



Bandung Independent School

Learning Today... Leading Tomorrow

BANDUNG INDEPENDENT SCHOOL

seeks an Elementary Principal

Starting in July 2020

POSITION SUMMARY

The Elementary Principal is the educational leader for our Early Childhood section (from 3yo) to Grade 5. He/she has overall responsibility for Elementary School operations which is inclusive of the teaching and learning (academics) as well as the support and care of staff and students (well-being).

The Elementary Principal works with the Head of School to develop and implement the strategic plan and is a member of the senior leadership team. The Elementary Principal works as a team with the Secondary Principal and Head of School, and together decisions are made as a 'whole school' approach for all operations.

Responsibilities

As the Elementary Principal, you will be joining a supportive, welcoming, and successful team. In addition to a teaching load, the key responsibilities of this role will include::

- Oversee learning and teaching in Elementary, including the development and implementation of curriculum from EC1 to Grade 5
- Act as PYP Coordinator
- Oversee the growth and appraisal process of Early Childhood and Elementary staff members
- Actively lead professional learning within the Elementary school
- Work with the HOS and Primary Principal and HR to recruit and retain excellent staff for BIS.
- Develop and manage the Elementary operational budget
- Assume responsibility for the logistics associated with the building of the master class schedule
- Oversee external NWEA MAP testing in EC3 to Grade 5
- Coordinate special events such as parent information sessions, three way conferences, student-led conferences, and parent coffee mornings
- Serve as a member of the senior leadership team
- Any other duties aligned with Elementary School operations

Required Qualifications

- An advanced degree in Education
- A minimum of five years of teaching in the PYP program
- Experience as a school leader
- Proven relationship builder with students, staff and the school community

Personal Attributes and Values

- Dynamic and mature leader, very visible and engaged in the life of the school
- Integrity, values-driven leader
- Supports a culture of high aspirations in a caring environment
- Careful and reflective listener
- Appreciates, respects and promotes inter-cultural openness and respect for diversity
- Collaborative team player and effective leader of teams
- Skilled and creative problem-solver, adept at conflict resolution
- Flexible and open-minded, sense of humour
- Effective communicator in writing and speaking
- Perseverance and stamina
- Deeply values and exhibits open and transparent relationships

SCHOOL INFORMATION

Overview

BIS was started as a parent-run, non-profit school in 1972 and is now in its 47th year serving expatriate and local families in Bandung. It is uniquely situated near the city center and has a growing body of over 200 students, roughly half expat and half Indonesian. As an IB World School, we believe that cultivating curiosity is the key to creating life-long learners, and thus best preparing our students for tomorrow's challenges. Likewise, we believe that by emphasising diversity and exposure to different cultures and religions, we best equip our students to become responsible members of a global community. As a non-profit school, exclusively run by and for the benefit of our community, we are totally and exclusively committed to providing the best education for our students.



Vision and Mission

Vision

To nurture individual potential and be an internationally minded school of excellence.

Mission

Through relevant, challenging and engaging programmes, we inspire every learner to become skilful and courageous, empowered to participate responsibly, successfully and with integrity in a global community.

Values

Academic

- learning as a lifelong process of reflection, collaboration and applying skills;
- Academic rigour and excellence
- Creative and critical thinking

Community

- Respect and empathy towards others
- Building character through a strong ethos towards service and action within the local community
- Creating a safe, caring and open-minded environment
- Being an internationally-minded community

Self

- Integrity and taking responsibility for actions
- Resilience through courage and willingness to lead and take risks
- Balance and wellbeing for ourselves and others

Curriculum

BIS is proud to be an IB World School, delivering both the PYP Programme in Early Childhood through Grade 5 and the Diploma Programme in Grades 11 and 12. As an IB World School, we aim that our students are not only knowledgeable and leave BIS with a solid foundation of knowledge, but also with thinking skills, communication skills, self-management skills, social skills, and research skills.

Early Childhood

The BIS Early Childhood program is a special division within our Elementary program, which includes EC1 (3-4 years old), EC2 (4-5 years old), and EC3 (5-6 years old). EC1 and EC2 programs are only morning programs, but our EC3 students stay at BIS the entire school day (8:00 - 14:45) and take part in activities with Grades 1-5 when appropriate.

BIS was fully authorized by the IBO to run the PYP in 2004. We believe that children learn best when they drive their own learning and are truly engaged in the process. When you visit our Early Childhood classrooms you will see our students learning by doing, honing their senses of curiosity, cooperation, and self-management, and most importantly, having fun!

As an IB PYP school, our certified Early Childhood Teachers inspire learning through inquiry. Though learning activities are flexible and catered to the interests of our students, program highlights include:

- Numeracy
- Language and Literacy
- Science
- Mandarin
- Indonesian
- PE / Aquatics Program
- Music
- Art
- Library Skills

The EC Curriculum is scoped with the rest of Elementary school, implementing the same adopted standards, such as AERO standards in Mathematics and ACCARA standards in English language. EC is also the beginning of our PYP Programme of Inquiry, with EC1-2 students engaging in four Units of Inquiry, addressing four of the six PYP Transdisciplinary Themes.

Parent Teacher Conferences, progress reports and Student-led Conferences are built into the academic calendar to allow parents the opportunity to keep abreast of their child's development.

Elementary Grades 1 - 5

The Elementary Program at BIS in Grades 1 - 5 (and officially EC3) is designed to develop:

- Thinking skills
- Communications skills
- Social skills
- Self-management skills
- Research skills

As a PYP school, student inquiry drives our learning activities, and Teachers personalize activities and assessments to challenge students at their own individual levels. We emphasize conceptual understanding, make connections to both local and global contexts, and focus on effective teamwork and collaboration.

Specialist subjects in Elementary include:

- Mandarin
- Indonesian
- Visual Arts
- Music
- Physical Education
- Indonesian Studies

Success at BIS means more than just good grades. It means being principled and responsible members of the BIS community and the wider world, taking part in a variety of service activities. The values of the IB Learner Profile are at the centre of our curriculum.

Governance and Administration

The School Board (Pembina Board) at BIS is a diverse group of five to seven parent volunteers who oversee the strategic planning and financial stability of BIS as well as appoint and evaluate the Head of School. Each of these Board members bring their unique skills to the role and use these to serve on a variety of sub-committees.

The Head of School is responsible for the operational management of the school as well as implementation of the strategic plan. The Head of School ensures that the school's operational management is carried out at the highest professional level and s/he is accountable for the school's performance, standards, and academic and financial sustainability.

BIS currently has a schoolwide Principal for PreK - Grade 12 and three coordinators, PYP, DP, and a coordinator of our own Middle Years (non-IB). During the 2020-2021 school year, we will resume a two principal model used in previous years, hiring both an Elementary/Early Childhood Principal who will act as PYP Coordinator, and a Secondary Principal who will act as DP Coordinator.

Faculty and Staff

BIS has 61 employees - 31 faculty members, 8 teacher assistants, 10 office and support staff members, and 12 members of the cleaning and security team. BIS is especially proud of its diverse and qualified teaching team which includes 20 expat teachers from a wide range of countries. The majority of teaching staff, including assistants, hold Masters degrees in Education and two have Doctorate degrees.



Our Campus

BIS is located in a bustling neighborhood in the north of Bandung. In addition to 21 fully-equipped classrooms, BIS has two science labs, a makerspace, sports facilities, a computer lab, a centrally-located library and a recently built Performing Arts Center which includes a 250-person theatre and music rooms. The BIS Campus Redevelopment Committee (a sub-committee of the Board) is always looking for ways to better our campus to meet the needs of our learners and ensure BIS' place as a leading school in West Java.

Bandung

Bandung is the capital of West Java and the third largest metropolitan in Indonesia with over 8 million inhabitants. Located at around 800 meters above sea level and surrounded by volcanic mountains, Bandung has a cooler year-round temperature than most other Indonesian cities and has exceptionally fertile surroundings, resulting in flourishing flora and fauna. In the 1920s and 30s the city developed into a resort city for (Dutch colonial) plantation owners and was nicknamed 'Parijs van Java' (Paris of Java). Until today Bandung is a popular tourist destination, due to its favourable climate, historic buildings and vibrant food culture. Despite significant infrastructural challenges, Bandung has won a regional environmental sustainability award for having the cleanest air among other major cities in ASEAN countries in 2017. The city has also become known as a Smart City, leveraging technology and a vast university student base. A high speed railway between Jakarta and Bandung is projected to be completed by 2020, while a new second international airport was opened in June 2018. In conclusion, the climate, accessibility, culture, beautiful surroundings and vibrant expat community make Bandung one of the most appealing cities in South East Asia.



APPLICATION PROCEDURE

Interested candidates are asked to submit the materials listed below to principalrecruitment@bisedu.or.id, by **September 20, 2019**.

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position .Discuss specific talents and how you can add value to BIS
- A current resume not to exceed two pages, along with a head and shoulders portrait or photo
- A statement of educational and leadership philosophy (maximum 2 pages)
- A one-page list of references with phone numbers and email addresses
- A maximum of three relevant letters of reference which may already be in your possession

Please submit materials in a SINGLE PDF ATTACHMENT with a maximum size of 6MB.

The deadline for applications is 20 September 2019. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, BIS reserves the right to make an appointment earlier than the published deadline. For this reason, it is important that interested candidates apply as soon as possible.