

SECONDARY PRINCIPAL SEARCH

INTER-COMMUNITY SCHOOL

Zurich, Switzerland

icsz.ch

Start Date: August 2025



**inter-community
school zurich**

EST. 1960



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM



Overview

The oldest International School in the Greater Zurich Area, ICS Inter-Community School Zurich is renowned for powerful teaching and ambitious learning. It is a school centered on the International Baccalaureate and has, in its over sixty-year history, honored this by remaining the only international school in Zurich that is an IB continuum school.

The uniqueness of ICS lies in the values that underpin it. A welcoming, committed, humble, and resilient community, the School is built on a foundation of respect and safety for all. ICS prides itself on its dedication to the learning of every individual and articulates this in the School's approach to a personalized experience for every student.

The School will shortly embark on its next strategic journey and is excited to have worked with the community to prepare this. Launching in August 2024, *Zum Mond Fliegen 2024-2029* is an ambitious, student-centered vision that strives to provide young people the tools they need to succeed in a rapidly changing and vulnerable world.

ICS is a school that is centered on collaboration, care, and a culture of curiosity; one that drives all members to bring their best to school each day. ICS believes in better, and continuously reflects on all that the School can do to enhance the experience of staff and students alike.

Position

Working closely with the Head of School and the Primary Principal, the Secondary Principal will build the continuum of learning for students across the Middle Years and Diploma Programmes.

A pedagogical leader, the Secondary School Principal provides visionary educational leadership that aligns the School's values, with its determination to ensure each child knows success through the experiences and the opportunities they are afforded at the school. The successful candidate will work to gain the respect and confidence of a highly motivated, disciplined staff, an outstanding and driven student body, and decidedly supportive parent community. It is essential for the Secondary Principal to have a thorough understanding of the contemporary challenges relating to the development and growth of secondary students which should be balanced with an innate understanding of the International Baccalaureate – leveraging both to drive the success of the secondary school further. The Principal is a member of the School Executive and is responsible for the strategic leadership and development of a staff of approximately 70.



Key Responsibilities

Strategic Leadership

- Lead and develop the vision of the school by living out the values of it;
- Maintain the culture of high expectations for self and others;
- Maintain the strong learning culture within the secondary community;
- Strive for continual improvement in all areas of responsibility;
- Advancement of an exceptional IB programme in the MYP and DP;
- Experience in change management and experience challenging ideas and the status quo;
- Experience implementing personalized learning experiences through working in a personalized learning environment;
- Pastoral care programmes that drive student safety and promote students' sense of self;
- Implementation of the professional growth framework for Middle Leaders and professional growth for all secondary staff members;
- Implementation of all school policies, including all procedures within the Staff Handbook;
- Drive the vision of the school in the next phase of its strategic roadmap through a commitment to the oversight and advancement of the Middle Years Programme and of the Diploma Programme;
- In the absence of the Head of School act in accordance with the role;
- Drive One School through a collaborative approach to the School Executive.

Student Welfare

- Be an active and visible presence across the school;
- Engage with students across all grade levels and consistent responsive to their needs;
- Oversight of student admissions and placement processes;
- Maintain student records relating to High Risk within CPOMs;
- Provide exceptional pastoral care, safety, and student welfare;
- Organize of regular assemblies and other activities;
- Oversight of a comprehensive programme of activities;
- Interest in/experience with a diverse student population, including support for English language learners and students with divergent learning needs.



Human Resources

- Ensure the School's policies and practices are consistent with contemporary practice;
- Coordinate the process for keeping documentation up to date;
- Manage complaints and conflict involving staff, and conduct workplace investigations where appropriate;
- Lead the appraisal process of secondary staff.

Staff Leadership

- Identification of staffing needs;
- Teacher recruitment and orientation;
- Scheduling and chairing regular staff meetings;
- Supervision, appraisal, and professional development of staff;
- Lead the Heads of Department and Grade Level Leaders in professional growth and development.

Curriculum

- Implementation and evaluation of the curriculum;
- Awareness of current curriculum developments;
- Encouragement of curriculum innovation;
- Monitoring of assessment and reporting.

School Community

- Maintenance of good relationships with the Board of Trustees;
- The Parents' Association;
- Facilitating appropriate contact between staff and parents;
- Participation at school events and activities.

Administration

- Preparation of the Secondary School's master timetable;
- Compilation of the calendar of events for the whole school;
- Supervision and enforcement of safety regulations;
- Identification of resource needs, participation in budget formation, oversight of the Secondary School budget.



Communications

- Maintenance of effective communications within the Secondary School and with parents;
- Liaison with the Primary Principal to ensure a carefully articulated programme between the Primary and Secondary divisions.

Technology

- Identification of technology needs, support of technology integration across the curriculum, adept user of technology in an educational setting.

Facilities

- Possess a vision for optimal utilization of the current campus along with planned facilities expansion.

Qualifications and Personal Attributes

The successful candidate will have:

- An exemplary pedagogical leader with a strong humanistic focus;
- An extensive and in-depth knowledge of the IB Programme (PYP, MYP, and DP);
- An exceptional communicator with excellent interpersonal skills who is able to hold others accountable for the completion of strategic goals;
- Versed in creating a “culture of optimism, wellbeing, and care” within a highly collaborative professional context;
- A thought leader with visionary understanding of ways in which the School’s programs and educational goals can be enhanced;
- Uses data to inform decision making, drive discussions, with a systems perspective;
- A team player who possesses humility and a sense of humor
- Enjoys and is effective at marketing / promoting the School in a competitive school landscape;
- Has experience with schedule design in an IB context, knowledge of ManageBac would be a plus;
- Proven ability to work effectively with a high-profile parent group;
- Strong belief in empowering students through leadership and character education;
- Comfortable with a Google documents environment, or a willingness to learn;
- Willing to make a long-term commitment to ICS.

Learn More

Click on the links below to learn more about Inter-Community School Zurich.

[School Website](#)

[IB Programme](#)

[School History](#)

[About Zurich, Switzerland](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A statement of educational philosophy and leadership practice;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Art Charles

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