

The International School of Berne (ISBerne)
has the following opening for the 2022-2023 school year:

Upper School Principal

starting in August 2022

ISBerne is a dynamic, friendly, and thriving school located close to the Swiss capital of Berne. ISBerne aims for all students to be reflective and responsible life-long learners who are active global citizens. The school ethos is based on the attributes of the International Baccalaureate (IB) Learner Profile and advocates a constructivist approach to teaching and learning.

ISBerne is an authorized IB World School, offering the Primary Years Programme (PYP) to ages 3 - 11, the Middle Years Programme (MYP) to ages 11 - 16, and the Diploma Programme (DP) to ages 16 -18.

The International School of Berne was founded in October 1961. In April 2017, the school moved to a modern and spacious purpose-built campus which includes three brand new state-of-the-art science laboratories with a dedicated prep room, a big central library, subject dedicated classrooms, and a large double gym.

ISBerne currently has an enrolment of 275 students representing around 40 nationalities, with over 60 dedicated faculty and administration staff.

The Position

- Reporting to: School Director
- Release time DP Coordinator: 60%
- Teaching load: 1 class

The Upper School Principal is a highly valued and loyal member of the school who leads the Upper School from both an academic and pastoral perspective. S/he adheres to and promotes the ISBerne Code of Conduct, models professional behaviour and explicitly supports all leadership decisions.

Responsibilities

School Culture:

- Demonstrate understanding of and commitment to the ISBerne Mission and Vision
- Actively promote the ISBerne definition of intercultural understanding
- Contribute to and promote a positive school culture of open communication based on understanding and respect
- Promote and lead an appropriate culture of achievement, support, and recognition for students
- Ensure that the Learner Profile and international mindedness are alive at ISBerne
- Ensure faculty has a sound understanding of IB philosophy, the continuum and the programme(s)
- Commit to Continuous Professional Development for professional growth

Pedagogical Leadership:

- Promote academic, social and emotional growth for all students
- Promote the ISBerne definition of high-quality learning and learning principles
- Demonstrate understanding of and a commitment to IB philosophy with comprehensive understanding of the programme(s) and current IB documentation
- Actively participate as a member of the school Pedagogical Leadership Team and provide pedagogical leadership to faculty
- Co-lead the Subject Leaders (as appropriate), to ensure school and programme priorities are addressed, programme requirements are met and ongoing development is assured
- Maintain an up-to-date Action Plan for the implementation and ongoing development of the programme, establishing priorities and areas for review and monitoring
- Lead programme specific faculty meetings
- Lead in-house professional development and Professional Learning Communities
- Schedule regular meetings with teachers to focus on the programme(s) and provide support where required
- Promote and encourage the use of MY IB
- Guide and monitor written curriculum documentation and ensure alignment with the taught and assessed curriculum
- Coordinate standardization of assessment across subjects and grade levels
- Establish effective timelines, procedures and practices for assessment

- Ensure that the curriculum emphasizes Approaches to Learning
- Ensure strong focus on academic integrity across the programme(s)
- Promote concurrency of learning
- Promote the IB continuum as implemented at ISBerne, ensuring smooth transitions between programmes
- Maintain up-to-date records of professional development and ensure all IB programme requirements are met
- Collate and review purchasing requests with Subject Leaders and submit to SLT
- Model high-quality teaching and learning through classroom practice
- Coordinate celebrations of learning
- Promote student agency and voice
- Demonstrate commitment to collaborative planning and reflection and lead a consistent and coherent approach to both vertical and horizontal collaborative planning and reflection
- Communicate with the IB office for programme specific needs
- Lead sections of the self-study for IB Evaluation

Pastoral Leadership:

- Promote wellbeing and social and emotional growth for all students
- Adhere to the ISBerne Child Protection Policy and procedures
- Lead the development and implementation of the Upper School pastoral programme
- Lead and collaborate with advisors
- Provide appropriate feedback to advisors to facilitate professional growth
- Oversee respect agreements around the school for students
- Manage discipline issues, as needed, in order to nurture desired values and behaviours
- Oversee the 'Celebrations and Concerns' process
- Oversee and organize regular meetings and reporting processes with the Student Support Team (i.e., counselling, learning support, ELL) and other teachers as appropriate
- Contact and liaise with parents regarding Student Support Team concerns, when required
- Oversee the Engage Daybook entries
- Contact and liaise with parents regarding any pastoral concerns
- Coordinate the Upper School Student Council and Student Ambassadors

In collaboration with the SLT:

- Actively promote the school and the IB programmes at ISBerne
- Work closely with the Senior Leadership Team, supporting and implementing school decisions
- Play a key role in the admissions process, including new family interviews
- Actively participate in the development of the detailed school calendar
- Adhere to and promote the policies at ISBerne, contributing to policy review as required
- Contribute to discussions and decision-making regarding timetabling and options
- Compile and monitor the ordering of educational resources across the Upper School
- Participate in the recruitment process and the Professional Growth Policy and procedures
- Monitor faculty professional development across the school
- Actively participate in the induction and mentor programmes for new teachers, together with Subject Leaders. Review and revise the programmes as appropriate
- Ensure the effective induction of new students
- Provide input to the Director in consideration of Foundation Scholarship applications
- Work closely with the librarian to support the programme(s)
- Promote digital citizenship
- Lead sections of the CIS/NEASC re-accreditation process

Parent Community:

- Engage with the parent community to grow positive and productive partnerships
- Ensure the current IB General Regulations are made available to parents/legal guardians
- Ensure all members of the school community receive information about the programme(s) and implementation at ISBerne
- Lead programme specific sessions for parents and update programme guides for parents annually
- Oversee student-led conferences and the reporting system to parents to ensure reports are timely and meaningful
- Coordinate the Parent Grade Level representatives
- Communicate students' academic and pastoral learning experiences to parents
- Contact, respond to, and meet with parents as required
- Ensure effective and timely communication with parents

IB DP Programme Specific Responsibilities:

- Liaise with the MYP Coordinator for transition
- Organise the DP retreat week
- Collaborate with the CAS Coordinator to ensure effective implementation
- Lead the Extended Essay supervisors
- Oversee self-taught languages
- Act as the site-based Pamoja Coordinator
- Collaborate with the College Counsellor to ensure all students are supported for their future pathways
- Ensure TOK is a part of all DP subjects
- Ensure students make appropriate choices for admission into the DP
- Establish and manage timelines for internal and external assessment completion and submission
- Register students as examination candidates and enter data (including provisional grades, student mark entry) on IBIS
- Support students with assessment access requirements
- Organise and manage examinations including supervision, as needed
- Access results, distribute information as required and ensure results are sent to universities and Diplomas legalized, as required
- Manage the ISBerne Diploma
- Oversee and participate in Graduation

Salaries and Benefits

- Nationally competitive salary and benefits
- Open-ended contract
- Enhanced pension plan
- Subsidized lunches at the school cafeteria
- Moving/settling-in allowance
- Visa fees paid

Application Process

Interested candidates who meet the above-mentioned requirements should apply to recruitment@isberne.ch by 25 March 2022.

Please submit the following:

- A letter of motivation
- Full CV with a photo
- Passport copy
- Contact details of three references, one of which must be your current Head of School. (References will be contacted with your consent.)

Interviews will be held virtually.

Our school is committed to safeguarding and promoting the welfare of all students in our care and expects all applicants to share this commitment. We follow safe recruitment practices and appointments are subject to satisfactory references and criminal record/background checks.