

# Deputy Director Position Announcement

Thank you for your interest in our school. We encourage you to take the time to explore our website, and to discover for yourself why ISZL is recognised as one of the world's leading international schools.

## THE POSITION

ISZL is seeking to hire a Deputy Director, effective from August 2023. Reporting to the School Director, the next Deputy Director will work with a strong leadership team and a dedicated group of nurturing, hard-working and talented teachers, who serve as leaders for students in the classroom and beyond.

This is an exciting time for an experienced leader to assume a key leadership role at a highly respected school in the incomparably beautiful setting of central Switzerland. The successful candidate will be a talented leader, a dynamic, forward-thinking presence at ISZL, and a dedicated educator who is sensitive to ISZL's Mission and Vision.

The Deputy Director ensures ISZL is at the forefront of international learning organisations as a result of its solid pedagogy, holistic innovation vision, and commitment to ISZL's directional strategy of Ethical Entrepreneurship. The Deputy Director supports the realisation of this vision through leadership in professional learning, ongoing programme developments, and advancing strategic priorities. The position also includes the key responsibility of representing ISZL and engaging with ISZL stakeholders and the greater community beyond the school. Above all, the Deputy Director is deeply passionate about supporting students and committed to student-centred learning.

## Our School Mission:

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry.

## Our School Vision:

We help every student turn their learning into action, creating the opportunity to stretch themselves further and achieve more than they believe possible.

## A WORLD-CLASS LEARNING COMMUNITY

ISZL is an independent co-educational, non-profit day school serving the international community of Central Switzerland by providing a comprehensive education from Early Years to university preparation, from ages 3 to 18.



## CURRICULUM AND ACCREDITATION

As an International Baccalaureate (IB) World School, ISZL is authorised by the IB Organisation to offer the Primary Years, Middle Years and Diploma programmes. In addition, Grade 11 and 12 students can take Advanced Placement (AP) courses and exams. The College Board audits all AP courses.

ISZL is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC). The school demonstrates that its academic programmes are of the highest quality, as reflected by its excellent academic results.

ISZL is supervised by the Educational Authorities of the Cantons of Zug and Luzern, and operates with their approval. ISZL is also a member of the Swiss Group of International Schools (SGIS) and the Association for the Advancement of International Education (AAIE).





## THE ISZL EXPERIENCE

Our learning community offers an exceptional educational experience and builds a connected, inclusive, and inspiring environment for our students, parents, alums, faculty and staff. It is a vibrant, multicultural and caring community that fosters a deep sense of community well-being.

## WHAT WE DO

We educate children. Everything we do is tailored to make the learning experience exceptional for each student. ISZL connects students to the greater world around them – through the classroom and curriculum, community and service programmes, international cultures representing our community, and hands-on learning both in the classroom and around the globe.

We also prepare students for life after ISZL. We are dedicated to helping children reach their highest level of success as global citizens. We offer a balanced educational programme (academic and pastoral), producing creative problem solvers, life-long learners, and engaged, rounded students while emphasising subject proficiency and preparing students well for university.

ISZL is a leading international school thanks to its Board of Trustees, Leadership Team, faculty, staff and community, who are dynamic and adapt to change positively, yet rely on and develop best practices that have led to outstanding student achievements. Each year, ISZL builds upon its accomplishments by improving its facilities, communications, community-building events and academic achievements (individually and collectively).

ISZL is an outward-looking school, constantly striving to reflect and improve upon best practices. Its current Strategic Plan outlines several goals based on the following central idea: that as a world leader in international education, its motivated students will have the skills, empathy, resilience, and ambition to embrace the challenges and opportunities of a changing world.

## SCHOOL ETHOS AND CULTURE

At ISZL, students are guided by an ethos of respect, care and well-being. This philosophy embodies a strong sense of pride in all we do and represent. It is a culture in which:

- The community is motivated to strive for the best, reach out, support and engage with our own and other communities
- Personal involvement is desired by all and high achievement is valued
- International mindedness is promoted, all nationalities, races and religions are fully respected, and people seek to understand and celebrate the differences of individuals. Individuals are valued, and their full potential can be achieved through a holistic and high-quality education.

## LOCATION & CAMPUSES

ISZL is situated in three different locations.

The Zug Campus in Baar houses the Primary and Middle Schools. Its main building, the Wettinger House, was constructed in the late 17th century and is surrounded by modern buildings. The Middle School building is a purpose-built facility comprising classrooms, offices, and dedicated science laboratories. Adjacent is a theatre with a full-size stage and seating for 450 people, enabling the school to hold assemblies and special events on-site. There is a full-size gymnasium, a half-size gymnasium for our youngest students, and two synthetic grass sports fields.

The High School campus, located in Hünenberg, houses over 430 students. This campus has three principal facilities:

- The main building, which comprises modern classrooms, state-of-the-art science laboratories, a library and music rooms
- A triple gymnasium built in 2013, which includes a dance studio, techno gym fitness centre, climbing wall
- The art factory, a dedicated modern space for visual arts

ISZL also has its very own residential Outdoor Education Centre, a beautiful purpose-built wooden chalet located in the famous mountain village of Wengen, in the heart of the Berner Oberland. It has 86 beds in en-suite bedrooms and a kitchen and dining area. It is used for the academic programme, the ISZL sports programme, and musical, leadership, and academic retreats. Chalet Bergheim offers our students endless opportunities for class trips, winter sports, exploration and outdoor learning.

## FACTS AND FIGURES

- Founded: 1961
- Status: Not-for-profit, Independent, Private
- Gender: Co-educational
- Religious Affiliations: Non-Denominational
- Boarding/Day: Day School Only - No Boarding
- Age Range: 3 to 18 years
- Language of Instruction: English
- Current Student Enrolment: 1'225 Students (as of September 2022)





## **DEPUTY DIRECTOR - KEY RESPONSIBILITIES**

### **Ensure Strategic Alignment and Leadership, Governance Support**

- Working in collaboration with the leadership team, ensure ISZL's Mission, Vision, and Values are alive and palpable
- Serve as ISZL's Acting Director in the absence of the School Director
- Support the creation and implementation of the school's strategic plan
- Ensure dual-campus alignment and collaboration
- Ensure ISZL's accountability to the highest level of accreditation standards
- In collaboration with the Director, plan and co-facilitate Board retreats, meetings, and community engagements as needed

### **Champion Programmatic Development and Innovation**

- Lead the planning and implementation of the strategic plan and results related to learning
- Develop strategies, approaches, and initiatives to support and encourage new ideas across the divisions
- Systematically collect, analyse, and communicate reports from large data sets to maximise institutional effectiveness in supporting all aspects of our learning programme
- Champion, lead, and support ISZL's commitment to the Compassionate Systems framework
- Recognise and fuel promising ideas and develop ways to introduce them into the school's future plans in alignment with ISZL's mission, vision, and strategic direction

- In collaboration with the instructional leadership team and programmatic coordinators, lead the effective implementation of ISZL's Learning Principles
- In collaboration with the Director of Technology, create, promote, and sustain a dynamic, digital-age learning culture that provides a rigorous, relevant, and engaging education for all students
- Lead and support the continued formal articulation of the curriculum

#### **Cultivate a Culture of Organisational Learning and Staff Well-Being**

- In collaboration with the Leadership and Human Resources Teams, develop, implement, and monitor systems for professional learning and accountability for ISZL staff
- In collaboration with divisional leadership, develop, oversee and monitor divisional goals, in-service opportunities, and professional learning days
- Support and implement recruitment, onboarding and transition plans for school faculty
- Integrate relevant external research and experiences to advance ISZL's strategic progress

#### **Turn Learning Into Action**

- Set up an ongoing ideas generation platform, associated supportive structures, and internal crowdsourcing for the benefit of the school
- Develop and advance the strategic plan with the Director and Principals to continue growing the capacity of staff and embedding a culture of professional learning, dialogue, and innovation
- Promote open innovation, introducing group tools and processes that encourage creative thinking
- Support, cultivate and advance ISZL's directional strategy of Ethical Entrepreneurship, including designing resource allocation processes to take potentially disruptive innovations forward from an idea to a pilot
- Nurture the ISZL community of learners through engagement and development of partnerships
- Promote alignment and development of story-capturing and story-telling across all areas of the school
- Advance community relations and partnerships
- Support parent engagement, partnership, and learning opportunities

## PERSON SPECIFICATION - DEPUTY DIRECTOR

### Experience

- A substantial track record of highly successful senior leadership experience.
- Proven experience in leading, developing and motivating high-calibre teams with a clear commitment to the continuing professional development of all colleagues.

### Skills and knowledge

- A proven capacity to think and operate strategically in complex organisational settings.
- Strong interpersonal and communication skills characterised by high levels of emotional intelligence and the cultural sensitivity and global perspective to relate well to people at all levels and from a diversity of backgrounds.
- A proven commitment to social justice and equity, diversity, and inclusion
- Well-developed stakeholder management skills with the flexibility and diplomacy to work effectively with the ISZL stakeholders, parents, teachers and students.
- An understanding of how to engage and work effectively with the School Leadership Teams.
- A collaborative leadership style with a good understanding of effective, meaningful delegation and a proven ability to develop others.
- A strong grasp of the pedagogical aspects of school leadership.

### Leadership style and educational philosophy

- A values-driven leader committed to ensuring each child achieves their potential in an inclusive educational environment.
- A good understanding of the IB philosophy of education
- Experience in coordinating an IB programme is a considerable advantage
- An empathetic and highly visible leader with the warmth and relational skills to engage and inspire the different constituencies that make up the ISZL community.
- An outward-facing approach to school leadership with the capacity to deepen existing partnerships and develop new relationships to the benefit of our school.
- A deep commitment to ISZL's ethos and values as an inclusive, not-for-profit community international school.



## COMPENSATION

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

## HOW TO APPLY

Interested candidates, please apply via email. We ask that you please include the following:

- A one-page cover letter explaining your experience as a candidate and why you are interested in applying for this position.
- A current resume not to exceed two pages
- A one-page statement outlining your educational philosophy and leadership style
- A list of three professional references with the school, phone numbers and email addresses of school leaders you have served with.
- Name your PDF file as follows: LastName.FirstName
- Write "Deputy Director Application" in the subject line
- Send your completed email to [employment@iszl.ch](mailto:employment@iszl.ch)

## WE ARE ALL ISZL

ISZL supports, respects, and seeks inclusion for all community members, including but not limited to: Age, Disability, Ethnicity, Gender, Gender Expression, Gender Identity, Health Needs, Languages Spoken, Marital Status, Mental Health, National Origin, Political Affiliation, Race, Religion, Sex, and Sexual Orientation.

## SAFEGUARDING STATEMENT

The International School of Zug and Luzern has adopted the definition of child abuse and neglect as defined by the World Health Organization: *"Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment (including failure to act to prevent harm) resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."*

To support these beliefs, ISZL has developed a Child Protection Handbook, which includes our Child Protection Policy. All candidates to the school must be willing to undergo rigorous child protection screening, including police and criminal record checks from country of origin and/or those countries the candidate has resided in. Reference checks from previous schools/employers will be carried out as a matter of due course.