

The International School of Lausanne (ISL) is a leading not-for-profit, English language, International Baccalaureate (IB) World School set in the French speaking part of Switzerland. Our school is committed to excellence in education. We strive to recognise the unique potential of each student, and to equip them to play an active and responsible role in a complex, multicultural world. The school employs approximately 250 members of staff on its campus where we welcome approximately 950 students from over 60 nationalities, from 3 to 18 years of age.

We are seeking to appoint an inspirational, passionate and experienced

## **Assistant Principal – IB Diploma Coordinator**

Full-time permanent position from 1 August 2020

whose vision, commitment, and enthusiasm for teaching and learning will guide the International Baccalaureate Diploma and High School Diploma programmes in the Secondary School. He/she will lead the Theory of Knowledge (ToK), Creativity, Activity and Service (CAS), and Extended Essay (EE) Coordinators, as well as Heads of Department (HoDs), with the Assistant Principal - IB MYP Coordinator. The appointee is a member of the Secondary Educational Leadership Team (SELT), with joint responsibility for leadership of learning, curriculum and assessment.

### **Overall Leadership**

- Coordinate all IB Diploma and HS Diploma activities in the Secondary School in line with its mission and aims and strategic plan
- Provide direct leadership and line management of the CAS, ToK and EE Coordinators
- Provide line management, together with the Assistant Principal - IB MYP Programme Coordinator, of all Heads of Departments
- Provide leadership secondary school-wide on learning, curriculum, and assessment
- Contribute to the overall leadership of the Secondary School as a member of SELT

### **Communication**

- Provide regular and effective communication to stakeholders on all aspects of the curriculum for students in Year 12 and Year 13
- Together with the Assistant Principal - IB MYP Programme Coordinator, be responsible for the communication of student achievement and the documentation of the secondary school curriculum
- Communicate operational and strategic priorities and developments in the IB Diploma and High School Diploma with all stakeholders
- Contribute to school publications and marketing materials, including the provision of an annual report for the Board on the examination results

### **Well-being**

- Work with Homeroom teachers, Year Level Leaders (YLL), Counsellors and the High School Principal to ensure students are following the most appropriate course of study and are monitored effectively

### **Staff recruitment and development**

- Participate in recruitment processes for secondary school teachers
- Regularly observe and evaluate staff members; assist in the implementation of effective teaching strategies to promote student learning
- Identify staff training needs and development opportunities in collaboration with the leadership team

### **International Baccalaureate**

- Ensure that candidates meet programme and examination requirements and fulfil Diploma regulations
- Manage all internal and external examination procedures including registration, security, staff training, and resource management
- Support admissions with the transfer of students into and out of the IB Diploma and HS Diploma, including liaising with their previous school and/or providing the receiving school with necessary information
- Manage the IB Diploma results processes
- Together with the subject teachers, establish an internal calendar of deadlines, in order to spread the student and staff workload over the two years
- Liaise with the Academic Counsellors to ensure students obtain information and guidance about higher education opportunities
- Liaise with the High School Principal and the Secondary School Principal to oversee course choice and ensure that the requirements of the Diploma Programme are met within the timetable

### **Desired profile**

- Knowledge of and a commitment to the educational philosophies of the International Baccalaureate programmes and the ISL Mission and Aims
- Proven track record of effective leadership by creating a collaborative working environment
- Excellent written and spoken communication skills
- Ability to think strategically and to analyse and solve complex issues
- Ability to meet high expectations of students, colleagues and a professional parent community
- Ability to personally model our core values: honesty, approachability, respect, openness, enthusiasm, care and concern for others
- Ability to think strategically with strong organisational skills
- Adaptability, flexibility, dynamism and a sense of humour
- International work experience with an awareness and appreciation of cultural differences
- Proficiency in English. The ability to communicate effectively in French would be an asset
- Excellent ICT skills and a knowledge of their effective use to support pedagogy
- Commitment to self-reflection and professional development

Due to work permit limitations, preference will be given to candidates having a Swiss/EU citizenship or holding a Swiss work permit.

ISL is an equal opportunity employer. To apply, please submit the following documents by clicking [here](#):

- cover letter
- CV/ résumé
- statement of educational philosophy
- copies of diplomas
- details of three professional referees

**Closing date:** 7 February 2020

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### **We care for children**

The International School of Lausanne is committed to safeguarding and promoting the welfare of children and young people, and expects all of its staff to share this commitment. All new employees are required to undertake a security clearance, which includes providing criminal records reports.

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## MEMBERS OF LEADERSHIP TEAM (SECONDARY SCHOOL)



### **DIRECTOR – FRAZER CAIRNS**

Frazer started his career as a management consultant and journalist after graduating from the University of York in the UK. He retrained as a science teacher and subsequently taught in the UK, Indonesia, Singapore and Switzerland. Having worked in international schools for most of his career, Frazer is particularly interested in the way language is used in multilingual educational settings. He continues to study and contribute to research in this area, holding both Masters and Doctorate degrees in education.



### **SECONDARY SCHOOL PRINCIPAL – SIMON FOLEY**

Simon is British and Irish and joined the school in 2005, becoming Assistant Principal in 2007, and Secondary School Principal in 2015. He previously taught in the UK, Italy, and Thailand.



### **HIGH SCHOOL PRINCIPAL – SARAH GIFFORD**

Sarah Gifford is American and Danish. She previously taught modern languages and humanities in Alaska, New Mexico, and Germany. Having completed a Masters in International School Administration just before joining ISL in 2019, Sarah takes a particular interest in student well-being and developing leadership in young people.



### **MIDDLE SCHOOL PRINCIPAL – DAVID HARRISON**

David is British and joined the school in 1997, after moving to Switzerland in 1992. He is an IB MYP evaluation visit leader and teaches in the science department.



### **ASSISTANT PRINCIPAL - IB MYP COORDINATOR – DARRYL ANDERSON**

Darryl is Canadian and joined the school in 2015. He previously worked in Thailand, India, and Colombia. Darryl is also an MYP evaluation team member, workshop leader, and Personal Project examiner. He teaches in the humanities department.



## **LAUSANNE AND SWITZERLAND**

Located in the centre of Europe, Switzerland is a small country of eight million inhabitants. With four official languages and a federal system where each Canton has great political autonomy, each region of Switzerland is quite different. Lausanne is situated in the French-speaking part of the country, in the Canton of Vaud. Lausanne's population numbers 300,000 inhabitants, approximately 20 percent of whom are expatriates. Lausanne and the country as a whole rank high in polls as desirable locations for expatriates to call home. Switzerland is recognised as having a very high standard of living, and offering a healthy life style, many cultural amenities, high standards of medical care, and a stable job market. Lausanne is a lively cosmopolitan city with many cultural and sporting events throughout the year. The city is superbly located with magnificent views across the lake and with Geneva airport 45 minutes away.