

Leadership Search



Secondary School Principal The Overseas School of Colombo

Colombo, Sri Lanka

Application Deadline: January 28, 2022
Start Date: August 1, 2022

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

Position

Overview

The role of the Secondary School Principal is an inspirational, caring, and empathic instructional leader, grounded in learner-centred approaches. The Principal models values associated with diversity, equity, inclusion, and justice, and works effortlessly to ensure the mission and vision is met, and high quality learning and teaching is implemented. The Principal collaborates with the Head of School, Primary Principal, IB MYP and IB DP programme coordinators, and faculty in implementing the strategic goals of the secondary and wider school.

Guiding Principles

- Supports and advances the Mission, Vision and Motto of The Overseas School of Colombo
- Supports student learning and achievement through cooperative effort and best practices
- Supports and promotes the curriculum based upon the IB goals and mission
- Supports and advances international education
- Incorporates current research and best practices in decision making

Reports To

Head of School

Duties & Responsibilities

Educational Leadership: To facilitate, develop, articulate, implement learning that is shared and supported by the school community.

- Promote inclusion, diversity, equity, social justice across aspects of the school
- Implement, articulate, and support the guiding statements including high quality teaching and learning as defined by the school
- Infuse the Learner Profile into daily practice, pedagogy and celebration
- Create and implement structures that enable optimal student success including student monitoring, discipline, and support processes
- Report to the community including the Board, Faculty and Parents on progress in the secondary school including the school strategic plan
- Showcase OSC through public appearances, publishing, attendance at workshops and conferences
- Share essential information with community members through publications (Weekly News, Principal's notes, etc.), informal and formal means
- Ensure a robust school curriculum is communicated regularly

School Environment: Advocate, nurture, and sustain a school culture and environment where student learning can occur.

- Actively listen and solicit viewpoints, ideas, and opinions of members of the OSC community in informing decision making
- Commitment to anti-racism
- Create a physically and socially safe environment in order to promote optimal student learning
- Recognize the achievements of individuals and groups in the community and make those achievements visible to the community
- Incorporate the identity and diversity of the community into the school ethos including the curriculum
- Provide a learning environment in which there are opportunities for student leadership and an emphasis on excellence in learning

Student Learning: Implement the overall programme informed by research-based teaching activities that promote and assess learning for all students.

- Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance
- Use performance data and other assessments to determine barriers to success and special learning issues which affect student learning and ensure they are identified and addressed through the Student Study Team
- Use a variety of sources including student grades, assessment tasks, standardized assessments, and observations, to guide teacher instruction
- Create structures that enable and demand the practice of collaboration among teachers in support of student learning
- Leverage technology in instruction and research in support of optimal student learning
- Ensure that appropriate student learning goals are set and measured through student reflection and action plans
- Ensure alignment between the school's curriculum outcomes, the OSC Mission and OSC Strategic Plan and board policies
- Articulate the school-wide process for planning, design and implementation of the curriculum
- Support the program (PYP, MYP, DP) coordinators and lead the Department Heads in the development and effective delivery of the curriculum
- Ensure the school's curriculum documents appropriate pedagogies that support diverse learning styles.

Leadership and Management: Lead and manage the school organization, operations, and resources to prove a safe, efficient, and effective learning environment.

- Collect data, organize documentation, and compile reports related to accreditation in collaboration with Coordinators and HODs
- Work with the Heads of Department and Programme Coordinators to determine ideal staffing needs, scheduling and class sizes to implement the curriculum
- Conduct a rigorous recruitment process that results in highly effective staffing in accordance with the school's mission and goal
- Consider the need for horizontal and vertical planning in the schedule development
- Utilize feedback from students, teachers, administration, and parents in developing the school-wide schedule
- Structure time effectively in order to focus on issues and projects according to the school mission and school-wide goals
- Make decisions effectively and in a timely manner, based on the gathering of information, collaborative consultation, and good judgment and communicate, effectively to the relevant community members.
- In consultation with the Secondary Leadership Team and the HODs, prepare annual budgets to ensure resource allocation that supports teaching and learning in the school
- Ensure that technology support is effective and the use of technology in the classroom enhances student learning and teacher effectiveness
- Maintain appropriate, positive, and professional relationships with all in the community
- Respond to the needs of others, sensitive issues and conflict with skill, compassion, and appropriate confidentiality.

Staff Growth and Improvement/Staff Development: To promote student learning through the motivation, support, development, supervision, and evaluation of high-quality teaching staff.

- Lead staff decision-making that is focused on OSC's guiding statements and high-quality learning definition
- Collaborate with staff in curriculum design to promote the learning objectives of the school
- Model the collection and use of data to inform instruction
- Identify and plan staff development needs in alignment with school priorities
- Plan and conduct appropriate staff development (PD) to support the development of the curriculum
- Foster a climate of collaboration and cooperation among the staff
- Uses the Teacher Growth and Improvement Framework to support, guide, and mentor teachers
- Uses the Teacher Growth and Improvement process to identify and correct instruction and care as needed
- Make difficult decisions regarding to move teachers on if, after efforts to support a teacher, insufficient progress is made
- Maintain an open and responsive attitude to staff needs and concerns

Community Relations: Collaborate with parents and community members, responding to diverse community interests and needs, and mobilizing community resources.

- Express a commitment to anti-racist and value for racially diverse perspectives
- Maintain a positive, mutually supportive relationship with OSC parents that is responsive to their needs
- Communicate the school's mission and values to parents as well as the broader community
- Be aware and sensitive to the Sri Lankan political and social environment
- Promote the incorporation of the cultural diversity of the host country in educational experiences as well as documenting these experiences within the curriculum
- Promote a positive image of the school in the broader community

Professional Development: Actively engage in professional learning.

- Track current trends in education by keeping up to date with issues, trends, and research by reading professional literature
- Regularly attend workshops or conferences or engage in other activities that promote his/her professional growth
- Set annual growth goals with the Head of School as aligned to the strategic plans of the school

Skills, Experience, & Attributes Sought

OSC is seeking a Secondary Principal who is collaborative, passionate about education and leadership. This person should be a strong communicator, inclusive, compassionate, kind, and supportive. The next Principal should demonstrate a full commitment to anti-racism and diverse perspectives.

- Reflective educator with a passion for learning
- Team player, able to work with a diverse community, displays advanced level of intercultural sensitivity, international-mindedness, and engagement with host country cultures
- Collaborative, innovative, and experiential
- Good communicator and strong listener
- Contributes to a positive school culture
- Keen to work with Primary leadership team in support of a whole school continuum
- Demonstrates a distributed and inclusive approach to leadership
- Familiar with IB curriculum and inclusivity
- Alignment with DEIJ concepts and experience in how to integrate them into the secondary school with all stakeholders
- Perseverance in solving complex problems
- Critical thinker, creative problem-solver, transparent decision-maker
- Ability to provide informed instructional leadership - aware of current best practices in curriculum, pedagogy, and assessment, particularly in the context of the IB MYP and IB DP.
- Strong management skills, including ability to prioritize and delegate.
- Actively models use of technology that enhances communication, organizational operations, and school improvement efforts.

Academic & Professional Qualifications

- Master's degree and current qualification/certification in administration or educational leadership.
- At least 3-5 years of experience as a current middle school and/or high school principal of an accredited international school.

Professional Activities

OSC hopes to hire a Secondary Principal who has experience with the following professional activities: DEIJ, Instructional and Cognitive Coaching, Cultures of Thinking, IB related Professional Development to support and widen the IB experience of the OSC staff and students.

Salary & Benefits

Salary and benefits are competitive and will reflect the successful candidate's experience and qualifications.

Application instructions found on the final page of this announcement.

The School

The Overseas School of Colombo (OSC) is a well-established school and the only International Baccalaureate (IB) World School in Sri Lanka. The school is fully accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSA). OSC is authorised by the IB to offer PYP, MYP, and the DP. OSC is a member of the South Asia Inter-School Association (SAISA) and the Near East South Asia Council of Overseas Schools (NESA). It is an English-medium day school with the entire curriculum being taught in English to a student body consisting of over 40+ different nationalities.

OSC enrolls the internationally mobile expatriate community and local Sri Lankan families looking for an international school experience. OSC is very student-centred and focused on nurturing students towards impact and intercultural understanding.

Mission, Vision, & Motto

Mission

The Overseas School of Colombo, an IB World School, is committed to guiding our global community toward international and intercultural understanding. OSC develops the whole person as a responsible learner, striving for personal excellence within a culturally diverse environment.

Vision

The Overseas School of Colombo shall be a model of excellence in education, nurturing and empowering our community of learners to achieve global success.

Motto

Unity in Diversity



Overview

History

Founded in 1957 as a non-profit organisation under Sri Lankan law, the school was originally named The Colombo School for Overseas Children. It was located at Queen's Street in Colombo Fort when the school first opened on 23 September 1957. The founders were from diplomatic missions (British High Commission, Burmese High Commission and Dutch Embassy) and the business community; this still reflects the school population today.



In September 1961, the school leased the premises known as "Rippleworth" at Turret Road (Dharmapala Mawatha) in Colombo 3. The younger children remained at the Fort while the older children moved to Rippleworth. In August 1963 the school in Fort had 100 children, while the school at Rippleworth, known as the Upper School, had about 72 children. In 1967 the school gained accreditation by the International Schools Association in Geneva, Switzerland.

To cope with an increasing number of pupils, in 1971 the school relocated to 51 Muttiah Road in Colombo 2 (Rivington) until finally in 1983 the school was relocated to its present address Pelawatte, Battaramulla. During the same year the school obtained accreditation by the International Baccalaureate (IB) Organisation as an IB World School fully capable of offering the IB Diploma Programme. In 1982, the school changed its name to Overseas Children's School (OCS).

In 1990 the school received further accreditations from ECIS (European Council of International Schools) and MSA (Middle States Association of Colleges & Schools) and over the next five years opened its gymnasium and swimming pool. As the school developed it became recognised as an Office of Overseas sponsored school and has built close ties with the US Embassy while maintaining links with the other diplomatic missions. In 1996 the school took its present name, The Overseas School of Colombo. Continuing its campus development programme, the school built a new performing arts facility in 2005, renovated its primary and secondary libraries, and inaugurated a new, state-of-the-art sports facility in 2009.

From 2019-2021 the school fully renovated its secondary science laboratories, and outdoor basketball court, landscaping, and front security entrance. It built a coffee shop for all staff, parents, and DP1 & DP2 students. The school is undergoing a campus redevelopment plan that is envisioning classroom refurbishments across the secondary school over the next 4-5 years.

The Overseas School of Colombo continues to be steadfast in its support of personalised excellence, remains holistic and inclusive and demonstrates a strong ethos towards service and experiential learning.

School Overview

The Primary School is made up of Early Years to Grade 5 students (ages 3-11) and follows the International Baccalaureate Primary Years Programme (PYP).

The Secondary School is made up of students from Grade 6 to 12. Students in Grades 6 to 10 follow the IB Middle Years Programme (MYP), and students in Grades 11 and 12 follow the IB Diploma Programme (DP).

Curriculum

OSC is authorised to conduct all three International Baccalaureate Programmes:

Primary Years Programme for Grades PK to 5 (PYP 1-8)

Middle Years Programme for Grades 6 to 10 (MYP 1-5)

Diploma Programme for Grades 11 to 12 (DP 1-2)

The Overseas School of Colombo is committed to *learning that goes beyond the academic life of students and encompasses academic, social, physical, and community interests that result in shaping an individual who embraces learning throughout their life. It is engaging, with opportunities for self-direction, reflection, student voice, choice, and ownership.* The learning is **process-based** and grounded in the real world, providing a platform for exploring diverse global perspectives. Students are challenged to connect, extend, and transfer relevant knowledge and skills.

OSC firmly believes that high quality learning derives from high quality teaching which is:

1. based on inquiry
2. focused on conceptual understanding
3. developed in local and global contexts
4. focused on effective teamwork and collaboration
5. differentiated to meet the needs of all learners
6. informed by formative and summative assessment

Students are encouraged throughout their learning to develop skills in the following approaches to learning:

1. thinking
2. communication
3. social
4. self-management
5. research



Technology

Technology at the Overseas School of Colombo aims to engage students, strengthen student learning, and foster creativity, collaboration, and communication within and beyond the classroom. OSC effectively integrates the latest technologies and teaching methods to leverage and enhance students' learning process.

Technology Infrastructure at OSC

The Overseas School of Colombo is equipped with over 80 Cisco Meraki Access Points to support the WiFi needs of the Bring Your own Laptop (BYoL) programme from Grades 5 through 12, and over 50 Cisco Meraki security cameras, which are all connected to a state-of-the-art backbone network powered by Cisco Meraki network switches. Additionally, OSC utilises an enterprise-grade Firewall, server systems, and NAS to protect users from external network threats and offer services to the non-educational departments like HR, Finance, and Maintenance. The OSC Tech Department also leverages cloud-based technologies to provide disaster mitigation and data recovery capabilities. Classrooms are integrated with touch-enabled interactive displays and projectors to further enhance student learning.



In addition to diagnostic services, the OSC Technology Department will frequently purchase site licenses or class application software. This includes access to online databases, cloud-based applications, and local computer programmes. All students receive these applications as part of their tuition and certain applications are required in order to use a laptop at school.

Technology in PYP

Technology is integrated throughout the Primary School. Students are issued school-owned technology devices in Early Years through Grade 4. This year, the Grade 5 students began to use their own laptops.

All students and teachers are provided with a Google Apps for Education Account, allowing students and teachers to collaborate, communicate, and do classwork digitally along with cloud storage.

Teachers carefully make use of the schools 1-1 laptop program (Apple iPads, Chromebooks, Windows & Mac computers) to enhance learning and reinforce healthy digital habits and routines, using Seesaw as the main learning platform.

Technology in MYP and DP

Within the Secondary School, the goal of the technology program is to help students have an expert or mastery level of many different applications, databases, and online tools that can help students research, create, and communicate new understanding and learnings. This knowledge will help better prepare students for meaningful impact. The secondary School has introduced the Bring Your own Laptop (BYoL) program where students are required to bring a laptop to every class daily and use technology on a regular basis.

All students and teachers are provided with a Google Apps for Education Account, allowing students and teachers to collaborate, communicate, and do classwork digitally along with cloud storage. Managebac is the learning management system, which gives OSC students and parents access to their curriculum and online learning 24-hours a day and provides another way for students and teachers to communicate.

Arts, Athletics, & After School Activities

OSC puts a great deal of commitment, passion, and energy into its arts, athletics, design, after school and co-curricular programs.

OSC believes that co-curricular activities complement academics and plays an essential role in providing a holistic education.

A CAS philosophy permeates through all three divisions of the school. OSC provides students with unique opportunities to participate in different co-curricular activities.

Secondary students are involved many activities:

Creativity (Dance Project), Activity (DofE Journey, personal fitness routines), sports and athletics, Colombo MUN, Service (Room to Read, Recycling & Sustainable, Care for Paws, Eco Schools, Hope for Kids, and others) and more.

For more information about CAS at OSC, please refer to the following [link](#).

Gecko Athletics

Typically, OSC is well engaged in SAISA inter-school sporting seasons. In October 2020, the SAISA Schools Athletics Directors organised a variety of virtual football, basketball, and volleyball challenges for students at the school. These were showcased in the first-ever Virtual SAISA Conference which took place on Saturday, November 9th, 2020. The conference brought together a host of experts from different sporting backgrounds to share their experiences with SAISA athletes. The schools very

own OSC parent, Kumar Sangakkara, generously gave his time to share a few words of wisdom and encouragement with the student-athletes.

As a spin-off from this conference, a few of the school's older students participated in the Student Leadership Conference run by the Globetrotting ADs in February 2021.

The SAISA Athletics Directors continued to meet on a monthly basis throughout the year to share experiences, ideas and put together tentative plans for sporting opportunities for the 2021/22 School Year.

Visual and Performing Arts

Music and theatre add diversity and excitement to their academic calendar. However, as a result of the COVID-19 pandemic the school had to reduce all events or modify them to suit health regulations. Nevertheless, OSC is happy to say that they found ways to keep spirits soaring throughout the year.

ISTA TaPS

OSC has had a long and happy relationship with the International Schools Theatre Association (ISTA), having been host to the occasional festival over the past two decades (OSC hosted the MS festival in 2016, and were due to host in November 2020). ISTA is an excellent organisation that seeks to bring drama and theatre students from around the world together to engage in three-day intensive practical workshops, led by first-rate theatre professionals and teachers.

Experiential Education

Experiential learning is an invaluable part of the teaching and learning programme. OSC students learn skills that are needed in cross-cultural interactions, critical for success in the globalised world. Students at OSC enhance their experiential learning in multiple ways both in the classroom and beyond it.

The school recognises, as stated in the mission statement, that education neither begins nor ends in the classroom or the examination hall. In fact, the essential aspects of education may exist outside both. An international



education must go well beyond the provision of information and is inevitably involved in the development of attitudes and values which transcend barriers of race, class, religion, gender, and politics. As per the IB design, CAS encompasses a broad range of extra-curricular activities including SAISA sports, creative pursuits, activities like COMUN and service to the community.

Community service and service learning have a special place in OSC's philosophy of education. At OSC students are encouraged to develop a positive and active approach towards service. In the Secondary School, specific programs are offered to students which emphasise an awareness, concern, and responsibility for service in the community. Some of these happen on a weekly basis (Thursday after school) while others are part of the Week Without Walls program (scheduled at the beginning of the 2nd term). OSC has been working with several local charities and has an excellent relationship with these community outreach programmes. The destructive 2004 tsunami was a catalyst for the school's long-term involvement with several primary schools in Hambantota and Galle. DP students are also expected to take on leadership roles and are encouraged to initiate activities of their own. In the past, students have organised and led medical clinics in the north of the country, played a key role in planning Thursday service work, established recycling programmes in their neighbourhoods, and much more.

Community

OSC prides itself in the diversity of their community. Although the figures vary from year to year, OSC generally has students from over 40+ different countries. Their parents are employed by Embassies, UN Agencies, NGOs, and private businesses.



Campus

OSC is a purpose-built 5-acre self-contained green campus near the parliamentary complex in the new administrative capital of Sri Jayewardenepura Kotte. It is equipped with air-conditioned classrooms, 2 libraries, 3 design labs, 4 newly renovated state-of-the-art science labs, specialist rooms for art, drama and music, IT labs, Counselling offices, a 400-seat auditorium, black-box studio theatre, covered primary school playground, cafeteria, and a coffee shop.

Sports facilities include a spacious grass football field, a 25-meter swimming pool, a professional level outdoor basketball court, and a gymnasium with a rock-climbing wall, basketball, badminton and volleyball courts, a movement room and cardio/weight room.

Location

Pelawatte - a part of Battaramulla main town which is a green suburb of Colombo near to the new Parliament of Sri Lanka.

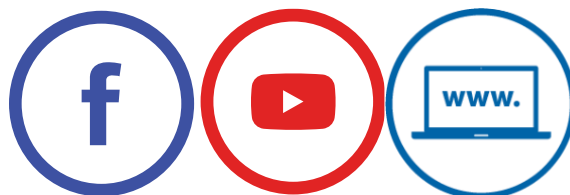


Fast Facts

Year Established	1957
Accreditation	International Baccalaureate (IB), Council of International Schools (CIS), Middle States Association of Schools and Colleges (MSA)
Affiliations	AAIE, NESA, PTC, ECIS
School type	IB World School
Language of Instruction	English
Academic Calendar	01 August - 31 July
Total Enrollment	364
Lower School Enrollment	141
Middle School Enrollment	101
Upper School Enrollment	122
Student Age Range	3-18
Average % Home Country Nationals	18%
Student Nationalities	41 American, Australian, Belgian, British, Bulgarian, Canadian, Chinese, Czech, Danish, Dutch, Estonian, French, German, Greek, Honduran, Indian, Indonesian, Irish, Israeli, Italian, Japanese, Kenyan, Malaysian, Maldivian, Mexican, New Zealander, Norwegian, Omani, Russian, Senegalese, Serbian, Singaporean, South African, South Korean, Spanish, Sri Lankan, Swedish, Swiss, Tadzhik, Turkish, Venezuelan
Percentage of Annual Student Turnover	27%

Student to Teacher Ratio	6:1
Average Class Size	20
Number of Faculty	63
Faculty Nationalities	13 American, Australian, British, Canadian, French, Irish, Sri Lankan, South African, Belgian, Chinese, Indian, Bulgarian, Venezuelan
Percentage of Annual Faculty Turnover	16%
Number of Board Trustees	8
Tuition (2022 - 2023)	Grades 6 - 8 USD \$22,830 Grades 9 -12 USD \$26,260
Annual Operating Budget	USD \$8.5 million

Follow The Overseas School of Colombo to Learn More



Application Instructions

Effective Date: August 1, 2022

[Application Deadline: January 28, 2022](#)

Pauline O'Brien, Director of ISS Global Recruitment, will serve as the lead consultant for The Overseas School of Colombo Secondary School Principal 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:

[The Overseas School of Colombo Secondary School Principal](#)

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:

[The Overseas School of Colombo Secondary School Principal](#)

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:

[The Overseas School of Colombo Secondary School Principal](#)

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 The Overseas School of Colombo 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](#).