



VIENNA INTERNATIONAL SCHOOL

seeks a

DEPUTY PRINCIPAL OF SECONDARY SCHOOL **(with focus on daily routines, facilities, timetable, staff deployment, reporting and data analysis)**

effective August 2023

THE SCHOOL

The Vienna International School (VIS) is a successful independent, not-for-profit, preK-12 coeducational day school operating in the city of Vienna, Austria. VIS was founded in 1978 to serve the children of the United Nations and diplomatic communities in Vienna. It is also open to children of the international business community and a limited number of Austrian families.

The School is accredited by the Council of International Schools and its curriculum is approved by the Austrian Ministry of Education. The School is currently divided into two major sections: Primary and Secondary.

PRIMARY SCHOOL

The Primary School is sub-divided into Pre-Primary (ages 3 through 5) and Primary (Grades One through Five) with our curriculum guided by the International Baccalaureate Primary Years Programme (IB PYP). Specialist teachers are available to teach Information Technology, English Language Acquisition (ELA), German, Digital Literacy, Music, Physical Education and a growing Learning Support Programme. Classroom teachers are responsible for other core subjects.

SECONDARY SCHOOL

The Secondary School includes students from Grades 6 through 12. In Grades 6 through 10, students follow the IB Middle Years Programme (IB MYP) which was authorised in 2011. Subjects offered include English, German, French, Spanish, Mathematics, Sciences, Humanities, Physical Education, Design and Arts. Students gain a sense of global and community awareness, establish a strong MYP background, and develop the skills and concepts needed to succeed in the IB Diploma years. With access to over 60 community service opportunities, athletic, arts and recreational after-school activities, students are challenged well beyond the taught curriculum. Our beliefs ensure that the focus is consistently on learning through the discovery and development of personal potential. Grades 11 and 12 provide an exciting and enriching pre-university environment. There are approximately 260 students with the vast majority enjoying open access to a full IB Diploma Programme.

VIS students consistently perform at a standard considerably above the world average and gain entry to Ivy League universities in the US, Russell Group universities in the UK, and the most prestigious universities in Europe, Canada and Australia.

As an open enrolment school, we pride ourselves on the individual achievements of every student regardless of the number of points achieved.



FACILITIES

The school buildings include a dedicated Early Learning Centre, a space on three floors for the Primary and Secondary Schools separated into three wings. In addition, there are art studios and music rooms, seven science laboratories, a design and innovation centre, two libraries, 220-seater theatre, cafeteria and five gymnasiums and a large newly constructed sports hall. The campus includes playing fields and running track, an all-weather sports area, three playgrounds, an outdoor theatre arena and a small outdoor ecology learning centre.

FACULTY AND STAFF

The strength of VIS resides in its highly qualified and dedicated faculty and staff. Many possess advanced degrees, and several have served for many years at VIS. The Secondary Deputy Principal would join a senior leadership team comprising of the Director, Primary Principal and Business Manager. The leadership of the Secondary School is shared with the Principal, a second Deputy Principal and Curriculum Leaders for the Middle- and Diploma Years. The faculty is highly diverse, with 36 nationalities comprising 217 teachers, counselors, specialists and educational support staff. In addition, the administration staff includes a Facilities Manager, a Finance Manager, an IT Manager, a Marketing and Development Coordinator, an Admissions Coordinator and a Human Resources Coordinator, comprising approximately 50 administration staff members.

ENROLMENT

The current enrolment for the school year 2022-2023 is 1380 students. The Primary School (ELC - grade 5) currently enrolls 545 students and the Secondary School (grades 6 - 12) enrolls 835 students. Enrolment is stable, there is a high demand for places at the school with a waitlist of around 80 students across all grades.

Our student body represents a wonderful diversity of cultures and perspectives with 116 nationalities speaking 86 first languages.

THE POSITION

Vienna International School is recruiting a Deputy Principal for Secondary School (Grade 6-12, IB MYP and DP). The Deputy Principal will form a part of the Secondary Leadership team consisting of the Principal, 2 Deputy Principals and our Curriculum Leaders for the MYP and DP Years.

The Secondary School Deputy Principal is expected to:

- Support the Secondary School Principal in providing educational leadership, curriculum and professional development in the Secondary School to enable the organisation to deliver the highest standards of education within the frameworks of the International Baccalaureate (IB) Programmes.
- Maintain a professional working environment which supports continuous improvement and is characterised by practice that is consistent with the Board of Governor's mission and policy.
- Support the Secondary Principal in managing the human and physical resources of the Secondary School.

(Please also see attached the full copy of the Job Description.)



QUALIFICATIONS SOUGHT

- A current registration to teach in country of qualification
- at least three years successful experience in a middle level leadership position
- experience working with the IB MYP and DP programmes
- Have familiarity with timetabling and development of master student and staff schedules
- An understanding of quality and its assurance in the area of teaching and learning
- A high level of interpersonal skills enabling effective communication, team building and leadership
- Proven ability to analyse data and information and identify trends in student learning
- Strong organisational skills

DESIRABLE EXPERIENCE AND SKILLS

- An advanced degree in education including a focus on leadership and/or curriculum development
- Previous experience as a Principal or Deputy Principal
- Working knowledge of ManageBac as a student information system
- An understanding of the role of strong pastoral programme
- The ability to evaluate programmes and enable the work of others through consultation, coaching and support

DESIRED PERSONAL BELIEFS & VALUES

- A strong commitment to the beliefs and values of the three IB programmes
- A strong commitment to the belief that all children can be successful and reach their individual potential
- A willingness to support and promote the mission of the school, intercultural understanding, and international mindedness
- A willingness to actively promote Diversity, Equity, Inclusion and Belonging
- A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners

VIENNA INTERNATIONAL SCHOOL OFFERS:

- An incentive salary (Minimum Euro 107.000-- gross p.a.) reflecting your qualification, skills and experience
- A professional challenge in an international and open-minded working environment
- Significant opportunity for personal and professional growth
- For non-local candidates, benefits include a settling-in allowance, contract travel at beginning and end of employment, shipping allowance to Vienna and administrative assistance with location of suitable housing
- 30 working days of paid leave per year
- All VIS employees are subject to local taxes and pay medical and pension benefits as prescribed in Austrian labour law.

APPLICATION PROCEDURE:

Interested candidates are asked to apply with a letter of application, CV, and statement of leadership philosophy. Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance in a leadership or management role.

All applications will receive an automated response.



In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data will be understood by us as your express consent to process this information going forward. Please also remember not to mention the information or details of anyone (e.g. referees) who have not previously agreed to their inclusion.

Professional dossiers may also be submitted by the candidate, but the School's Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements.

All final interviews will be panel interviews that will also include scenario style questions.

Applications are welcomed from a broad range of applicants.

- Please send your application by email as one PDF file with a size not exceeding 5MB.
- Please title the pdf attachment as follows: "'last name' 'first name' Deputy_Principal_Sec".
- Please use the same text in the subject line: 'last name' 'first name' Deputy_Principal_Sec". (This is helpful as we work with automatic filters.)
- We would ask you not to paste your application into the body of the email. Please note that only the one attached document in pdf-format will be reviewed.

Please address your application to: leadershiprecruiting@vis.ac.at

Please take note of the following dates (Vienna time):

Sun., 1 January 2023	Deadline for receipt of full applications (<i>as soon as possible, please, but no later than this date</i>)
Tuesd., 10 January	Longlisted candidates will receive the invitation and further information
Tuesd., 17 January / Wed., 18 January	First interviews for semi-finalists (online; time requirement: 1,5 hrs)
Frid., 20 January	Finalists will receive the formal invitation and further information
Mond., 30 January / Tuesd., 31 January 2023	Finalists will be invited for final interviews and meetings with VIS staff and students (<i>time requirement: one to three days incl. travel time, dependent if taking place online or onsite; to be confirmed with interview invitation</i>).

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Human Resources
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Vienna International School

Job Description

Job Title: Secondary School Deputy Principal

Responsible to: The Secondary School Principal

Responsible for: Daily routines, facilities, timetable, staff deployment, reporting and data analysis

Job Summary: The Secondary School Deputy Principal is expected to:

- Support the Secondary School Principal in providing educational leadership, curriculum and professional development in the Secondary School to enable the organisation to deliver the highest standards of education within the frameworks of the International Baccalaureate (IB) Programmes.
- Maintain a professional working environment which supports continuous improvement and is characterised by practice that is consistent with the Board of Governor's mission and policy.
- Support the Secondary Principal in managing the human and physical resources of the Secondary School.

Personnel Specification	Essential	Desirable
Minimum Qualifications	<ul style="list-style-type: none"> - Current registration to teach in country of qualification 	<ul style="list-style-type: none"> - An advanced degree in education including a focus on leadership and/or curriculum development
Professional Experience	<ul style="list-style-type: none"> - At least 3 years of experience in a middle level leadership position - Experience working with the IB MYP and DP programmes - Familiarity with timetabling and development of master student and staff schedules 	<ul style="list-style-type: none"> - Previous experience as a Principal or Deputy Principal - Working knowledge of ManageBac as a student information system
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - An understanding of quality and its assurance in the area of teaching and learning 	<ul style="list-style-type: none"> - An understanding of the role of strong pastoral programme; the ability to develop a pastoral programme
Professional Competencies	<ul style="list-style-type: none"> - A high level of interpersonal skills enabling effective communication, team building and leadership - Proven ability to analyse data and information and identify trends in student learning - Strong organisational skills 	<ul style="list-style-type: none"> - The ability to evaluate programmes and enable the work of others through consultation, coaching and support
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful and reach their individual potential - A willingness to support and promote the mission of the school, intercultural understanding, and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Belonging - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners 	



KEY RESPONSIBILITY AREAS

School Leadership and Direction

The Secondary School Deputy Principal is expected to:

- Contribute as a member of the school's Leadership Team to the development of policies and procedures for the effective operation of the school.
- Support the Senior Leadership Team in implementing the objectives of the strategic plan.
- Support and attend school related activities including student performances, events and tournaments both during and outside the school core day.

Staff Leadership and Development

The Secondary School Deputy Principal is expected to:

- Plan and implement the timetable of classes for the academic year.
- Assign staff to their duties and responsibilities.
- Arrange for the substitution of absent teachers and support staff as required.
- Ensure that all cover is organised for the day before 8:30 am.
- Ensure that classroom teachers maintain accurate records of attendance.
- Ensure that staff procedures and guidelines for student conduct are in place and adhered to.
- Support the Curriculum coordinators to ensure that IB DP and MYP level examinations are effectively scheduled and administered.
- Assist the Secondary School Principal in ensuring that high standards of expectation are maintained through regular observation, evaluation and development of secondary school staff.
- Encourage and support Substitute Teachers in the implementation of their responsibilities.
- Ensure that duties and student supervision are carried out in accordance with published expectations.
- Work closely with the Facilities Manager to ensure that buildings and grounds are properly maintained and that the safety and security of students and staff are given proper attention.
- Assign rooms for meetings and activities during the core day.
- Assist in the administration of meetings, assemblies and school ceremonies.
- Organise the schedules of visits to the school by guests of our students or groups of students from other schools.
- Ensure that practical arrangements are in place for student teachers coming into the Secondary School.

Student Related

The Secondary School Deputy Principal is expected to:

- Ensure that student achievement is monitored and reported in accordance with agreed assessment procedures.
- Ensure that student/parent/teacher conferences for reporting student progress are in place and that they support a strong sense of 'partnership' in the learning journey.
- Maintain an environment where positive student behaviour is promoted.
- Ensure that behavioural expectations are met. Where necessary, deal with disciplinary referrals.
- Assign students to classes.
- Organise and implement class changes.
- Ensure that prospective students have a suitable programme of study.
- Organise the first day of school for new students and parents joining during the year.
- Assign accepted students to a grade level and courses of study consistent with their aptitude, ability, and aspirations for further study.
- Organise documentation for leaving students.



Curriculum Related

The Secondary School Deputy Principal is expected to:

- Ensure the appropriate scheduling and risk-management of all school-related events.
- Ensure that all programmes continue to develop in line with the IB expectation and guidelines.

Financial Management

The Secondary School Deputy Principal is expected to:

- Manage delegated budget(s) in line with agreed strategic objectives.

General

The Secondary School Deputy Principal is expected to:

- Monitor corridors and common spaces at the end of the school day to help ensure that students who are on campus are in organised activities or studying in designated areas.
- Provide support for other activities as deemed appropriate by the Secondary School Principal within the scope of responsibilities as Secondary Deputy Principal.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this job description, Vienna International School undertakes to provide, within the limitations of available resources:

- A full and appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- The best possible facilities, within the resources available, to enable the post holder to fulfil the agreed duties
- Equality of opportunity in career progression