

# JOB DESCRIPTION

The job description is intended to present the range of main duties performed by an employee in this position. It is not meant to reflect every and each partial duty performed within the job.

GENERAL INFORMATION	
JOB TITLE	Deputy Director
REPORTS TO	ISP Director
SUPERVISES	<ul style="list-style-type: none"> <li>Sectional (Elementary/Middle/Upper) Principals</li> <li>Director of Learning Research &amp; Development</li> <li>Activities &amp; Athletics Director</li> <li>Student Counseling &amp; Wellbeing</li> </ul>
START	July 1, 2023 preferred, or no later than July 1, 2024

## OVERALL PURPOSE OF THE POSITION

The Deputy Director at ISP is an innovative, student-centered, and inspirational leader, who will help ISP achieve its ambitious aspirations as a leading school in Europe, known for its programs, practices, people, and impact. The Deputy Director provides strategic leadership in the areas of student learning, resource management, professional learning, performance management, and the implementation of the strategic plan.

The Deputy Director will support the School Director in leading all educational efforts to ensure program quality, consistency, and fidelity while being available to work with parents, teachers and the greater school community. Most importantly, the new Deputy Director will lead with empathy, care, and authenticity, while cultivating teaching and learning that reflects the [ISP Mission](#) and [Learning@ISP](#).

## DESIRED IMPACTS = Learning@ISP

**DEFINITION OF LEARNING:**  
*what does it mean to learn at ISP?*

Learning is a transformative process that:


- **Builds** on what we know and can do,
- **Deepens** what we understand, and
- **Changes** who we are.

**LEARNER PROFILE:**  
*ISP learners are...*


Curious  
Competent  
Compassionate  
Changemakers

**ISP LEARNING PRINCIPLES**  
*Learning best happens when...*


Learners feel a sense of **safety** and **belonging**




Learners' **curiosity** drives what and how they learn




Learners **apply** their learning in **diverse** and **challenging contexts**




Learners know **what** they're learning and **why** it is **significant**




Learners know **where** they are as learners and how to **go further**



Learners consider and **connect complex** ideas



Learners **persist** with relevant and rich **challenges**



## MAIN RESPONSIBILITIES

### Educational Leadership:

- Maintain and further develop the innovative and progressive ethos of learning programs at ISP that align with our mission.
- Support the School Director in leading and supervising all educational initiatives, including continued implementation of the IB framework in all programmes (PYP, MYP, DP, and CP).
- Lead the educational leadership team, support program improvement and new development, oversee accreditation, faculty recruitment, professional growth & evaluation, curriculum, instruction, and student support services.
- Set high standards for Faculty performance.
- Supervise and evaluate respective learning areas to ensure that they / their leaders continue to function efficiently and effectively to serve the needs of ISP, its students and the ISP community.
- Keep abreast of current and future education trends and how they may apply in the ISP context.
- Lead and model the effective use of data for decision making throughout the system.

- Collaborate with the Director of Learning Research & Development and Sectional Principals for on-going programme revision, implementation and improvement.
- Support Sectional Principals, and the Educational Leadership Team in the implementation of curriculum initiatives as well as to ensure that sufficient resources are available to optimize each student's capacity to learn and to support the whole child.

**Systems:**

- Develop school wide systems to ensure consistency and coherence in curriculum, practice, and policy.
- Implement policies that align with school objectives to ensure full implementation and high quality programs.
- Monitor alignment across sections and improve alignment as necessary.
- Use technology to create improvements in efficiency and effectiveness.
- Develop systems for student learning evidence that appropriately inform practice and interventions.

**Engagement:**

- Work collaboratively as an effective member of the ISP Senior Leadership Team.
- Ensure efficient connections among the Head of School, Sectional Principals and various Learning Leadership teams of the school.
- Work collaboratively with parents to ensure strong and open communication throughout the community.
- Be visible and present at community activities, in classrooms, and in the larger community.
- At the Director's request, work with the ISP Board of Trustee on areas of strategy, learning leadership, data, and policy.

**Other**

- Assume the responsibilities of the Head of School in his absence.
- Perform other related tasks and assume other responsibilities as assigned by the Head of School.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

- Strong leadership skills and proven ability to motivate and inspire others to achieve aspirational goals.
- Experience of successfully leading change, while ensuring the engagement and support of students, parents, teachers, and colleagues.
- Expertise in curriculum, assessment and research based teaching practices.
- Knowledge of building systems, structures, and culture around teams for learning.
- Innovative, future-focused and growth mindset, coupled with a passion for improving student learning experiences.
- Strong organization and project management skills, including follow-through with tasks and promises.
- Excellent integrity and moral character.
- Personal vision in alignment with the [ISP Mission](#) and [Learning@ISP](#).
- Impactful leader with an innovative and solutions-focused attitude.
- A firm grasp of financial planning, management, and business processes.

**DESIRABLE EXPERTISE & QUALIFICATIONS**

The preferred candidate should have a:

- Proven track record in leading institutional change that has resulted in improved student-learning outcomes.
- Expertise in learning programs such as learning support, EAL, world language, and all areas of the curriculum.
- Commitment to innovative practices and a progressive education stance.
- Understanding of the International Baccalaureate and its implementation PK-12.
- Experience in international schools and an understanding of transnational students and families.
- Commitment to personal growth and educational excellence.
- Proven experience with implementing innovations and research based best practices.
- Advanced degree in education administration or leadership (Doctorate preferred.)
- Five years of senior level leadership.
- Outstanding written and verbal communication skills in English.
- Understanding of the European context.

**Note:**

- Signature below is required for hard-copy retention in the personnel file kept within the HR department.
- In ISP Child protection and child safety is of highest priority therefore as part of our comprehensive child welfare policy, ISP performs background checks on all its employees, who must abide by the **ISP Child Protection Policy**.

**APPROVED & ACKNOWLEDGED:**

<b>Director's Signature:</b>		<b>Date:</b>	
<b>Deputy Director's Signature:</b>		<b>Date:</b>	