Schools (EARCOS), and the Mekong River International Schools Association (MRISA). The school also has memberships and affiliations with Special Education Network & Inclusion Association (SENIA) and Next Frontier Inclusion (NFI).

Governance

The main policy-making body of ISPP is the school Board of Trustees. It consists of 9 voting members who are elected or appointed for two-year terms. In addition to this, a non-voting faculty member and support staff representative are included within the Board of Trustee composition with the school Director being an ex-officio member also.

Curriculum

The school offers the IB Diploma Programme (Grades 11-12), the IB Middle Years Programme (Grades 6-10), and the IB Primary Years Programme (Early Years-Grade 5). All students work towards the acquisition of an ISPP Diploma. However, students may also choose to take the ISPP Diploma or IB Certificate option. The curriculum is IB-based and draws from a variety of English- language programmes consistent with the needs of an international student body.

ISPP believes that it is vital that all students have the opportunity to maintain and develop their mother tongue (the main language that the student uses at home), where feasible. As such, the school encourages students to continue the development of their Mother Tongue during the school day and this process is supported by a Mother Tongue language coordinator.

Academic Calendar

The ISPP school year runs from August to June. There are 180 instructional days each year. School holidays are generally observed around Cambodian festival dates, a mid-year (Winter) break of three weeks in December/January, and the long summer break that starts in early June.



The Academic Program

Elementary School

ISPP's Elementary School comprises students from ages 3 to 11 in the International Baccalaureate Primary Years Programme (PYP). The school's rich mix of students from varying nationalities share their heritage, traditions, and culture with pride and confidence. They do so in the knowledge that ISPP values differences and celebrates unity as members of the ISPP community. Top educators from around the world support happy, confident learners who strive to achieve their personal best. ISPP is proud of its safe and inquiry-based environment for young learners.



Secondary School

ISPP's rigorous IB curriculum provides appropriate academic challenges for all Secondary students. The Middle Years Programme (MYP) caters to students from Grades 6 - 10, and the Diploma Programme (DP) for Grades 11 - 12. The Secondary School provides a diverse cultural environment for learning and interaction among students, teachers, and parents. It is a hub of activity both inside and outside the classroom. The combination of the curriculum and co-curricular programme offerings enables ISPP to pursue its mission of empowering students to achieve their potential for personal growth and academic excellence.

Learning Support

Learning support at ISPP is flexible and based on the particular needs of the students in the community. For each identified student, an individual educational plan (IEP) is created that identifies goals and strategies for achieving them. In all cases, students develop an understanding of their profile and are encouraged to use this self-awareness to maximise their learning. Support may take on a variety of forms: one-on-one, small group, or in-class. The support teacher monitors, assesses, and documents student progress relative to the targeted goals. The aim is to provide a tailor-made programme that best meets the needs of the individual, taking advantage of the expertise and strengths of all those associated with the ISPP community.

Technology

Technology is used as a tool to enhance learning across the school, with a 1:1 parent-supported MacBook programme in the Secondary School. The school continues to look for ways to strengthen its technology infrastructure and resources to support learning.

Arts, Athletics, & After School Activities

The arts are a valued component of a student's life at ISPP. In addition to music, visual arts, and drama within the curriculum, students have the opportunity to hone their talents through the school musical, orchestra, choir, and much-liked events like battle-of-the-bands. The arts play an important role in developing students who are balanced and knowledgeable through activities outside of the classroom.



ISPP's ASP activities aim for children to learn while having fun in a safe environment. The purpose of the ASP is recreational not competition and is designed to keep the attention and the interest of the students. The programme is built to allow children to experience a multicultural environment while developing their self-esteem and problem-solving skills. ISPP offers activities including arts, basketball, boot camp, ceramics, chess, choir, cooking, drama, football, robotics, and more. ISPP secondary students participate in ISSAPP (International Schools' Sports Association Phnom Penh) and Mekong River International Schools

Association (MRISA). Schools compete in basketball, volleyball, football, swimming, and soccer.



The Community

Students

ISPP is a highly regarded, fully authorised IB World School, offering Primary Years (grades preschool- 5), Middle Years (grades 6-10), and Diploma (grades 11- 12) programmes for over 900 students. The school has a reputation as a close-knit community with both high academic standards and high student achievement. Around 48 nationalities are represented in the ISPP student body.



Faculty

ISPP employs 118 teachers (approximately 10 Part-time) from 24 different nationalities. There are many opportunities for teachers to participate in professional development, in-house, regional, and online. A current strategic direction focuses on developing ISPP as a hub of professional learning in the region and the school has a rich menu of professional learning opportunities already planned.



Student Wellbeing and Protection

ISPP places high emphasis on Child Safeguarding and the school procedures are well-documented in the Safe School Procedures Handbook. ISPP has very stringent vetting procedures in place for every candidate who is offered a contract. ISPP requires a criminal clearance check from candidates' homes of origin and from every country they have taught in. ISPP also uses the services of an external organisation to run background and criminal checks in coordination with a candidate's country of origin to cross-reference all documents submitted to support a teacher's application.



Commitment to Diversity, Equity, and Inclusion

ISPP's guiding statements describe a commitment to inclusion and diversity and the school is active in developing and increasing understanding and building capacity in this area. ISPP's active DEIJ committee strives to drive this commitment in the school and amplify the many diverse voices in the community.

The following position statement best encapsulates their beliefs and approaches to DEIJ

- **We celebrate** diverse identities and cultures.
- **We value** a welcoming, equitable, and inclusive community.
- **We believe** that everyone must feel safe to be their authentic self.
- **We commit** to a continuous process of learning, self-reflection, and courageous conversations to examine personal identity & biases.
- **We take action** against all forms of discrimination and advocate for justice.



Campus

Facilities & Premises

Extensive and purpose-built, the ISPP campus of 6 hectares is home to some of Cambodia's best learning and recreational facilities. The classrooms are equipped with everything students need to maximise their learning. In addition to grade-appropriate furniture and equipment, every classroom has a projector and Apple TV, and there are breakout spaces throughout the buildings. Science labs and the design workshop are international standards, and the music and art classrooms are perfect environments for creativity and collaboration. This is complemented by a fully functional auditorium, the Black Box Theater.



At the heart of the campus is the Learning Centre, which houses the Elementary and Secondary libraries. Students enjoy reading from a choice of thousands of books in a variety of languages as well as quiet activities and study. Parents are welcome to borrow books too! ISPP has one of only a handful of Olympic-sized swimming pools in Cambodia. It is used daily for the student swimming programme and after-school swim squad and activities. The gym features two separate spaces housing three full-sized courts used for a range of PE and recreational activities. Outside, the fields are always busy with PE classes, school sports, tournaments, recreational play, and many other activities. ISPP's fields are amongst the best in Cambodia, with the total space equating to an official professional-sized football field.

Environmental Sustainability

ISPP incorporates environmental education into the curriculum. Students watch, learn, and reflect in the popular butterfly garden, which is open for learning and during breaks. A group of committed teachers and school leaders form the Environment Committee, which helps to set the direction of sustainable practices at ISPP. Students in both parts of the school are involved in the active Environmental Action Committees (EAC).

Living in Phnom Penh

The school is located in the southern part of Phnom Penh City. Bustling and vibrant, the capital city of Cambodia, Phnom Penh stands on the Mekong River and is home to approximately 2 million residents. Phnom Penh is very multicultural, with both large Western and Asian expatriate populations. There are great restaurants and a vibrant music scene as well as excellent travel opportunities within Cambodia and the region.



Follow the International School of Phnom Penh to Learn More



Fast Facts

Year Established	1989
Accreditation Agency	WASC, CIS, IB
School type	International not-for-profit, parent governed
Language of Instruction	English, with several world language mother tongue options
Total Enrollment	887
Elementary School Enrollment	425
Secondary School Enrollment	462
Student Nationalities	50 +/-
Average % Home Country Nationals	30%
Average Class Size	Maximum of 22
Student Age Range	2-18 (Early Years to Grade 12)
Percentage of Annual Student Turnover	Approximately 10-20% most years
Student-to-Faculty Ratio	Approximately 8:1
Number of Faculty	118
Faculty Nationalities	31
Percentage of Annual Faculty Turnover	Average at 15% over past 4 years
Tuition (2023-2024) and currency	USD \$8611 - \$26,963
Annual Operating Budget and currency	c\$20,000,000
Number of Board Trustees	9 voting, 2 non-voting & ex-officio

Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the International School of Phnom Penh | Secondary Principal 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 **August 1, 2023, 11:59 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 ISS EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#). *
To apply in ISS EDUrecruit, click here: [International School of Phnom Penh | Secondary Principal search](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). *
To apply in ISS EDUrecruit, click here: [International School of Phnom Penh | Secondary Principal search](#)

*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. *

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the International School of Phnom Penh (ISPP) 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.

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 the 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](#).