



Making a world of difference

ISS Administrative Searches is pleased to announce...

Stockholm International School

Stockholm, Sweden

Seeks Upper School Principal

Application Deadline:

Friday, March 15th, 2019

Visit the [ISS Administrative Searches webpage](#) to view additional opportunities



UPPER SCHOOL PRINCIPAL

Reports to: Director

Duties and Responsibilities

- Responsible for the overall educational leadership management of the Upper School (10th - 12th grade)
- Strives to ensure the provision of quality education for students and continued improvement in student achievement
- Manages procedures and protocols to best achieve educational outcome
- Plans collaboratively with the IB MYP and IB DP Coordinators to oversee management of resources effectively and equitably assist in the preparation and management of books and instructional resource budget
- Demonstrates a professional knowledge of the principles and practices of leading learning in a school and supporting and modeling Professional Learning
- Develops strategies with the IB MYP and IB DP Coordinators to enhance the performance and welfare of the Upper School staff
- Promotes a welcoming environment for members of the wider community into the school – such as parents and visitors
- Works collaboratively as a member of the SLT (Senior Leadership Team) and ELT (Educational Leadership team) to facilitate coordination amongst the primary, middle school, upper school, and administrative sections
- Creates an atmosphere that encourages learning

Communication

- Coordinates and implements appropriate orientation and information sessions (information evenings, open houses, coffee mornings etc) for the students, parents, staff and members of the wider community
- Meets with Upper School parents who have specific interests or concerns
- Liaises with other international schools in order to enhance both the school's development and its profile

- Meets regularly with the Director and IB MYP and IB DP coordinators to ensure a whole-school focus
- Briefs the Directors on all matters of significance pertaining to the Upper School students
- Liaises with the Dean of Students in regards to child protection and any social-emotional learning matters
- Oversees that student evaluation and assessment meet the needs of students
- Ensures the physical environment is safe and meets the needs of students
- Deals with disciplinary cases that might arise in the Upper School in accordance with SIS Behavioral Expectations
- Ensures that students recognize diversity and promote respect between individuals

Staff

- Directly oversees the work of the Upper School staff as the line manager
- Implements the school's agreed approach to PDSE/Development talks for all Upper School teachers in collaboration with the ELT
- Leads the selection of Upper School teachers in collaboration with the Director
- Ensures that Upper School teachers receive appropriate support and resources in the performance of their duties
- Ensures that staff has the necessary resources to provide the best learning experiences

Administration

- Holds regular meetings with teachers, IB MYP and IB DP coordinators to deal with matters of interest and significance relating to the work of the Upper School
- Works with the Leadership Teams in the construction of the whole-school calendar
- Ensures on an ongoing basis that dates for all activities specifically involving the Upper School are entered into the calendar
- Leads the creation of the Upper School timetable in collaboration with the ELT
- Collaborates in the development of the Upper School in line with the school's strategic plan
- Assists in coordinating the school's accreditation programs
- Proofreads and generates the student reports and student awards (as well as any issues arising from those)
- In charge of the revision of new student applications and placement of new and existing students (class lists). In these processes cooperating closely with the Head of Admissions, Dean of Students, Language Acquisition Subject Leaders, the nurse, counselors and advisors.
- Ensures that the SIS pedagogy meets international standards

Required Qualifications and Attributes:

- Has previous experience in a leadership position within a Middle or Upper School section
- Has previous successful experience with IB MYP, IB DP or an International based curriculum
- Holds a university degree
- Has a degree or certification in education
- Is familiar with IB MYP or DP verification processes, CIS or similar accreditation processes
- 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 Upper School 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 towards and understands cross-cultural issues
- Demonstrates success modeling and inspires a love of learning
- Is fluent in English (reading, writing, speaking)
- Demonstrates the 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 sense of fairness

Preferred Education and Experience

- Master's degree in Education, or equivalent, with a 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 hiring, leading, and managing school faculty

At Stockholm International School we are committed to protecting children. 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. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.

Contract

Administrative- Permanent, full time (with six months probationary period)
Starting- August 1st, 2019

Salary

Fixed salary

Application

Last day for applications March 15th, 2019

We only accept applications in English and from qualified candidates

Please send your letter of interest and CV to Marisa León, m.leon@intsch.se



Making a world of difference

ISS Administrative Searches is proud to assist Stockholm International School with their search for an Upper School Principal.

Application Instructions:

Last day for applications March 15th, 2019

We only accept applications in English and from qualified candidates

Please send your letter of interest and CV to Marisa León, m.leon@intsch.se

Position can also be found on the school website:

<http://intsch.se/about-sis/work-at-sis/>

Deadline: Friday, March 15th, 2019

All application materials should be sent to the school as directed, not to ISS.

Visit the [ISS Administrative Searches webpage](#) to view additional opportunities.