

## Leadership Posting



Primary Vice Principal  
Istanbul International Community  
School  
*Istanbul, Turkey*

Application Deadline: December 4, 2020  
Start Date: August 1, 2021

## Position Overview

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The Primary Vice Principal is primarily responsible for the daily operation of the Hisar Campus and collaborates with the Primary Principal to support other additional school-wide initiatives as agreed. The Vice Principal promotes IICS as one school community through open communication with staff and the senior leadership team, program and operational support, and community events at the Hisar campus.

### Key purpose

Support the Principal, the Senior Leadership Team and the Primary Leadership Team in achieving the mission and vision of the school

### Responsible to

Primary Principal

## Specific Responsibilities

### Leadership

- Support and promote the school's mission and vision
- Develop and support the ethos of professional growth and engagement amongst staff through formal and informal appraisal and feedback, as well as work with the Learning Leaders
- Advise on professional development needs for staff
- Proactively support the development of positive behavior and deal with discipline issues
- Implement and develop an awareness of school policies
- Oversee and help design scheduling for the Primary School
- Liaise with the PYP Coordinator to monitor, evaluate and develop the curriculum with alignment between Hisar and Marmara

### Hisar Campus oversight

- Oversee the Hisar co-curricular program
- Oversee Field trips for planning, safety and efficiency
- Organizing Hisar events that develop positive community connections
- Advise and dialogue regarding Facilities needs
- Organize substitution and cover
- Work with the operational team at Marmara to ensure lunches run smoothly
- Coordinate the resources and ordering for Hisar
- Supervising and appraising teaching staff at Hisar and Marmara, in collaboration with the Principal
- Monitor and evaluate the quality of the physical learning environment, advise on improvements necessary including furniture and fittings, cleanliness, maintenance, and safety
- Evaluate Hisar admissions applications and determine the placement of students into the Primary division in discussion with the Primary Principal
- With the Primary Leadership Team, oversight and scheduling for the Hisar MAP testing
- Manage pastoral issues and parent interactions for the Hisar campus, involving the Primary Principal when necessary

### Parent Communication

- Support the admissions team in welcoming and orienting new parents
- Pastoral care; being the first port of call for parent concerns or problems for Hisar parents
- Managing Hisar specific communications to parents in collaboration with IICS communications team, SLT or the Principal as needed
- Support Parent sessions promoting and explaining the curriculum and IICS approach to teaching and learning in collaboration with the PYPC and relevant staff members

### Student wellbeing and safety

- Supporting a safe learning environment for students; monitor and implement IICS Safety and Emergency procedures primarily at Hisar
- Ensure all standard safety procedures are in place and understood by all members of the Hisar community
- Ensure that safety and security is a key consideration in all trip planning, other activities outside activities and school routines
- Establish and maintain clear expectations of behavior, promoting self- regulation, and respect
- Ensure there are clear and effective systems for responding to issues such as bullying and misuse of technology
- Ensure an effective orientation programme is in place for new students to ensure they feel confident and looked-after that they receive any additional support, they might need to settle in.
- Oversee the work of the facility and security teams to ensure the campus is in good order and safe
- Ensure effective supervision of students during recess
- Ensure an appropriate program for new students is provided in collaboration with the Student Support Coordinator based on evaluation and accordance with teacher transition agreements

### Recruitment

- Full participation in teacher hiring
- Lead administrator for Teaching Assistant hiring in Primary

### Person Specification

- Demonstrate a strong pedagogical background.
- Be highly organized.
- Have an excellent knowledge and understanding of the IB PYP
- Has well developed interpersonal skills with students, parents and colleagues; can manage difficult conversations and resolve differences and concerns fairly, calmly and effectively
- Show good IT and general communication skills
- Works collaboratively with teams of teachers
- Ability to support and mentor the teachers
- Accomplished problem solver: can listen without judgement, maintain respectful dialogue and emphasize solution-oriented dialogue

Application instructions found on the final page of this announcement.

## Introduction

Founded in 1911 as Robert College Community School with the aim to educate the children of the Robert College faculty, the school has maintained a century-long tradition of academic excellence. Today, IICS is an independent, non-profit, [fully accredited school \(CIS/NEASC\), authorized to offer all three IB programs](#). IICS offers a progressive and forward-thinking education, a collaborative and friendly work environment, with a focus on strong student-teacher relationships. IICS strongly believes in its mission, vision and philosophy and that all decisions be made with those in mind for the benefit of its students.



## Mission & Vision



### Mission

Through its challenging curriculum and strong staff-student relationships, IICS provides a caring environment that inspires each student to excel and to be inquisitive, creative, compassionate, balanced and internationally minded.

### Vision

The be an exceptional, forward thinking not-for-profit international school community in every respect.

IICS aims to be a top international school—not just in our region, but among the best international schools worldwide. To provide the best education to meet the needs of every learner is the target that directs all our planning and action as an educational institution. Every learner should be empowered. We are a heterogeneous community with students representing more than 62 nationalities, many of whom have multi-country experience. This wealth of diversity offers us opportunities and challenges to continually improve our academic offerings to ensure our community of learners is empowered and engaged in their academic journey.

## The School

### School Overview

Istanbul International Community School is one of the oldest and most respected international schools in the world. More than 500 students representing 62 nationalities immerse themselves in a child-centered, safe, and challenging environment where they are able to achieve their true potential. At IICS students are not only academically prepared through a rigorous curriculum but are also actively engaged in the myriad of activities offered at the school.



The school has two divisions: Primary School (Early Years–Grade 6) and Secondary School (Grades 7–12). The language of instruction at IICS is English. IICS offers impressive facilities, a friendly environment, engaged and enthusiastic students, and an involved parent body. The IICS learning experience is designed as a continuous journey of self-development from Early Years through Grade 12.

### History

IICS is one of the oldest international schools in the world, we have now been around for more than a century. To give a frame of reference for this longevity, in 1911 when our school was founded --as it was originally named, Robert College Community School (RCCS)-- Turkey's ruler was Mehmed V Reshad, the 35th Sultan of the Ottoman Empire. There would be one more sultan and one more caliph before 1923, when our school would witness the end of a six-hundred-year-old empire and the birth of a new republic. Our school was started as the international sister school for the children of Robert College's foreign teachers. Established in 1863 as a school for Turkish children, Robert



College is the oldest extant American college located off American soil and we share a long, rich history. Over the years, IICS has gone through the transformation from being Robert College's sister school to a school serving all of Istanbul's expatriate students and we changed our name to reflect this. We hold the distinction of being one of the first schools in the world to become authorized to offer all three International Baccalaureate programs. Since 1911, generations of international students have sparked their passion for learning at IICS, as will many generations to come.

## Curriculum

The curriculum at IICS consists of the International Baccalaureate's three programs and is designed to support a developmental, student-centered, interdisciplinary approach. • The Primary Years Program (PYP) for pupils aged 3 to 12 focuses on the development of the whole child in the classroom and in the world outside. • The Middle Years Program (MYP) for students aged 12 to 16 provides a framework of academic challenge and life skills through embracing and transcending traditional school subjects. • The Diploma Program (DP) for students aged 16 to 19 is a demanding two-year curriculum that meets the needs of highly motivated students and leads to a qualification that is recognized by leading universities around the world.



## Extra-Curricular Activities

IICS offers a myriad of athletic, fine and performing arts, academic, and leadership opportunities for students who participate in both CEESA (Central and Eastern Europe Schools Association) and TISL (Turkish International School League).



## Students

IICS currently enrolls more than 500 students representing 60+ nationalities from Early Years 3 through Grade 12 on two separate campuses (Marmara, Hisar). There are nearly 250 students in the secondary school. Approximately two-thirds are from multi-national corporations and diplomatic communities with the other third coming from permanent residents with dual nationalities.

## Faculty

IICS selects teachers by recruiting internationally, from recruitment fairs throughout the world; it's very important that we have an international - and internationally experienced - staff, both to reflect our mission and to reflect the multicultural population of our students. The faculty is typically represented by more than 14 nations and over the past five years, teacher experience has averaged 16 years with more than 55% of teachers holding a master's degree or higher.

## Professional Development

IICS actively supports and participates in CEESA professional development conferences and workshops for teachers. IICS selects faculty members who are qualified to teach in their area. To keep our teachers updated in the latest in pedagogical research, we offer ongoing professional development both on campus and abroad. Teachers who attend trainings share their knowledge with their colleagues at IICS for the betterment of the whole school. Additionally, IICS faculty also provide educational expertise to others by speaking at international workshops or holding inhouse trainings.

## Primary School

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### Overview

The Primary School has been authorised to deliver the PYP since August 1999, making it the first school in Turkey and one of the oldest schools in Europe to run this program. This program focuses on the total growth of the developing child, addressing social, physical, emotional and cultural needs in addition to academic welfare. The PYP is a relevant and engaging program that offers a comprehensive, inquiry-based approach to teaching and learning.



It provides an internationally designed model for concurrence in learning and incorporates guidelines on student learning styles, teaching methodologies and assessment strategies. Through both the curriculum and teaching we aim to develop the intellectual, emotional and physical potential of each child, in a secure and stimulating environment. PYP, for students aged 3 to 11, focuses on the development of the whole child, in the classroom but also in the world outside, through other environments where children learn.

It offers a framework that meets children's several needs: academic, social, physical, emotional and cultural. The PYP serves as an excellent introduction to the Middle Years Program (MYP), but it is not a prerequisite for MYP or for the Diploma Program (DP).

## Campus

### Facilities

The smaller Hisar Campus (Early Years-Grade 3) is part of the school's original grounds from its inception in 1911. Located in a wooded, historic neighborhood in Rumeli Hisarı near the Bosphorus, the Hisar campus is situated in a beautiful, mature garden overlooking the Hisar castle ramparts with a traditional villa surrounded by modern classroom buildings. The cozy setting at Hisar is inviting and comforting for young learners.



### Location

Istanbul, once touted as the “envy of kings”, offers a lively multicultural atmosphere. Ranked #3 country destination in [Conde Nast’s 2011 Readers’ Travel Awards](#), Istanbul has also been named by Travel & Leisure as the [#2 Top City in Europe](#) and [#3 Best City in the World](#). Istanbul was selected as the European Culture Capital for 2010.

Turkey is a mesmerizing country known for its history, culture, gastronomy, and diverse geography. Travel opportunities within the country are plentiful while Istanbul serves as a central hub for travel to almost any destination in the world.

## Fast Facts

Year Established	1911
Accreditation Agency	CIS, NEASC, IB
School type	Independent, non-profit
Language of Instruction	English
Total Enrollment	500
Primary School Enrollment	250
Secondary School Enrollment	250
Grades	Early Years 3 - Grade 12
Student Age Range	Age 3-19
Student Nationalities	60+
Student to Teacher ratio	7:1
Number of Faculty	95
Percentage of Annual Student Turnover	22%



## Application Instructions

Effective Date: August 1, 2021

Application Deadline: December 4, 2020

All interested applicants should send a cover letter and CV to Ms Pinar Demirkan, Director of Human Resources at [pdemirkan@iics.k12.tr](mailto:pdemirkan@iics.k12.tr).

All application materials should be sent to the school as directed, not to ISS.