

Leadership Search



Secondary Principal International School of Phnom Penh

Phnom Penh, Cambodia

Application Deadline: December 4, 2020

Start Date: July 2021

ISS is pleased to conduct this full search.

Learn more how ISS works with search committees around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

Introduction

The International School of Phnom Penh (ISPP), a private, non-profit, coeducational, English-language day school with programmes for students age three through Grade 12, seeks a Secondary School Principal (Grade 6 through 12) effective July 2021 to build on a strong history of success.

This is an exciting opportunity for a visible, energetic, knowledgeable, caring and approachable leader in Cambodia's leading international school.

Position Overview

Duties & Responsibilities

- To assume responsibility for the implementation and observance of ISPP's Guiding Statements, Strategic Pillars (Learning, Wellbeing, Environment and Community) and all Board policies and regulations within the Secondary School community
- To supervise the Secondary School educational programme
- With the IB Coordinators (MYP and DP), oversee the development, documentation, revision and evaluation of the curriculum and related materials of instruction
- To lead the Secondary School Leadership team consisting of the Secondary School Assistant Principal and IB MYP and IB DP Coordinators
- To be a member of the Director's Administrative Team along with the Elementary Principal, Assistant Principals, Director of Learning, Director of Communications, Marketing and Admissions, and Operations Manager
- To serve as a member of the Whole School Leadership Team
- Taking responsibility for the oversight of student behaviour
- To assist the Director in the preparation, administration and supervision of the budget.
- In conjunction with the Secondary Assistant Principal be responsible for the formulation/approval of the Secondary teaching timetable and any special assignments.
- To participate in faculty recruitment and orientation
- In conjunction with the Secondary School Assistant Principal, conduct appraisal processes ensuring accountability in regard to ISPP's expectations, learning principles and promoting professional collaboration growth
- Ensure professional development requests are aligned with appraisal goals and approved as appropriate
- The leads the development of the Secondary School Scholarship Programme
- To serve as an ex-officio member of all committees and councils within the school as determined by the Director
- To attend school sponsored activities and functions
- To keep the Director informed of all school activities and issues
- To attend Board meetings as needed
- To perform any other reasonable and relevant duties as assigned by the Director

Qualifications & Qualities

- Fluent in written and spoken English
- Certification as Secondary Principal or equivalent Advanced degree in educational administration or equivalent (including experience)
- Experience in an international IB school environment
- IB teaching experience and training

Knowledge & Skills

- Strong track record of leadership in a Secondary School setting, preferably as a Principal
- Experience working in international settings
- Knowledge of MYP and DP and experience working in an IB continuum school and IB Program authorization processes
- Knowledge and experience of international accreditation processes (ISPP follow the CIS/WASC protocol)
- Proven record as a teacher and leader
- A leader of professional development and capacity building

Professional Qualities

- A mission driven decision maker, with the ability to listen to variety of perspectives
- Collaborative, innovative and ability to work with a variety of stakeholders
- Effective and professional oral and written communication skills
- Strong ICT skills

Personal Attributes

- Flexible, adaptable and ability to live in developing countries
- Shows humility, integrity, empathy and strong moral character demonstrated through interactions with all stakeholders
- Demonstrated cultural sensitivity, diplomacy, has an optimistic outlook on life and a sense of humor.
- Personable and community focused
- Able to use own initiative and works constructively while also being collaborative and able to work effectively in a team environment
- Demonstrates kindness

Salary & Benefits

Salary will be competitive and dependent upon the qualifications of the successful candidate. Benefits include a housing allowance, annual flights, medical insurance, private pension contribution and tuition for dependents.

Application instructions found on the final page of this announcement.

Mission, Vision, Values

Mission

ISPP empowers students, in a caring, inclusive international environment, to achieve their potential by pursuing personal and academic excellence, and to grow as responsible global citizens who celebrate diversity.

Vision

Learning together, growing together, each making a difference.

Core Values

Learning, Well-being, Environment & Community



International Mindedness

Students develop their curiosity about the world, extend their understanding and appreciation of shared values and cultural differences and equity, while striving to effect positive change.

The School

School Overview

ISPP is a highly regarded, fully authorised IB World School, offering Primary Years (grades preschool-5), Middle Years (grades 6-10), and Diploma (grades 11-12) programmes for over 900 students. The school has a reputation as a close-knit community with both high academic standards and high student achievement. A true international school, 47 nationalities are represented in the student body. ISPP is proud to be a not-for-profit school. All tuition and income go directly back into the school and its programmes.

History

ISPP was started in 1989 by a group of families working for non-governmental organisations. The first six students, aged three to seven, met part time in the home of one of the parents who was also the teacher. By 1990, with a curriculum developed for grades K-4, the school was established as a parent-owned and operated non-sectarian, non-profit school. The revised mission statement crystallised the school's focus on "academic excellence and responsible global awareness in a caring, international setting."



By 1999, ISPP had received a full six-year accreditation from the Western Association of Schools and Colleges (WASC), making it the only fully accredited international school in Cambodia at the time. In 2004, the school was also accredited by the Council for International Schools (CIS).

Since receiving accreditation, the school has grown steadily. In 1999-2000, it made the shift to become an IB World School, gaining authorisation from the IB. Over the next four years, it created an IB-approved Middle Years and Primary Years programmes.



In 2014-15, during its 25th anniversary, ISPP moved its Secondary School to a new purpose-built campus. A year later, the Early Years Centre and the Elementary School joined the Secondary School in the new campus. At the same time, the school received positive reports from its accreditation and authorising bodies and

gained full reaccreditation. The school, with more than 900 students, now has a reputation as one of the best schools in Cambodia and the region.

Affiliations

ISPP is a member of the Educational Collaborative for International Schools (ECIS), the East Asia Regional Council of Overseas Schools (EARCOS), and the Mekong River International Schools Association (MRISA).

Curriculum

The school offers the IB Diploma Programme (Grades 11-12), the IB Middle Years Programme (Grades 6-10), and the IB Primary Years Programme (Early Years-Grade 5). All students work towards the acquisition of an ISPP Diploma. However, students may also choose to take the ISPP Diploma or IB Certificate option. Curriculum is IB-based and draws from a variety of English-language programmes consistent with the needs of an international student body.

ISPP believes that it is vital that all students have the opportunity to maintain and develop their mother tongue (the main language that the student uses at home), where feasible. The only mother tongue language lessons taught during the school day is Khmer. Any Khmer student who is placed in an English support programme (EAL) will later move into Khmer mother tongue.





Technology

Technology is used as a tool to enhance learning across the school, with a 1:1 parent supported MacBook programme in the Secondary School. The school recently upgraded its WIFI infrastructure to the Cisco network and is currently reviewing its Technology Strategy plan.

Arts, Athletics, & After School Activities

The arts are a valued component of a student's life at ISPP. In addition to music, visual arts, and drama within the curriculum, the arts play an important role in developing students who are balanced and knowledgeable through activities outside of the classroom.



ISPP secondary students participate in ISSAPP (International Schools' Sports Association Phnom Penh) and Mekong River International Schools Association (MRISA). Schools compete in basketball, volleyball, football, swimming, and soccer.



ISPP's ASP activities aim for children to learn while having fun in a safe environment. The purpose of the ASP is recreational not competition and designed to keep the attention and the interest of the students. The programme is built to allow children to experience a multicultural environment, while developing their self-esteem and problem-solving skills. ISPP offers activities including arts, basketball, bootcamp, ceramics, chess, choir, cooking, drama, football, robotics and more.

Administration & Faculty

The administration team is made up of the School Director, School Principals, The Director of Learning, Teaching, Innovation and Impact, School Assistant Principals, the Marketing and Communications Manager and the Operations Manager. ISPP employs 110 teachers (approximately 10 Part-time) from 24 different nationalities.

Governance

The main policy-making body of ISPP is the school Board of Trustees. It consists of 9 voting members who are elected or appointed for two-year terms. In addition to this a non-voting faculty member and support staff representative are included within the Board of Trustee composition with the school Director being an ex-officio member also.

Environmental Commitment

ISPP is a plastic free, eco-certified green flag school. The school uses solar panels to provide energy for school operations that reduces ISPP's carbon footprint. The school has an active student-led environmental action committee that works with the school administration to identify ways to improve ISPP's efforts for a more environmentally sustainable school.

Professional Development

There are many opportunities for teachers to participate in professional development, in-house, regional and online. A goal in the coming years, ISPP is seeking to put itself on the map and embed itself as a hub of professional learning.

Community

The ISPP Community, as represented by the 47 +/- nationalities of students at the school, is diverse both in cultural and linguistic background and profession. Parents predominantly come from the diplomatic community, the business sector (local, regional and multinational) and the International NGO sector.



Philanthropy

ISPP has a history and commitment to engaging with the local community. ISPP has a dedicated scholarship program, financed through the enrollment fees collected by the school, to provide scholarships to talented local students from disadvantaged backgrounds in financial need. The school has several community outreach programmes supporting local teacher training colleges and schools.

Academic Calendar

The ISPP school year runs from August to June. There are 180 instructional days each year. School holidays are generally observed around Cambodian festival dates, a mid-year (Winter) break of three weeks in December/January, and the longer Summer break starts in early June.



Secondary School

ISPP's rigorous IB curriculum provides appropriate academic challenges for all Secondary students. The Middle Years Programme (MYP) caters to students from Grades 6 - 10, and the Diploma Programme (DP) for Grades 11 - 12.

The IB programmes reflect the vision and mission of ISPP to develop lifelong learners who possess international mindedness and the attitudes to engage positively with the global society. The Secondary School provides a diverse cultural environment for learning and interaction among students, teachers, and parents. It is a hub of activity both inside and outside the classroom. The combination of the curriculum and co-curricular programme offerings enables ISPP to pursue their mission of empowering students to achieve their potential for personal growth and academic excellence.



Campus

Extensive and purpose built, the ISPP campus of 6 hectares is home to some of Cambodia's best learning and recreational facilities.

Knowledge

The classrooms are equipped with everything students need to maximise their learning. In addition to grade-appropriate furniture and equipment, every classroom has a projector and Apple TV, and there are breakout spaces throughout the buildings. Science labs and the design workshop are of the highest international standards and the music and art classrooms are perfect environments for creativity and collaboration. This is complemented by a fully functional auditorium and performance theater.



At the heart of the campus is the Knowledge Centre, which houses the Elementary and Secondary libraries, computer lab, design studio and other resources. Students enjoy reading from a choice of thousands of books in a variety of languages as well as quiet activities and study. Parents are welcome to borrow books too!

Nature

ISPP incorporates environmental education in their curriculum. Students watch, learn and reflect in the popular butterfly garden, which is open for learning and during breaks. In response to student initiatives, the school is now home to two beehives and a growing number of chickens. Along with the butterflies, the chickens and bees provide students with a close hand look at nature, food production and the ecosystem. ISPP also owns land in a rural area of Cambodia which will be developed as an Outdoor Learning Centre.

Arts

A state-of-the-art Black Box theatre showcases a range of student performances, learnings and activities. To support its commitment to the arts, ISPP has music and drama classrooms within the theatre building. Student music resources include soundproof rehearsal rooms and a wide range of instruments.

Sports

ISPP has one of only a handful of Olympic-sized swimming pools in Cambodia. It is used daily for the student swimming programme and after-school swim squad and activities. The gym features two separate spaces housing three full-sized courts used for a range of PE and recreational activities. Outside, the fields are always busy with PE classes, school sports, tournaments, recreational play and many other activities. ISPP's fields are amongst the best in Cambodia, with the total space equating to an official league-sized football field, which can be divided into three medium-sized fields.

Location

The school is located in the southern part of Phnom Penh City. Bustling and vibrant, the capital city of Cambodia, Phnom Penh stands on the Mekong River. Phnom Penh is home to approximately 2 million residents and is very multicultural, with both large Western and Asian expatriate populations. There are great restaurants and a vibrant music scene as well as excellent travel opportunities within Cambodia and the region.



Fast Facts

Year Established	1989
Accreditation Agency	WASC, CIS, IB
School type	International not-for-profit, parent governed
Language of Instruction	English, with several mother tongue programmes
Tuition (2020 - 2021)	USD \$7,179 - 25,296
Total Enrollment	920
Secondary School Enrollment	476
Grades	Early Years - Grade 12
Average % Home Country Nationals	30% ceiling, plus approximately 15% enrolled under their second nationality
Student Age Range	2 - 18
Student Nationalities	47 +/-
Class Size	Maximum of 22
Number of Teachers	110
Faculty Nationalities	24
Number of Board Trustees	9 voting, 2 non-voting & ex-officio
Annual Operating Budget	c\$20,000,000

Application Instructions

Effective Date: July 2021

Application Deadline: December 4, 2020

Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultants for the International School of Phnom Penh (ISPP) Secondary Principal search. She will be assisted by additional members of the ISS Administrative Search Team.

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo*) to execsearch@iss.edu. You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

**ISS takes all aspects of child safeguarding very seriously.
All candidates for employment will be rigorously screened.**

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and ISPP reserve the right to close the selection process at any time if an ideal candidate is found.

* ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.