

Leadership Posting

Primary School Vice Principal Stockholm International School

Stockholm, Sweden

Application Deadline: October 13, 2024

Start Date: December 1, 2024

ISS is pleased to announce this leadership vacancy.

Learn more about how ISS works with international schools around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

**PRIMARY SCHOOL VICE – PRINCIPAL
STOCKHOLM INTERNATIONAL SCHOOL**

Stockholm, Sweden

Reports to: Primary School Principal

Time allocation: 100%

Our vision

To be recognised as a leading international school that inspires and educates generations of global change-makers.

Our mission

Stockholm International School inspires and educates children of the global community, through internationally recognised learning programmes. We enable international mobility and support growth and talent development in the Stockholm region and beyond.

Description/Purpose

The Vice-Principal has a key role to play in SIS achieving its Vision and Mission. The Vice-Principal will concentrate on both students' learning and well-being, and ensure that the daily operations of that section of the school support these.

Duties/Responsibilities

- Demonstrates a professional knowledge of the principles and practices of leading learning in a school and supporting and modelling Professional Learning
- Collaborates with the Primary Principal and PYP Coordinator to develop strategies that enhance the effectiveness and welfare of the Primary staff
- Promotes a welcoming environment for members of the wider community in the school – such as parents and visitors
- Works collaboratively as a member of the ELT (Educational Leadership Team)
- Creates an atmosphere that encourages learning

Communication

- Coordinates the logistics of Primary section events (such as information evenings, open houses, assemblies, and coffee mornings) for the students, parents, staff, and members of the wider community
- Deals with minor and/or recurrent behavioral and disciplinary cases that might arise in the Primary School in accordance with SIS Behavioral Expectations and works collaboratively with the counselors and the learning support team
- Briefs the Primary Principal on all matters of significance about the Primary School Students

Staff

- Directly oversees the work of the Primary School Teaching Assistants as the line manager
- Implements the school's agreed approach to PDSE/Development Talks for all Primary Teaching Assistants in collaboration with the ELT & SLT
- Leads the selection of Teaching Assistants, Student-Teacher Interns, and short-term visitors/partnerships in collaboration with the Director & Primary School Principal
- Ensures that Primary School Teaching Assistants receive appropriate support and resources in the performance of their duties

Administration

- Holds regular meetings with Teaching Assistants to deal with matters of interest and significance relating to the work of the Primary
- Attends necessary meetings with staff and PYP Coordinator to deal with matters of interest and significance relating to the work of the Primary
- Works with the Educational Leadership Team in the construction of the whole-school calendar
- Ensures on an ongoing basis that dates for all activities specifically involving the Primary are entered into the calendar and promoted accordingly
- Collaborates in the development of the Primary School in line with the school's strategic plan
- Ensures appropriate coverage and supervision of break and non-lesson duties of the Primary staff
- Proofreads the student reports and student awards (as well as any issues arising from those)

Required Qualifications and Attributes

- Has previous experience in a leadership position within a Preschool or Primary School section
- Has previous successful experience with IB PYP or an internationally-based curriculum
- Holds a university degree, either a BA in Education or Teaching qualifications
- Demonstrates strong team leadership and excellent interpersonal and communication skills
- Is community-oriented and motivated to involve the full range of the school community – staff, students, and parents in the management and development of the Primary at SIS
- Acts as a school ambassador in engaging with external stakeholders when needed
- Is sensitive towards, and familiar with, a diverse range of student learning needs
- Is sensitive toward and understands cross-cultural issues
- Is successful in sharing teaching best practices and inspires a love of learning
- Is fluent in English (reading, writing, speaking)
- Demonstrates ability to effectively manage human, financial, and physical resources to deliver a high-quality organizational outcome
- Has a pleasant and friendly personality
- Is a self-reflective life-long learner
- Has strong ethical principles and a sense of fairness

Preferred Education and Experience

- Demonstrated interest in remaining at the forefront of educational trends
- Demonstrated strategic thinking and analytical skills and the ability to use those to influence the educational agenda of the school
- Proven track record of success in leading and managing members of a school's faculty

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last years of employment in every country worked.

Contract

Permanent – 100% (6 month trial period)

Starting – December 1st, 2024

Salary

Fast lön/fixed salary

Application Instructions

Last day for applications – **October 13th, 2024** (the interview procedure can start earlier).

We only accept *applications in English* and from qualified candidates.

Please send a letter of interest, your CV, and two references to application@intsch.se. Mark the email with **“Primary VP”**.