

ASSISTANT PRINCIPAL

Secondary School

BONN INTERNATIONAL SCHOOL

Martin-Luther-King-Str. 14
53175 Bonn/Germany

Start Date: 1 August 2024



BIS MISSION

Bonn International School empowers and inspires students to achieve their individual potential and to become responsible, global citizens. We provide an innovative, internationally-recognized education within a compassionate, multicultural community.

BIS VISION

BIS is a learning community that empowers and inspires excellence in all that we do.

JOB SUMMARY

The Secondary School Assistant Principal (AP) at BIS works closely with the Secondary Principal in organizing and fostering a positive, safe, and inclusive environment that is conducive to high quality learning for every student in the Secondary School community.

The AP is a pastoral leader of the Secondary School, who oversees and unifies programs such as the Student of Concern process, Advisory Classes, and Wellbeing Curriculum with the purpose of providing exceptional care for each student.

The AP is an educational leader, who supports the Principal in leading the faculty in the collaborative focus on student wellbeing and learning. The AP is part of the Secondary Leadership Team, responsible for the development and implementation of consistent systems to promote articulated data-informed personal and academic student growth throughout the school.

CORE RESPONSIBILITIES

Community: Culture, Students Wellbeing and Learning

- Promote a positive and safe learning environment in the school
- Coordinate and develop with the Principal, a positive school culture of achievement, support, recognition and celebration of students at the school
- Work with the Secondary Leadership Team to ensure the smooth running of the school
- Lead the Secondary Team in systematically managing and monitoring student progress, responding to student social, behaviour, welfare and academic issues
- Implement and maintain the school's behavior philosophy and procedures, applying restorative practices, positive feedback and disciplinary consequences as appropriate
- Oversee and manage the student behaviour, discipline and Behaviour Management system
- Oversee the maintenance and implementation of an effective Advisory program
- Lead and facilitate the ongoing administration of the Students of Concern/Student Support Team
- Develop alignment between the school's health curriculum, advisory program, tutor and counsellor program to ensure BIS is consistently providing exceptional care for all students
- Serve as the representative from Secondary school on the Child protection team and take a lead on matters related to child safeguarding
- Serve as an active liaison and problem solver with students, parents and staff
- Lead and facilitate attendance processes, reporting, tracking and follow up
- Support staff with issues relating to classroom management
- Lead and facilitate Secondary Student Council
- Coordinate and run assemblies throughout the school year
- Coordinate and manage the Student Handbook and daily Student Bulletin
- Participate and be present at various student events throughout the year
- Secondary Assistant Principal may be asked to be an advisor and teach, should the appropriate and mutually beneficial need arise
- Oversee work with the Coordinators and Counselors to organize and plan transition programs

Managerial, Human Resources and Supervision

- Nurture strong personal relationships with colleagues and invest in their success
- Assist Principal with recruiting, screening, hiring, and training of the school's professional staff
- Oversee and manage processes with the Secondary Team to create class and advisor groupings for the Secondary School yearly timetable
- Support Secondary School Principal to determine professional development needs within the Secondary School
 - Provide on-site professional development workshops for faculty
 - Provide appropriate feedback to develop educators in the school
- Proactively ensure that high standards of conduct are promoted and maintained
- Assist the school Secondary School Principal with performance evaluations of Secondary School teachers
- Work with the Leadership team to organize the new teacher orientation and teacher preparation week, lead and support the new staff cohort group
- Serve as acting principal in the absence of the Secondary School Principal

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master's Degree or higher in Education, Educational Leadership or related field
- Minimum three years of experience in the role of Assistant Principal or equivalent
- Strong working knowledge of Restorative Practices, Response to Intervention or Multi-tiered Systems of Support
- Demonstrated ability to develop and provide excellent pastoral programs throughout a Secondary School setting
- Excellent communication and interpersonal skills which allow the candidate to work effectively with students and faculty members
- Ability to maintain confidentiality and build trust with students
- Experience with and commitment to fostering Diversity, Equity and Inclusion for all stakeholders
- Above all else, the successful candidate must be passionate about working with students and fully committed to the academic and personal development of each child at BIS

DESIRED CHARACTERISTICS

- Qualified experience and proven track record as a Secondary School teacher and leader
- Experience in an international school setting and knowledge of both the DP and MYP International Baccalaureate programs
- Excellent knowledge of the teaching and learning process and the ability to lead/support teachers in their professional growth
- Systems thinking and able to create and implement plans to sustainably meet school needs
- A sense of humour

WORKING HOURS

Full-time: 200 school days

SALARY AND BENEFITS

- A competitive salary
- Varied tasks with high degree of personal responsibility
- Personal development: strong induction phase and various personal development options
- Relocation support
- Retirement benefits
- Modern and well-equipped workplace in a multicultural and international environment
- Friendly and committed team of colleagues in an international environment
- Staff events



SCHOOL PROFILE

An international, not-for-profit, coeducational day school with 825 students aged 3-18 years, BIS is a flourishing and diverse IB World School serving students from 80 different nationalities. The school is located in a beautiful, purpose-built campus with world-class facilities on the banks of the Rhine River.

BIS is a dynamic school accredited by NEASC and authorised to offer the IB PYP, MYP and DP. A positive, forward-looking and vibrant community, BIS offers a high-quality, internationally recognised curriculum delivered in English and framed within a caring, multicultural community.

Bonn International School is a self-funding, non-profit association registered in Germany and governed by a Board of Trustees. It was founded in 1997 as a result of the merger of the former Bonn American High School, American Elementary School and British High School after the capital of Germany moved from Bonn to Berlin.

BIS believes that every person has intrinsic worth and unique potential, that diversity opens minds, widens horizons and enriches lives, and that life-long learning is essential for individuals to thrive in an ever-changing world. BIS prides itself on its strong, caring international community and on its belief that we all have a responsibility to support and contribute to the wellbeing of others.

BIS promotes a school wide culture of feedback, reflective dialogue and professional growth. Some recent new initiatives have been a focus on developing entrepreneurial skills, outdoor learning, and improving student well-being.

BIS has an open and inclusive admissions policy, strong IB DP results and a thriving co-curricular programme ranging from athletics to music, drama, dance and technology.

The school comprises two sections. The Primary School includes an Early Learning Centre for children from the ages of 3 – 5 with an emphasis on learning through play and continuous provision. Following on from Early Learning are Grades 1 to 5. All students in Primary follow the IB PYP, and are supported by two learning support teachers, EAL teachers and a school counselor.

The Secondary School comprises Grades 6 to 12, with students in Grades 6 to 10 following the IB MYP, which culminates in eAssessments. Students are also offered a choice of electives including Band, Coding, Mother Tongue, Sports Leadership. Students in Grades 11 and 12 follow the IB DP. All students are supported by two social and emotional counsellors, a Careers Guidance Counsellor, a Learning Support team and EAL teachers.

DEFINITION OF LEARNING

We believe that learning happens when learners are inspired to make connections, are empowered to make choices and judgements, and achieve growth in knowledge, understanding, skills or attitudes.

LIVING IN BONN

Bonn not only lies in one of the most beautiful parts of central Europe, it is also the centre of the United Nations in Germany and home to many international companies and non-governmental organisations, making it a truly international city and a wonderful place to live and work. Bonn is the birthplace of Ludwig von Beethoven and has a wide range of cultural offerings related to him and beyond. Bonn is a safe, green, university city and mentioned in the 2019 Lonely Planet Guide as one of the 10 top places in the world to visit.



APPLICATION PROCEDURE

Interested candidates should send the following application documents in a single PDF file to recruiting@bonn-is.de by **8 January 2024**:

- Cover Letter (1 page)
- CV (max 2 pages)
- Philosophy of Educational Leadership (max 1 page)
- A link to a 2- to 3-minute video introduction (no more!) that shares your interest in the position and explains what you feel you can contribute to BIS. Please upload your video to YouTube, Vimeo, your Google Drive, or another external hosting site, set permissions appropriately, and share the link in your letter of application.
- Contact details of three references - one should be your current Head of School

BIS reserves the right to conclude the search prior to the announced deadline.

Any further questions? You can contact our BIS HR team under +49 (0)228-308 54 220