Founded in 1962, and based on Christian values, the Anglican International School fosters understanding and reconciliation, welcoming students of all faiths or none. We currently have 310 students from 50 different countries with a staff of 75.

We host a wide and varied program of study for all students aged 2–18, which is aimed at enabling each student to fulfill their potential academically and socially.

As an accredited (BSO) British Schools Overseas, an IB World School and a MSA (Middle States Association – USA) School, we are accredited to award IB Diplomas and/or certificates as well as the American High School Diploma. At the Secondary School level, our courses follow the IB Curriculum. We teach the Middle Years Program from Grades 6–10 and the Diploma Program in grades 11 & 12. Our goal is to facilitate each student’s entry to higher education anywhere in the world.

Children aged 5 -11 are able join our AISJ family in our Primary School. In the elementary section of AISJ, we base our curriculum for Literacy and Numeracy on the UK curriculum enhanced by the IPC (International Primary curriculum) for all other subjects, as well as other curricula from around the world.

Alongside our academic pursuits, we enjoy an energetic social life as a school. Living as we do in Jerusalem, and having a wide and diverse student population, we encourage interaction between all our students via Home Room activities, sports, clubs and whole school projects.

As a Christian School, we also teach Religious Education from the perspective of all three monotheistic religions which co-exist here in Jerusalem. This Course – usually undertaken once per week - also includes a whole school field trip.

We have diverse, hardworking, interested and vibrant staffs who fully invests their time in the talents of all our students.

We place a high emphasis on understanding and tolerance between all groups of students staff and parents at AISJ and we often speak about our AISJ Family and encourage a real sense of ‘belonging’ to one another no matter one’s personal beliefs or political ideas or principles.

**The Mission of the Anglican International School is to:**

* Teach within the best methodology available and within the highest standards of Christian ethics and values.
* Value, care for and encourage every child to learn to the best of their ability and to prepare them to take their place as a world citizen.
* Value and professionally enhance every staff member.
* Assist every school family to partner in the learning experience of the child within this unique and special location.

**Accountable and reporting to** the Director in all areas.

**Working closely and collegially with** the Head of Secondary School, as appropriate.

**Reported to** by form teachers.

**Responsible for** all staff, students, pastoral, policy, procedural and operational matters of the Elementary School and overall school matters where appropriate and agreed in conjunction with the Director and Head of Secondary.

**Member of** the Management Group

**Teaching duties** as agreed with the Director (a minimum of 5 lessons a week).

**Christian responsibility** all personal and professional actions endeavor to reflect the character and nature of Jesus.

**Duties and tasks**

* The day-to-day management of the Elementary school in all its operational aspects.
* Staff and student health and safety (includes responsibility for bunker, safe room, fire and earthquake drills in conjunction with the Head of Secondary).
* Supervision and recruitment and training of elementarystaff as required with the Director.
* Enrolment interviews and allocation to classes in the Elementary School.
* Oversight, leadership of and participation in Elementary assemblies in consultation with the Directorand all other elementary school related events, e.g.parents’nights and consultations, parties, Graduation.
* Evaluation and maintenance of the highest quality of teaching and learning.
* Annual Staff appraisals as agreed with the Director.
* Responsibility for the Curriculum Coordinators.
* Elementary School budget preparation and management of agreed lines with the Director and Business Manager.
* Liaison with Management Group and the productionan accurateand timely school calendar for the next school year.
* Produce the yearly schedule for teachers, classes and duties in conjunction with the appropriate committees and the Director.
* Maintain and manage an accurate reporting and gradekeeping system for the Elementary School.
* Ensure that the attendance, recording and disciplinary systems for staff and students are working well.
* Implement and maintain the Elementary SchoolDiscipline Plan in collaboration with the Director and Dean.
* Oversight and management of Elementary School Trips.
* Oversight and involvementin staff training, andthe allocation of staff to courses.
* Other tasks and duties in negotiation with the Director.

**Qualifications and Experience**

**Essential**

* Graduate degree
* Senior management experience in a similarly sized or larger Primary School
* Experience in a range of schools
* Knowledge of the English National Curriculum
* Experience with assessment system for learning
* Able to successfully recruit and hire staff and to carry out staff appraisals
* Experience in dealing with difficult and sensitive personnel issues
* Must be a practicing Christian
* Minimum of five years of teaching experience at the Primary School level
* History of consultative leadership
* Excellent communication skills
* Personable and approachable
* Experience with school budgeting
* Ability to create an environment of stability and confidence
* Excellent spoken and written English

**Desirable**

* Experience working in International Schools
* Educational management qualification
* ESL qualification
* Ability to manage own time and that of colleagues in an efficient, prioritized manner
* Experience developing strategic plans
* Experience in raising the educational standard of the school
* Resilience, stamina and good humor
* Pastoral sensitivity

**Safeguarding Statement**

The Anglican International School Jerusalem is committed to safeguarding and promoting the welfare of children and expects all who apply to share in this commitment.  Offers of interview and employment will be subject to an enhanced background and criminal record check.

**Application Procedure**

Interested candidates should send an application **at the earliest possible time**but no later than 8th November 2019.

Please send your applications to [franksp@aisj.co.il](mailto:franksp@aisj.co.il) with Head of Elementary School in the subject line.

Applications should include the following:

* Cover letter
* Resume, not more than two pages
* Statement of education philosophy
* Names and contact information for at least three references
* Up to three open letters of reference which may already be in your possession may also be submitted

Candidates should note that, in the event an outstanding applicant is identified early in the search process, AISJ reserves the right to bring the search to an early close.  For this reason it is *very important* that interested candidates apply at the earlier appropriate time.

Please refer to the school’s website:  [http://www.aisj.co.il](http://www.aisj.co.il/) for further information and a full job description.