



***“At BBIS we enable students to achieve academic excellence and more than they think they can in a small caring school. We nurture creative and responsible global citizens, with mindsets for success”***

## **INTRODUCTION**

Budapest British International School seeks an innovative, positive and inspirational Head of Secondary School, to be part of our growing and happy school. BBIS aspires to be a school in which students come first. We aim to specialise in the performing arts, business enterprise and service. We use Google suites for our IT infrastructure.

Budapest British International School is a COBIS member school. BBIS is unique in international schools, with clear guidance for entry requirements and by limiting class sizes to 16 in the Primary school and 18 in the Secondary School. As a two form entry school, our aim is to become a n educational setting in which we can confidently say that we are offering cutting edge teaching which leads to exceptional academic programs and through which students are prepared for international success in the 21st century. We are not there yet however, which is why we are now ready to work with a superb Head of Secondary School who can help us realise this ambition.

### **Our School:**

BBIS offers excellence in a smaller more personal educational environment, leading the way in a new approach to international education. The founder of BBIS envisaged a unique school with members drawn from the local and international community sharing a high quality academic and personal education in beautiful surroundings. To this end, the founder has invested heavily in the construction of a brand new Secondary School building, designed around the curriculum and the needs of students. It will open for learning in September 2021.

This is an exceptionally exciting period of growth and development for the school. By summer 2024 we expect to celebrate with the first graduating cohort of 6th formers. During the years between now and this graduation, we will expand to capacity, which is around 500 students across the Primary and Secondary Schools combined. We are well on the way to becoming an authorized IB Middle Years Programme (MYP) school, and have already been granted candidacy status for the IB Diploma. BBIS is a school where not only are all teachers are expected to participate in key school and PTA events on identified evenings and weekends, but also all teachers contribute to the school extra curricular programme throughout the year.

Following three years of successful growth and development, stewarded by the founding Principal, David Porritt joined BBIS as Principal in August 2020. Together with the Deputy Principal who is also Head of Primary School, The Managing Director and Owner, and the Finance and Facility Manager, the incoming Head of Secondary will form the Schools Business Management Team.

Each school has an Academic leadership team who take responsibility for the culture and success of teaching and learning in the school. Colleagues work collaboratively and supportively within an increasingly shared leadership structure. Parents are committed and passionate supporters of the school's vision. Students are wonderful young people who have a great deal to offer to the school. They thrive best when they are given responsibility and opportunity to be their best selves. This is why our Mission statement is as follows:

### **Our Mission:**

***“At BBIS we enable students to achieve academic excellence and more than they think they can in a small caring school; We nurture creative and global citizens, with mindsets for success”***

## **LEARNING AT BBIS**

BBIS aims to offer a truly unique international education. Our school provides the traditional feeling of a small community school, with a dynamic and modern teaching and learning environment, and an ambitious and globally minded school community.

BBIS is committed to continual professional development of all staff to achieve more than they think they can. Staff are committed to professional learning and contribute to the development of the school and the culture of excellent teaching.

**Although there are many significant challenges ahead of us, now is the time to join BBIS and be part of something uniquely challenging and rewarding.**

## Qualifications

**Essential:** Bachelor Degree in Education, or Bachelor Degree in an IB subject with PGCE (Postgraduate Certificate of Education, QTS), or equivalent.

Recent IB Cat 2 or above certifications

**Desirable:** MA or MBA in Educational Leadership, NPQSL or equivalent

## Experience

**Essential:** 5 years of senior leadership experience.

Experience of leading in an IB school or implementing the IB curriculum in recent years

Experience of managing University applications and university counselling

**Desirable:** Leadership of a 6th Form, Leadership of CAS, EA or TOK, Leadership of the MYP Years

## Contract Length

Two Years Finite

## Terms And Conditions

Start Date: August 2021

Contract length: Two (2) Years

The appointment is for August 2021. The initial contract will be for a period of two years (renewable by mutual consent). The salary and benefits will be competitive and discussed openly at first round interviews.

Please apply via the TES Portal. For additional information or an informal conversation please email the Principal's PA, Petra Hallosy [petra.hallosy@bbis.edu](mailto:petra.hallosy@bbis.edu)

The closing date for the applications is Friday 22nd January. Long-list first round interviews will take place via Skype with the Principal and Deputy Principal. Short-list / second round interviews will involve an interview with the Principal, the MD and a member of the Board of Trustees.

Following the interview process, we aim to make a decision quickly and inform all short-listed candidates of the outcome as soon as possible. A 'verbal' agreement will be expected at this stage, to be followed by contractual arrangements.

## Data Protection

By submitting your personal data to BBIS as part of an application for employment, you consent to the lawful use of this data as reasonable and necessary within the normal expectations of the recruitment process. You also confirm that the personal data of any third parties (such as referees) is being provided with their consent.

## Safeguarding

BBIS is fully committed to maintaining the safety and wellbeing of our students; as such, any offer of employment is subject to our safe recruitment practice which includes:

1. receipt of satisfactory references (at least 2)
2. identity verification (Passport or equivalent)
3. satisfactory and current enhanced police check / criminal records disclosure confirmation of qualifications (original certificates)

## LOCATION

Hungary is a beautiful country which is both safe and nurturing. A unique feature of our school is its idyllic setting in the Buda hills residential area. Since emerging from behind the Iron Curtain, Budapest has become one of Europe's best-loved destinations, with good reason. The city has been called the 'Paris of the East', and romance is all around.

Through the middle runs the Danube, lights from illuminated bridges dancing at its surface. The hills of Buda rear from the western bank, home to the cobbled medieval quarter with its grand palace and multi-coloured Matthias Church. Across the river sits the magnificent domed Parliament building, and around it the elegant 19th-century mansions that today contain the shops, bars and cafés that give Pest its buzz.

You can browse a colourful market for wooden crafts in the morning, soak in a thermal bath after lunch and head for the crumbling courtyard of an atmospheric 'ruin pub' after dark. Every type of cuisine is represented in the restaurants, there's accommodation to suit any pocket, and the sights are rarely more than a short walk away. It's the perfect place to explore Central and Eastern Europe and the array of fantastic restaurants and bars, and exceptionally good prices makes it a great city to live in for quality of

life!

Follow this link to the Lonely Planet Guide for Budapest to discover more!

<https://www.lonelyplanet.com/hungary/budapest>