



VIENNA INTERNATIONAL SCHOOL

seeks a

**DEPUTY PRINCIPAL OF SECONDARY SCHOOL
(with focus on student wellbeing)**

effective August 2024

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, five gymnasiums and a large 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 faculty is highly diverse, with 41 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 2023-2024 is 1395 students. The Primary School (ELC - grade 5) currently enrolls 525 students and the Secondary School (grades 6 - 12) enrolls 870 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 114 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) with focus on student wellbeing. The post holder will also be designated as Child Protection Officer. The Deputy Principal will join a leadership team of the Secondary school comprising of the Principal, a second Deputy Principal (focus on daily routines, facilities, timetable, staff deployment, reporting and data analysis) and Curriculum Leaders for the Middle- and Diploma Years.

The Secondary School Deputy Principal (student wellbeing) is expected to:

- Support the Secondary School Principal in establishing priorities, planning for implementation, evaluating the effectiveness of and providing feedback to strengthen the implementation of Social Emotional Learning programming and child protection practices.
- Lead grade level leaders in the development, delivery, documentation, and evaluation of the advisory program, including SEL curriculum.
- Continually review and implement the Child protection/student reporting and documenting disclosures, review safeguarding infrastructure issues and provide CP training for staff, teachers and outside providers.
- Support the secondary principal in identifying and supporting high-risk students through implementation of a multi-tiered system of support specifically focusing on students with social-emotional and behavioral needs.
- Maintain a professional working environment which supports continuous improvement and is characterised by practice that is consistent with the school's mission and beliefs.
- 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 the country of qualification
- successful experience in a middle level leadership position
- An understanding of the role of strong social emotional programmes; the ability to develop a strong SEL curriculum
- An understanding of high-quality teaching and learning
- An understanding of the MYP and DP programs
- 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 community trends
- 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 Deputy Principal and/or Child Protection Officer
- work experience with the MYP and DP programs
- An understanding of the workings of complex culturally diverse organisations
- Successful experience in leading and managing people through change
- The ability to evaluate programmes and enable the work of others through consultation, coaching and support
- The ability to propose and implement sustainable change based on an analysis of data

DESIRED PERSONAL BELIEFS & VALUES

- A strong commitment to the beliefs and values of IB programmes
- A strong commitment to the belief that all children can be successful and reach their individual potential
- A strong commitment to maintaining the highest standards of student safeguarding and Child protection
- A willingness to support and promote intercultural understanding and international mindedness
- A willingness to actively promote Diversity, Equity, and Inclusion and actively work to create a sense of belonging for all students.
- A commitment to harness technology in order to support inquiring, inspired and involved lifelong 21st century learners
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VIENNA INTERNATIONAL SCHOOL OFFERS:

- An incentive salary (Minimum Euro 117.000-- 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:

How to apply:

Please submit your application through our online form:

<https://forms.gle/q1NN5k6fkjggG4ia9> (Gmail account required)

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.

- Please submit your application documents as one pdf, not exceeding 5 MB
- Please title your file as follows: 'your last name'_'your first name'_'SecDeputyPrincipal'

If you have additional question or if you are experiencing difficulties with submitting your application online, please contact our HR Team at leadershiprecruiting@vis.ac.at.

Please also note:

- 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.
- We value diversity and expressly welcome ALL applications!
- Please also take note of the following dates (Vienna time):

Sun, January 21 st	Deadline for receipt of full applications (<i>as soon as possible, please, but no later than this date</i>)
Wed., January 31 st	Longlisted candidates will receive the invitation and further information
Mo., February 5 th - Thurs, 8 th	First interviews for semi-finalists (online; time requirement: 1,5 hrs)
Frid., February 9 th , (latest on Mo, Feb. 12 th)	Finalists will receive the formal invitation and further information
Tues., February 13 th	Deadline for finalists to confirm acceptance
Thurs., February 22 nd + Friday, 23 rd	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>).

Vienna International School
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Vienna International School Job Description

Job Title: Secondary School Deputy Principal (Student Wellbeing)

Responsible to: The Secondary School Principal

Responsible for: Support of the Secondary School Principal in the Leadership of the Secondary School with particular focus on holistic education, social emotional learning, and student safeguarding.

Job Summary: The Secondary School Deputy Principal (Student Wellbeing) is expected to:

- Support the Secondary School Principal in establishing priorities, planning for implementation, evaluating the effectiveness of and providing feedback to strengthen the implementation of Social Emotional Learning programming and child protection practices.
- Lead grade level leaders in the development, delivery, documentation, and evaluation of the advisory program, including SEL curriculum.
- Continually review and implement the Child protection/student reporting and documenting disclosures, review safeguarding infrastructure issues and provide CP training for staff, teachers and outside providers.
- Support the secondary principal in identifying and supporting high-risk students through implementation of a multi-tiered system of support specifically focusing on students with social-emotional and behavioral needs.
- Maintain a professional working environment which supports continuous improvement and is characterised by practice that is consistent with the school's mission and beliefs.
- Support the Secondary Principal in managing the human and physical resources of the Secondary School.

Personnel Specification	Essential	Desirable
Minimum Qualifications	- Current registration to teach in the country of qualification.	- An advanced degree in education including a focus on leadership and/or curriculum development
Professional Experience	- Experience in a middle level leadership position - Experience working with IB MYP and DP programmes	- Previous experience as a Deputy Principal - Previous experience as a Child Protection Officer
Professional Understanding and Knowledge	- An understanding of high-quality teaching and learning - An understanding of the role of strong social emotional programmes; the ability to develop a strong SEL curriculum - An understanding of the MYP and DP programs	- An understanding of the workings of complex culturally diverse organisations - Successful experience in leading and managing people through change
Professional Competencies	- A high level of interpersonal skills enabling effective communication, team building and leadership - Proven ability to analyse data and information and identify community trends - Strong organisational skills	- The ability to evaluate programmes and enable the work of others through consultation, coaching and support - The ability to propose and implement sustainable change based on an analysis of data



Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of IB programmes - A strong commitment to the belief that all children can be successful and reach their individual potential - A strong commitment to maintaining the highest standards of student safeguarding and Child protection - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, and Inclusion and actively work to create a sense of belonging for all students. - A commitment to harness technology in order to support inquiring, inspired and involved lifelong 21st century learners
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Key Responsibility Areas

Social Emotional Priorities

The Secondary School Deputy Principal (Student Wellbeing) is expected to:

1. Coordinate and monitor the development and delivery of the Social Emotional curriculum.
2. Support the Grade Leaders (GLs) in the implementation of their responsibilities for their teams and for the social emotional care and support of their students.
3. In collaboration with the GLL and the trip coordinator, support student activities week.
4. Meet with the Grade Leaders on a scheduled basis, with an emphasis on the tracking and monitoring of students and delivery of the Social Emotional Programme.
5. Be responsive to the concerns of parents, staff and students, and include the people most knowledgeable about particular concerns in seeking solutions to problems.
6. Support the GLL with grade level and individual parent meetings
7. Coordinate the Grade 5 transition process with relevant Primary and Secondary staff.
8. Support DEIB initiatives and the creation of an inclusive school environment.
9. Revise, annually, the Student Code of Conduct, Child Protection Handbook, Trip Safety Expectations, and other documents related to the Secondary School
10. Plan and coordinate, in collaboration with all stakeholders, First Day of School and last week of school schedule and events.
11. Consistently support school community and student related activities promoting a sense of student support and community building in the promotion of the 'life of the school'.
12. Support and encourage community building by attending school related activities including student performances, events and tournaments both during and outside the school core day.
13. Lead the Student Council (STUCO) in promoting school spirit through assemblies, activities and events.
14. Support and encourage student initiated and student led activities.
15. Develop positive relationships with students and parents.



Child Protection and Safeguarding

The Secondary School Deputy Principal (Student Wellbeing) is expected to:

1. Ensure student safety as the Child Protection Lead for the Secondary Division.
2. Record disclosures, collaborate with the Safeguarding Response team and outside agencies when necessary.
3. Store records, information and disclosures in a secure location.
4. Lead professional development on child protection for faculty, staff, volunteers and outside providers.
5. Continually update the Child Protection handbook, guidelines and risk assessment criteria and parameters for overnight trips.
6. Act as the point of contact for all child protection concerns or queries.
7. Update the Child Protection Handbook on an annual basis.
8. Maintain and regularly review students of concern and safeguarding for patterns of concern.
9. Annually review school structure and grounds to identify for increased safety.
10. Maintain training in current CP safeguarding practices, reporting and record keeping through on-going PD.

Student Support Team

The Secondary School Deputy Principal (Student Wellbeing) is expected to:

1. Liaise with the Secondary Student Support Team (SSST) Curriculum Leader and Grade Leaders in processes to support individual students.
2. Schedule SST Meetings and ensure students are referred in a systematic manner.

School Leadership and Direction

The Secondary School Deputy Principal (Student Wellbeing) is expected to:

3. Contribute as a member of the school's Senior Leadership Team in the development and implementation of systems and procedures for the effective operation of the school.
4. Collaborate with the Secondary Deputy Principal of Academics to ensure that students meet behavioral expectations and, where necessary, address disciplinary referrals.
5. Support the Senior Leadership Team in implementing the school's operational objectives.

Staff Leadership and Development

The Secondary School Deputy Principal (Student Wellbeing) is expected to:

1. Assist the Secondary School Principal in ensuring that the Secondary School staff are supported in managing and meeting the high expectations of the school's wider community.



2. Support the Secondary School Principal in implementing the VIS Teacher Appraisal Programme.
3. Support the Secondary School Principal in developing content for Faculty meeting and Professional Development Day sessions.

Curriculum Related

The Secondary School Deputy Principal (Student Wellbeing) is expected to:

1. Ensure that the vertical and horizontal curriculum for the personal, social, emotional, health and the holistic student development, both within the social emotional programme and in the broader curriculum is fully developed, effectively delivered, and documented on ManageBac and shared with the wider community.
2. In collaboration with the Secondary School Principal, lead the work of the teaching staff in the development of published information to secondary school parents.
3. Serve on the Academic Council.
4. Teach within the Secondary School as determined by the Secondary School Principal.
5. 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.

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:

1. An appropriate induction programme.
2. Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals.
3. Personal and professional support as appropriate.
4. Equality of opportunity in career progression.