

APPLICATION PACK FOR THE POST OF

DIRECTOR

INTERNATIONAL SCHOOL OF BERNE

SWITZERLAND

3-18 years | Coeducational | Day | 355 students | IB World School



For August 2018



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INTERNATIONAL SCHOOL OF BERNE, SWITZERLAND

International School of Berne in Switzerland was founded in 1961 to meet the needs of the primarily diplomatic community of the city and canton of Bern. Since then, the growth of the school, from 40 to over 350, has been in proportion to the growth of international business in the canton.

The children of expatriate executives now dominate the demographics of the school, putting the embassy children at about 35% of the school population. English is the official language of the school. However, English is not the mother tongue for more than 60% of students. Additionally, students are required to commit to studying either German and/or French, during their studies at ISBerne. These unique factors result in a student body comprised of 45 nationalities and a truly global experience for the students.

ISBerne's dedication to international education has been part of the school drive to develop as an International Baccalaureate World School. After establishing the IB Diploma programme in 1995, the school was authorized to offer the IB Primary and Middle Years Programmes in 2007. In addition to the IB, the school is accredited by CIS and NEASC.

Since 2012, ISBerne has offered ISBerne Online, a new online school powered by the K12 curriculum, which opens ISBerne to students around the world. Through all programmes, ISBerne graduates are well-prepared for the future and have also developed an understanding of cultural diversity and the ability to work with others.

In April 2017, the school moved to a new purpose-built campus in Gumligen, a village at the outskirts of the city of Berne in which the school had been located for the last 55 years. The



school continues to cater to a transitory expat clientele with an average residency in Switzerland of 3½ years. This constant flow of families fosters a strong community at ISBerne. The school serves as a home away from home, for both students and parents during their residency in Switzerland.

ISBerne is a subsidiary of Pansophic Learning, an education company that strives to provide students and educators exceptional learning solutions that enable them to maximize their success academically and in life, regardless of geographic, financial, or demographic circumstance. The organisation believes that every child should be able to be whatever they want to be in life regardless of where they were born. Pansophic Learning has its headquarters in Virginia, USA, and has operations globally, including schools in the Middle East, Africa, UK and Europe.

The Board of Directors are seeking to appoint a Director to lead the school from August 2018. The successful candidate will have demonstrable success in international school leadership, a true passion for holistic education and the ability to inspire and unite the school community. They should be well qualified and have up-to-date knowledge and experience of the IB programme. Inter-cultural sensitivity, strong moral character, and a commitment to maintaining and developing a culture of trust will all be important.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com. To apply for this post, please visit www.lsceducation.com and follow the instructions provided, submitting your CV and a letter of application.

Key dates:

Closing date: 5 January 2018

Longlist interviews: w/c 8 January 2018
(by Skype)

Shortlist/Final Interviews: 30, 31 January 2018
(Berne, Switzerland)

ISBerne is committed to safeguarding and promoting the welfare of children and young people and as an employee of ISBerne you will be expected to share this commitment. The protection of its students' welfare is the responsibility of all staff within ISBerne and individuals are expected to conduct themselves in a way that reflects the principles of their organisation.

Job Description

JOB TITLE:	Director
Functional Level:	Senior Leadership Team
Reports to:	Board of Directors

Overall Job Purpose

The Director embodies the mission of ISBerne and articulates the mission for all aspects of the school's programme and acts as a role model. The Director reports to the Board of Directors and is responsible for the overall leadership and management of the school, and ensures that policies are put into practice in accordance with local legislation and the school's by-laws, regulations and policies as approved by the Board.

The Director will lead ISBerne effectively ensuring high standards of academic excellence in well- rounded and holistic educational programmes, inspiring a community of life-long learners, through the leadership and management of faculty, growth and financial sustainability of the campus, and supporting ISBerne's vision, mission and core values and strategic aims.



Principal Accountabilities

School Leadership

- In collaboration with the ISBerne AG Board and the Senior Leadership and Education Teams, establish and implement a result-orientated strategic plan with annual goals.
- Refine and produce succinct, inspiring, results-oriented vision and mission statements and gain faculty and student support as evidenced by School practice.
- Provide international education vision and direction by identifying and promulgating best practice across teaching and learning in the School.
- Establish a detailed strategy for faculty professional development, to help, lead and direct the teachers to continuously improve their performance and achieve academic excellence.

School Management

- Serve as Director with direct responsibility for the management, organisation and supervision of all academic aspects.
- Follow school administrative regulations and delegate authority where appropriate.
- Ensure that all compliance and reporting requirements are fulfilled
- Maintain adequate records for the school including a system of personnel, school population and scholastic records.
- Maintain security accountability for all school and non-school functions.
- Monitor and control use of buildings according to contractual or legal obligations.
- Create an efficient schedule of education programs, courses, and students that maximizes learning, teacher collaboration, and smooth transitions
- Regulate the attendance of faculty and students.
- Act on own discretion if action is necessary in any matter not covered by Board Policy; report such action to the ISBerne AG Board as soon as practical and recommend policy in order to provide governance in the future.

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School Operations

- Attend and report to ISBerne AG Board meetings.
- Ensure that the Board is appropriately briefed at all times on matters of policy, significant operational issues, legal exposure and other matters of concern to the school community;
- Interpret and enforce school policies.
- Represent the school with the general public, businesses and governmental agencies.
- Be accountable to the ISBerne AG Board in respect of all aspects of safety at the school campus including the buildings, grounds and equipment.

Educational Programmes

- Lead the development of the curriculum, ensuring that the process is on-going and inclusive of the concepts of assessment, learning styles and differentiation, so that the curriculum that the School offers is both international and future focused, informs, inspires, challenges and develops every child and meets the inspection, accreditation and evaluation processes of IB, NEASC and CIS.
- Use data and the benchmarking of every child's learning to drive instruction strategies and curriculum development, incorporating new technologies into teaching and learning.
- Recommend specific changes and long-range plans for instructional improvement.
- Keep informed of modern educational thought and practices by advanced study, visiting School systems elsewhere, attending educational conferences and other appropriate means.
- Establish and maintain educational standards and practices corresponding to principles mentioned in the statutes and policies.
- Implement educational initiatives that have significant positive effects on individual academic success.

Organisation & Personnel Management

- Plan and allocate clear individual accountabilities, communicate, support and evaluate the work undertaken by groups, teams and individuals, ensuring the clear delegation of tasks across teachers and other academic staff so that changes and improvements in the School are delivered to time and quality.
- Ensure high standards and continued educational developments by monitoring data and performance and working with the Principal and other senior leaders to ensure good teaching practice, innovation and improvement.
- Recruit, develop, and retain a highly qualified and diverse faculty who are personally motivated to challenge, inspire, and support our students.
- Identify faculty for employment, promotion, re-assignment, non-renewal and termination. Carry out terminations as required in accordance with Swiss legislation and the organizational regulations of the school.
- Supervise academic staff including the definition of work relationships and assignments of areas of responsibility.
- Supervise academic staff so that advanced professional study is pursued and available.
- Approve travel for school-related activities.
- Maintain an "open door" for all staff with specific concerns. Provide for employee confidentiality.
- Maintain records of training, experience, professional growth, quality of performance and other pertinent data of faculty.
- In compliance with Swiss legislation, manage the school's personnel policies as applicable.
- Communicate Board policy decisions and actions to all staff and relay staff input to the ISBerne AG Board as appropriate.
- In compliance with Swiss legislation and in accordance with school needs establish appropriate hours of work and operations for faculty.
- Close school, cancel school activities or staff meetings according to best judgement in case of emergency conditions.

School Facilities

- Support the Business Manager in the development and maintenance of the School's facilities, to ensure the campus is safe and offers the best possible environment for students and staff.
- In collaboration with the ISBerne AG Board develop long range plans for facilities and oversee the development of capital improvement projects.

Finance & Budget Control

- In collaboration with the Business Manager establish and maintain efficient procedures and effective controls for the management of all school funds in accordance with Board Policy and sound fiscal management practice.
- Provide recommendations to the ISBerne AG Board regarding long-range fiscal plans and strategies.
- Monitor enrolment and inform the ISBerne AG Board of anticipated financial or other implications.
- Recommend budget adjustments and reductions in response to changes in the enrolment or in the School's financial status; submit a clear and detailed explanation of any proposed budget changes to the ISBerne AG Board.
- Oversee financial integrity, working in collaboration with the Business Manager, to ensure compliance within budget parameters, audit requirements and principles of sound corporate governance at all times.
- Work to successfully deliver projects within budget and timeline with minimum adverse instructional and organisational impact;
- Skillfully manage the budget and finances to maximize student achievement and staff growth in collaboration with the Business Manager

Student well-being

- Take an active interest in the daily life of all students, ensuring discipline and high standards of behaviour and attendance in the School and motivating the students to achieve high standards of academic excellence.
- Monitor and review the range of academic, career and social/ emotional guidance services for students to ensure best practice is adopted, children's and young people's welfare is safe-guarded and high standards are maintained
- Create a caring environment for the intellectual, social, emotional, and physical development of all our students.
- Maintain an extensive co-curricular programme, including a large variety of activities and sporting teams for students, to enhance the breadth of opportunities that the School offers
- Enforce schoolwide student-behavior standards and consequences with positive discipline, cultural competence, and sensitive handling of student issues.
- Promote extra-curricular programmes that enrich the educational environment;
- Determine admissibility and placement of prospective students.
- Ensure effective methods of report to parents.



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Communications, Marketing & Public Relations

- Create a high profile for the School with a proactive public relations program which informs the community of relevant school activities and successes.
- Develop and maintain a strong network with corporate customers, embassies and other partners. Attend functions as and when appropriate.
- Promote student enrollment within the local community and more broadly across Switzerland and if possible on the international stage.
- Develop and maintain positive relationships with parents and the wider community to ensure that they support the School's direction and understand the School's ethos and approach.
- Strengthen the ISBerne brand by actively engaging internal and external stakeholders in Berne and the wider international school community.
- Initiate and oversee marketing and growth opportunities.
- Network with other Schools within and outside the group to contribute to the development of the education system and to create a network of contacts in local, private and international schools
- Work in partnership with a well-established Parent Teacher Committee (PTC) and Parent Teacher Association (PSA) to promote positive parent/school relationships and establish a common purpose and vision through the involvement of all stakeholders;

General

- Carry out those duties as assigned by the ISBerne AG Board in the yearly Director's goals/objectives.



Person Specification

- A relevant university degree, preferably at a Master's or PhD level with specialization in education, administration or related fields.
- Significant experience of academic leadership, strategic leadership and management in schools. Substantial experience in an international context with a proven ability to promote international mindedness in staff and students.
- Passionate about education and people development – a commitment to delivering an outstanding holistic education to all students.
- Ability to inspire and unite students, staff and parents through being an involved and visible presence on campus.
- Collaborative leadership style.
- Strong people management and professional development competencies.
- Excellent verbal and written communications skills.
- Analytical and problem-solving skills.
- Understanding of school enrolment strategies and the relationship with an organisational business model.
- Experience of managing school budgets and financial management.
- A demonstrated track record as an agent of change, open to innovation and building consensus.
- Proven commitment to safeguarding of children and staff.
- Up-to-date knowledge of the IB, NEASC and CIS frameworks.
- Inter-cultural sensitivity, strong moral character, and a commitment to maintaining and developing a culture of trust.
- Experience with current and new education technologies.
- The ability to motivate, inspire and delegate effectively.
- Demonstrated track record in coaching, mentoring and developing accountability in faculty teams and direct reports.

These job details are a guide to the duties, professional responsibilities and core competencies. They do not form the contract of employment.

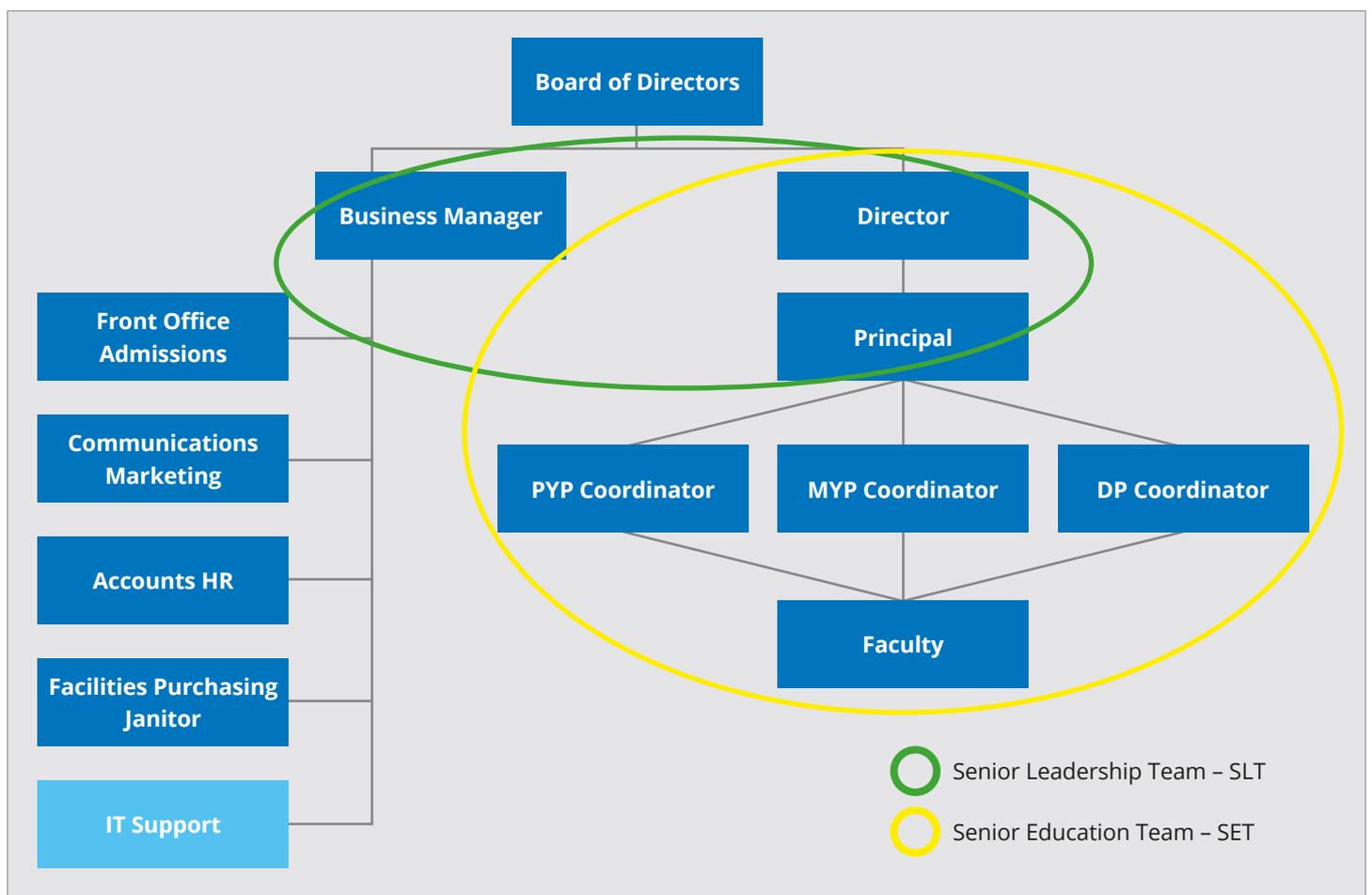
Remuneration Package

This post is offered with a highly competitive international salary and benefits package, which will include:

- Basic salary
- Pension contributions
- Healthcare
- Annual flights
- Substantial discount on tuition fees for dependent children



Organisational Chart



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If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com.
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application quoting code **ISBerne**.
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact edward@lsceducation.com.

References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com