

# Primary School Principal Position Announcement

## **POSITION SUMMARY**

ISZL is seeking a new Primary School Principal effective from August 2024. Reporting to the School Director, the next Primary School Principal 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 reflects the School's ethos of community and collaboration, and the high level of professional growth opportunities provided.

This is an exciting time for an experienced leader in international education to lead within 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 truly international educator who is committed to building community.

## **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 Authority of Canton Zug, and operates with its 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 are a community of learners. 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 committed to the development of best practices, leading to outstanding student achievements. Each year, ISZL builds upon its collective accomplishments by improving its facilities, communications, community-building events and academic achievements.

ISZL is an outward-looking school, constantly striving to reflect, improve, and attain new levels of achievement. The Strategic Plan is founded on this principle: 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, and to 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 the holistic and high-quality education to which they are exposed

## 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 and 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: 1260 Students



## **PRIMARY SCHOOL PRINCIPAL - KEY RESPONSIBILITIES**

The Primary School Principal leads and manages all aspects of the Primary School (EY1 - Grade 5) to optimise teaching and learning while realising ISZL's mission and vision. The Principal serves on the ISZL leadership team, ensuring strategic oversight and interconnectedness. The Principal provides an environment conducive to learning, growth, and wellness for all members of the Primary School community.

More specifically, the Principal:

### **Instructional Leadership**

- Provides inspiration and support for faculty and students in developing and implementing new innovative learning opportunities, ensuring all students have opportunities to turn learning into action
- Supports the alignment and execution of the school's strategic plans for successful curriculum implementation across all areas of the primary school
- Champions relevant, dynamic learning using ISZL's learning principles as a catalyst for improvement within the International Baccalaureate Programme and beyond
- Creates space for teachers to explore and develop effective and quality learning opportunities.
- Collects data and tracks growth throughout the School to support connections, monitor patterns, and provide example cases to others
- Acts as a multiplier of faculty and student strengths, building the capacity of faculty and students to independently investigate, design, and lead innovations



## Human Resource Leadership

- Coaches, mentors, and performance manages their faculty teams and direct reports
- Recruits, develops, evaluates, and retains interculturally competent, high-quality instructional and non-teaching staff, holding them accountable to defined standards and professional goals
- Advances community-wide common conversations around excellence, including faculty, students, families, and the local community
- Leads hiring processes, in collaboration with the senior leadership team, to recruit colleagues that stretch ISZL to take on new perspectives

## Organisational Management

- Supports and continuously cultivates a cultural commitment towards collaboration across the School, from students to teachers to families, explicitly building a sense of psychological safety and trust
- Establishes long-term and quarterly goals for growth and improvement milestones within the community using ISZL's School-wide strategic plan
- Reviews data on growth and solicits feedback for continued progress through meetings with the education leadership team
- Ensures sound and learner-centred financial management, including accurate programme budgeting and fiscal accountability
- Leads effective change management, including ensuring a structured approach to facilitating change within the organisation

## Community Relations

- Communicates and collaborates effectively to engage all stakeholders, thus promoting understanding, support, and continuous improvement of the school's programmes and services in alignment with the Mission, Vision and strategic goals of ISZL
- Updates Primary School policies, handbooks and community-facing documents as necessary to ensure alignment and clarity
- Builds community through clear and open communication and engagement with all stakeholders
- Creates intentional opportunities to engage parents as partners

## PRIMARY SCHOOL PRINCIPAL - KEY RESPONSIBILITIES

### Opportunities

ISZL's new Primary Principal will join the team at an exciting juncture. We are embarking on building and space improvements to better support our philosophy of teaching and learning. These will include the opportunity to:

- Advance a culture of inquiry across the curriculum and in professional learning
- Lead the Primary School through significant change as we transition/transform learning spaces
- Increase operational and administrative efficiencies and effectiveness
- Advance collaborative planning designs beyond grade-level models
- Cultivate innovative use of learning spaces, including an outdoor environment
- Advance the School's commitment to environmental sustainability
- Review and further develop assessment practices and the use of assessment data in the Primary School
- Further advance ISZL's commitment to diversity, equity, and inclusion

### Preferred Qualifications

- A Master's Degree or higher in Educational Leadership, Curriculum Studies, or a related field
- Experience with the IB curriculum
- Experience leading large and complex teams within a larger organisation
- Capacity to understand, navigate, and engage within and across cultures



Clickable QR code

## HOW TO APPLY

Interested candidates are asked to submit one PDF document to [employment@iszl.ch](mailto:employment@iszl.ch), which includes 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 who have served as your supervisor (contact information only, letters of reference are not required)
- Name your PDF file as follows: LastName.FirstName
- Write "Primary Principal Application" in the subject line.
- There is no final closing date to apply. Applications will be reviewed and interviews conducted on a rolling basis until the recruitment process has been completed.

## 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 the country of origin and/or those counties the candidate has resided in. Reference checks from previous schools/employers will be carried out as a matter of due course.