



## Middle School Assistant Principal (Ref. Code 2024-043)

### Position Summary:

The Middle School Assistant Principal is responsible to the Principal and assists the Principal in all aspects of the day-to-day management of the Secondary School, from student discipline to administration and supervision of systems and routines, to ensure the efficient operation of this section of the school. The MS-AP is responsible for grades 6,7,8 and 9. The Middle School Assistant Principal works closely with the Secondary School Principal, the High School Assistant Principal (grades 10-12), the Secondary School teachers, IB Coordinators, Grade Level Coordinators and Social-Emotional Counsellors. The grade level distribution may change depending on the cohort sizes. They are part of the Whole School Leadership Team (SLT) and the Secondary School Academic Learning Team (SSALT).

### Responsibilities Include:

#### Overall

- Be a pedagogical leader that supports the teachers and students of the school to meet the vision and mission and strategic goals of ISH;
- Foster a positive school climate that supports the ongoing development of the DEIB policy objectives;
- Assist in providing professional and collegial leadership for the Secondary School, and ensure the highest possible quality of education for the students;
- Support the Principal as needed in matters related to student scheduling and student attendance;
- Lead curriculum development and the production of curriculum documentation in collaboration with the High School Assistant Principal and IB Coordinators.
- Collaborate with the leadership team on a curriculum review cycle as well as the vertical and horizontal alignment of the curriculum in the various departments/grade levels;
- Lead and coordinate the advisory curriculum alongside the Grade Level Coordinators and the High School Assistant Principal;
- Lead and support the grade 6 course selection process for grade 5 students and parents;
- Lead the student transition of grade 5 to grade 6 (Junior School to Secondary School);
- Organise and develop a grade 6 induction program;
- Be prepared to undertake courses, workshops etc. related to this role such as restorative justice, strengths-based and growth mindset approaches;
- Perform any other school-related duties as deemed necessary by the Principal, with the acknowledgment that the Middle School Assistant Principal also retains some classroom teaching responsibilities.

#### Students

- Support the growth and achievement of students;
- Model positive and visible interactions and effective interventions with students;
- Communicate daily, weekly and monthly events and deadlines with students;
- Play an important role in dealing with matters of student behaviour and discipline;
- Lead the further development of the Advisory and Life Skills programme;
- Develop opportunities for student leadership and service in the community while liaising with the student council and other community stakeholders;
- Track, monitor and use student data (academic and behavioural) to promote excellence in learning.

#### Parents:

- Partner with parents by leading workshops and facilitating meetings when necessary;
- Meet with parents to discuss student progress and behaviour related issues;



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- Be available to parents to discuss concerns and collaborate with the Grade Level Coordinators.

## **Teachers:**

- Support teachers in building positive relationships with students and parents;
- Facilitate staff development by circulating relevant professional materials and leading periodic professional development workshops;
- Collaborate and support the Grade Level Coordinators as necessary ie. creating class groupings; creating Middle School events for students and the community, regular assemblies and Week Without Walls trips.

## **Qualifications:**

- Ability to use IT tools like Excel, PowerPoint and Google Apps, Managebac and Veracross is advantageous;
- Advanced time management and organisational skills;
- Strong interpersonal attributes, team-oriented outlook, creativity, flexibility and ability to support collective decisions;
- Demonstrate the abilities to problem solve, to be patient, enthusiastic and inclusive;
- Willingness to support students and colleagues by attending Secondary School events wherever possible and being visible in the school community;
- Advanced degree or certificate in educational leadership would be advantageous.

## **Terms of Employment:**

- Starting date is 1 August 2025
- The position is initially limited until 31 July 2027 with an option for a permanent position thereafter
- The position comes with an 0.6 release from teaching duties
- Special Responsibility Allowance in the amount of 14.152,59 EUR in accordance with the Works Agreement is applicable
- Teacher scale

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to [HR@ishamburg.org](mailto:HR@ishamburg.org)

Hamburg, 18.11.2024