Secondary Principal

The International School of Tanganyika seeks an energetic and visionary leader, with the knowledge, skills and experience to lead our Secondary (Grades 6-12) programme, helping this successful, well-established school to become outstanding. Our new Secondary Principal will work with excellent staff, delightful students and engaged parents to develop a supportive, challenging and inspiring learning environment.

Qualifications and qualities required

- Commitment to excellence in education.
- Understanding of and commitment to IST's Mission, Aims and Values.
- Strong capability covering all five sections of the Principal’s Job Description (see below).
- A proven track record as a successful teacher and educational leader within the IB Middle Years and Diploma Programmes in an international school setting.
- A high degree of emotional intelligence, allied with outstanding interpersonal skills.
- A collaborative approach to team working.
- Excellent communication skills in written and spoken English.
- Commitment to nurturing staff professional growth and supporting staff initiative.
- A creative and innovative approach to curriculum design and delivery.
- Commitment to nurturing student leadership and responsibility.
- A reflective and analytical thinker.
- An entrepreneurial problem-solver.
- Thoughtful commitment to the role of technology in supporting teaching and learning.
- A relevant Master's degree (or equivalent qualification in school leadership) from an internationally-recognised university/college.
The International School of Tanganyika (IST)

IST is an IB World School with a reputation, developed over 53 years, as a leading educational institution in Africa. The school is an independent, not-for-profit entity, governed by an elected parent Board. We offer IB programmes throughout: PYP, MYP and DP.

Located in the city of Dar es Salaam, next to the tropical beaches of Tanzania’s Indian Ocean coast, IST employs 124 teaching staff and currently enrolls 1000 students of 72 nationalities, with no single nationality amounting to more than 20% of the total. Enrolment in the Secondary years is around 500, with 66 teachers and 20 support staff. The Secondary leadership team comprises a Principal and two Vice Principals, as well as Coordinators for the IB Middle Years and Diploma Programmes.

IST occupies two sites, one for Secondary and one for Elementary, situated 7km apart. The Secondary campus is located on the Msasani peninsula of Dar es Salaam, a thriving area where many expatriate families live. The campus has spacious, air-conditioned classrooms and attractive grounds. It is also the location for the well-equipped IST medical clinic, offering excellent primary health care.

We are in the midst of a campus redevelopment programme, with the rebuilding of a number of classrooms and a learning commons area due to be completed in July 2017. The construction of an outstanding new Athletics Centre is due to commence immediately thereafter.

IST is fully accredited by the Council of International Schools and the Middle States Association of Colleges and Schools. It is authorized by the International Baccalaureate Organization to offer the Primary Years, Middle Years and IB Diploma Programmes.

IST has a strong reputation for academic achievement, a pedagogically rich extra-curricular programme and a high degree of commitment to community engagement and service. With relatively open admission policies, IB Diploma results are well above world averages.

We want to ensure that all our students make good progress academically. We are also proud of our balanced programme that prepares students to be active and healthy citizens with diverse interests. Our recent membership of Round Square, along with our already extensive After-School Activities programme, provides further opportunities for experiential learning by our students in various areas.

While IST itself has seen considerable improvement in recent years with regard to infrastructure and facilities, our work can at times be hampered by factors beyond the school gate that are typical of rapidly growing less developed economies.

Location

Dar es Salaam is the largest city and the economic capital of Tanzania. Located in a bay off the Indian Ocean coast, the city is rich in history and culture and has a Swahili mix of African, Arab and South Asian influences.

A wide range of restaurants and shops can be found near the school. From either of IST’s campuses, one can easily access beaches and islands very close by in the Indian Ocean for snorkelling, diving and sailing, shopping outlets for day to day consumables as well as art and handicrafts, fitness centres, cinemas and a theatre.
The islands of Zanzibar and Mafia are also close by, accessible by a 20 minute flight. Within easy travelling distance are world-renowned national parks, such as the Serengeti, Mt Kilimanjaro, the Ngorongoro Crater and Gombe Stream.

**The position**

The Secondary Principal is the instructional leader of the Secondary section of the school and a member of the Support and Leadership Team. The Principal has responsibility for ensuring that Secondary students and staff flourish in an atmosphere that provides challenge, inspiration and support. The Secondary Principal, along with other members of the Support and Leadership Team, attends Board meetings in a non-voting capacity. The role links directly to various School Aims from the school’s [Strategic Plan](#).

**Key responsibilities of the post**

I. **Building professional capacity**

- Developing short and medium-term staffing plans for Secondary to further the school’s mission and aims.
- Assisting in the recruitment of excellent teaching staff and their orientation to the school.
- Ensuring that appropriate professional development opportunities are made available to staff members and that the benefits of these to both the staff member and to the school are maximised.
- Conducting appraisals of teaching staff, within the framework established by school policy.
- Maintaining good understanding of ideas, debates and practice within Secondary education

II. **Maximising student learning**

- Overseeing, throughout the Secondary Grades, the development and implementation of a coherent, consistently documented curriculum that is consistent with the school’s mission, vision and philosophy of teaching and learning.
- Coordinating the design and implementation of a schedule of classes within Secondary to implement the school’s teaching and learning philosophy.
- With the Director of Teaching and Learning, ensuring that information on student learning and educational experience is gathered, analysed and used effectively for monitoring programme and teaching effectiveness and for school improvement.
- Encouraging student participation and influence in curriculum development and implementation.
- Ensuring that regular and timely communication take place with parents about student progress and areas requiring improvement.
- Overseeing the admissions process for students to Secondary, in conjunction with the Admissions Office.
• Maintaining oversight of an After-School Activities programme that provides students with stimulating opportunities in creative, physical activity and service-learning, as well as extended enquiry opportunities that complement the school’s curriculum.

• Reinforcing high standards of behaviour among our students.

• Submitting budget plans for educational materials expenditure as requested by the school’s business office monitoring and managing spending against that budget.

III. Creating an ethos for the Secondary section of the school that supports and furthers the school’s Mission:

• Developing an ethos throughout the Secondary section of the school of openness, respect, collaboration, enquiry and innovation.

• Maintaining a visible, approachable and welcoming profile for parents and visitors, in particular to those directly associated with the Secondary.

• Reporting to the school community on events within the Secondary section of the school.

• Attending school events and functions as appropriate.

• Communicating, in a supportive way, decisions taken by the school leadership.

• Ensuring that community members understand the curriculum programmes of the Secondary campus.

IV. Overseeing the Secondary campus

• Ensuring, with the Facilities and Maintenance Manager and Security Manager, the health and safety of Secondary students, staff and visitors.

• Ensuring that the Secondary campus is well-presented, with fresh, attractive and informative classrooms, displays and other facilities.

• Utilising campus facilities to support the school’s programme and aims.

• Submitting budget plans for capital expenditure as requested by the school’s business office, monitoring and managing spending against that budget.

V. Whole school leadership

• Contributing to the building of an open, responsive and welcoming ethos for the school towards stakeholders.

• Collaborating with other members of the school leadership team in developing school action plans within the framework of the school-wide strategic plan.

• Providing support to the Director in Board meetings and reporting.
- Implementing school policies.
- Contributing to the building of a whole-school ethos across our two campuses.

**Salary and benefits**

A highly competitive salary is offered, with other benefits including housing, use of a school car, health insurance, annual home leave, shipping allowance, a generous pension contribution, and free tuition at IST for two school age dependants.

**Application procedure**

Candidates should email a full letter of application, a statement of personal educational philosophy, a detailed curriculum vitae/resume, and the names and contact details of four people, one of whom should be the candidate's current Head of School, who may be contacted for references.

Suitably qualified candidates should send the information below in a single pdf file to the Director, Martin Hall: mhall@istafrica.com, no later than 24th January 2017. The total document size for the application should be kept under 3MB.

- Cover letter expressing your interest in the position, your strengths as a candidate with a good fit for this position and your views of excellence in an international school setting.
- A current CV/resume not to exceed two pages.
- Contact details of three referees, one of whom should be your current or most recent Head of School, who can be contacted confidentially.

Applications will be reviewed as soon as they are received. In the event that an outstanding applicant is identified early in the search process, IST reserves the right to make an appointment before the deadline mentioned above and to bring the search to a close.