



Employment

Recruitment Head of School

The International School of Delft (ISD) is a co-educational, English language primary school established to serve the international community of Delft. ISD has been established under a joint initiative of the City of Delft, the Laurentius Stichting and the Technical University of Delft. ISD is a member of Dutch International Primary Schools (DIPS), an association by which state subsidised international schools in the Netherlands work in close cooperation. The Dutch Ministry of Education subsidy enables ISD to offer the highest quality international education at competitive fees. Together with True Colors Delft of SRK, ISD forms an international childcare centre.

The Laurentius Stichting is an experienced foundation specialising in primary education. ISD is the first International School in this school group and therefore it brings additional expertise and diversity to its current offer.

The educational philosophy of ISD reflects the very best of international educational practice worldwide. The philosophy of ISD is underpinned by the core values of the Laurentius Stichting. We have adopted '*Inspiring learning for bright futures*' as our school mission and believe that our approach should help to develop international mindedness and inter-cultural awareness. Our approach to learning is inquiry-based because we would like our students to be inquisitive, curious and question the world around them. We have developed a family-like community where the school not only serves as the centre for learning for the international community but also as a hub where families feel welcome and supported. The school is housed on the Delft University of Technology campus and this provides ISD with an additional focus for research, inquiry and is a strong symbol to show children about the value and importance of lifelong learning. The school encompasses the rich culture and history of Delft's past and the exciting development of modern local environment.

ISD is a candidate school for the Primary Years Programme (PYP) from the International Baccalaureate (IB). This programme aligns well with the philosophy of the school and adopts an international, inquiry-based approach. One of the IB's global centres is based in The Hague and ISD is hoping to benefit from close cooperation between the two organisations.

The school currently has over 120 children from 31 different nationalities and we are looking to recruit a Head of School to lead the next phase of the school's development.

We are seeking to appoint, with immediate effect:

HEAD OF SCHOOL
(FTE 0,8 - 1,0 INTERN/EXTERN)

General:

We are looking for a Head of School who is a fully qualified primary class teacher with teaching qualifications that are recognized by the Dutch authorities. We are looking for an inspirational leader, who will lead the school through its next phase of development.

Our candidate is

- A fluent speaker of English with a working knowledge of the Dutch language or a willingness to acquire this
- A passionate educator who has experience in working in an international school
- An experienced curriculum developer, who knows the PYP and is willing to attend the required IB-workshops
- A strong, energetic, accessible and visible leader who enjoys working with staff, students and families
- An administrator who can work collaboratively with the Board and has the ability to manage the day-to-day operations of the school
- A community-builder who can help realise the school's exciting and ambitious plans
- An effective communicator and leader who embodies and advocates the mission of the school.

Expectations:

This position can be fulfilled as a parttime (FTE 0,8) or fulltime (FTE 1,0) position. The starting salary will be based upon previous experience and current salary in accordance with Dutch national regulations.

This school is looking for a candidate who is willing to make a long-term commitment to the school.

Please note that your teaching qualifications must be validated and recognised by the Dutch authorities before we can consider offering you employment. For applicants from countries outside the EEC, we will also require work and residency permits.

Should you be interested in applying for this position, please send an email no later than **Monday 23rd October 2017** to the Board of the Laurentius Stichting, to secretariaat@laurentiusstichting.nl including the following:

- (1) a cover letter explaining the candidate's interest in and qualifications for this position;
- (2) a current CV, including phone numbers, e-mail address, and SKYPE/FACETIME address, if possible;
- (3) a personal statement of educational philosophy;
- (4) the names, email addresses, and telephone numbers of two possible referees. In the subject line, please state *Head of School Application*.



JOB DESCRIPTION HEAD OF INTERNATIONAL SCHOOL DELFT

I. OBJECTIVE

To provide the best international learning experience for the students attending the International School of Delft limited only by facility and budget constraints. To ensure that this learning experience is aligned with the principles and practices of the PYP and those of the Dutch national requirements.

II. REPORTING AND RELATIONSHIP

The Head of School is responsible for the direction and supervision of all personnel who perform their respective functions within his/her assigned area. The Head of School reports to the Board of the Laurentius Stichting on all matters.

III. CREDENTIALS AND QUALIFICATIONS

The Head of school should hold a relevant teaching qualification recognized in the Netherlands, have international education experience outside of their home country and experience of at least 2 years leadership and management in an international school. He/ she should be willing to undertake further leadership qualifications to fulfil Dutch requirements. IB (PYP) experience is required for this role.

IV. RESPONSIBILITIES AND DUTIES

Leadership, management and strategic direction

Responsible for ensuring that the school's mission and vision and educational philosophy is aligned with the IB philosophy and the Dutch national requirements.

Responsible for the budgeting and overseeing of the school library, ICT facilities and general resourcing of the school.

Develops the school's IB action plan and the Schoolplan for the Dutch Authorities.

Develops a school calendar collaboratively that includes staff development activities, assemblies, report card distribution, parent/teacher conferences and other special events. Attend school performances.

Performs duties as assigned by the Board of the Laurentius Stichting.

Responsible for delegating duties to the leadership team (Deputy Head and PYP Coordinator and other appointed persons).

Responsible for supervising the PYP Coordinator in his/her role.

Responsible for making decisions regarding parental concerns.

School Culture

Creates and maintains a positive learning environment within the school community in line with IB and Laurentius' mission and values.

Models the attributes of the IB Learner Profile within the school and the school community.

Staffing

Responsible for staff appraisal in line with IB and Dutch national expectations.

Supervises, monitors and appraises teaching staff on a regular basis in a systematic manner along with the PYP coordinator with the focus on assisting and improving teaching pedagogy supportive of the programme.

Interviews and makes recommendations for all staff employment.

Organizes programs for assistance and orientation of new and existing teachers.

Curriculum

Responsible for the development and overseeing of all curricular activities and programs.

Responsible for implementation of Dutch national educational requirements.

Monitors (together with the PYP coordinator) the implementation of the PYP.

Admissions

Together with the leadership team, meet and interview all new children and parents.

Develops an admissions policy, in accordance with the Laurentius policy, which is fair and offers equal access to eligible children.

Enforces admissions policy in line with Dutch requirements.

Pastoral Care

Responsible for the pastoral care of students and staff.

Responsible for the implementation of regular staff teambuilding activities.

Resource Management

Responsible for the preparation and monitoring of the school's budget.

Responsible for liaising with Laurentius Stichting over budgets and making suggestions for future development of the school.

Ensuring the budget allows for the sustained implementation and development of the programme.

Allocation of human resources for effective teaching and learning to meet IB and Dutch national requirements.

Partnerships

Responsible for the coordination and the educational alignment with True Colors Delft.

Maintains contact with international companies and institutions in the region.

Works cooperatively with other Heads of Dutch International Schools and attend relevant DIPS and DIS meetings.

Works cooperatively with other Heads of Schools and supporting staff / administrative personnel within the Laurentius Stichting.

Communication

Liases with staff and parent advisory groups.

Develops community contacts and work with community organisations, promoting the use of local expertise to support UOIs.

Liases with parents.

Liases with the MR (Medezeggenschapsraad) as representative of the Board of the Laurentius Stichting concerning all school matters in the regular MR-meetings.

Evaluation

Supports the process for the authorization of the IB PYP and further implementation and development of the programme following authorization.

Liaison with Dutch national bodies and prepares for Dutch national educational inspections.

