

# Brewster

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## MADRID

### **Title: Founding Lower School Head**

#### **Overview**

As Brewster Madrid prepares to open its first campus in fall 2023, we seek an experienced, innovative and energetic Lower School leader to help us design and implement our K-5 curricula and programming. Additionally, the Lower School Head will work with the founding team on our network expansion efforts for the fall of 2024 with the goal of opening our second Madrid campus. This position offers the leader a unique professional opportunity to be part of a founding team while helping Brewster establish two new schools in a vibrant European city. We seek an individual who can thrive in a start-up setting and enjoys working collaboratively.

#### **Brewster Faculty are:**

- Lifelong Learners
- Caring
- Creative
- Dedicated
- Joyful
- Collaborative
- Persistent
- Curious
- Inclusive
- Flexible

#### **Main Responsibilities:**

- Work closely with the founding leadership team to meet all institutional goals
- Design and implement all aspects of the K-5 curricula and programming (academic, co-curricular, and extracurricular/afterschool)
- Work to craft network-wide protocols and policies pertaining to Lower School operations
- Work with admissions team on student selection
- Participate in teacher recruitment and oversee teacher goal setting and appraisal
- Monitor and evaluate teacher performance
- Oversee the smooth running of the K-5 grades on a daily basis
- Support the curriculum needs of students and teachers by providing professional development opportunities and participating in curriculum design and innovation

- Oversee assessment and assist in analyzing student achievement data and benchmarking in order to adapt curriculum needs and ensure natural transition from the lower school to the middle school at the end of 5th grade
- Implement best practices for visible learning and student engagement
- Serve as main contact for parents
- Work to engage parents and inspire confidence in the Lower School program
- Oversee the Lower School scheduling, teacher duties allocation and procurement needs
- Work closely with the Deputy Head of Academics to ensure that parents and students are well informed about the primary division program
- Work closely with the Deputy Head of Operations to ensure the health, safety, and security of the students

**Desired Qualifications:**

- Previous experience as a lower school head, principal or lead teacher
- Master's Degree in Educational Leadership or Curriculum and Instruction
- Fluency in English and Spanish
- Skilled in consulting with educational specialists on the needs of the primary student
- Experience/knowledge with/of different approaches to learning (including Reggio Emilia and Bilingual education)
- Refined presentation and communication skills, especially in relation to younger children and their parents
- Crisis management skills
- Strong organization and management skills
- Positive, team-oriented approach to working with colleagues
- Ability to coach and inspire, especially in relation to younger children
- Demonstrated innovative ways to engage parents and guardians in the education of their child
- Culturally competent with international living experience
- Expertise with Google Suite and various learning management systems

**To Apply:**

Send cover letter, resume, and statement of educational philosophy to:

[jfouser@brewstermadrid.com](mailto:jfouser@brewstermadrid.com) and [nhughes@brewstermadrid.com](mailto:nhughes@brewstermadrid.com)