

HEAD OF HIGH SCHOOL SEARCH

THE INTERNATIONAL SCHOOL OF BRUSSELS

Brussels, Belgium

isb.be

Start Date: August 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

To develop independent learners and international citizens in an environment where all students are included, challenged, and successful.

At a Glance



Established
1951



High School enrollment
465



Student-teacher ratio
8:1



Campus size
40 acres



Countries represented
63



Faculty in the High School
62



Nationalities represented
by the faculty
18



Faculty with advanced degrees
102

Total enrollment: 1,300

Total faculty and staff: 280

Financial aid budget: \$800K

Students receiving aid : 68

Annual operating budget : \$56.1M

Sports: 15

Athletic teams: 53

ISST Championship titles: 100+

Annual fine arts performances: 70+



Overview

ISB was founded in 1951 as the American School of Brussels (Belgium) with four teachers on hand to welcome twenty-seven students between the ages of 5 and 11. In the spring of 1953, with a population of more than one hundred students, the School moved to its current location in Watermael-Boitsfort, on the outskirts of Brussels. The School is adjacent to the Forêt de Soignes and became known as the International School of Brussels. In the early years, the whole School was housed in the Château: today it is the base for the School's administrative support services including an attractive area to welcome prospective families and other visitors. Meanwhile, in a beautiful and secure 15 hectares campus, each of the four School Sections has its own well-resourced, purpose-built school together with excellent facilities for athletics, health and fitness, for the performing arts, for professional development and a café where parents can meet. A state-of-the-art High School was completed in 2013 and currently accommodates 450-500 students.

ISB is a well-managed and highly respected school. It has a distinguished reputation within the international school community for pedagogical innovation and for sharing best practice. This reputation combined with its excellent working conditions allows it to attract high calibre staff at all levels and in all roles. Entry to ISB is non-selective and it is widely regarded as a beacon school for inclusivity: it is committed to building a balanced community of learners with a diverse range of talents and abilities, including those of exceptionally high academic ability and a carefully managed number of students with diagnosed learning disabilities. The School's mission is ***To develop independent learners and international citizens in an environment where all students are included, challenged, and successful*** and the community engages in an ongoing, critical conversation about how to interpret that mission at the start of the third decade of the 21st century.

The School is constituted as an 'Association Sans But Lucratif' (a not-for-profit organization) under Belgian legislation and it has no religious or national affiliations. ISB does not receive any state subsidies but is recognized by the Belgian authorities and therefore parents who send their children to ISB are compliant with the education law. Since 1980, ISB has been accredited by the Middle States Association of Colleges and Schools ("MSA") and by the Council of International Schools ("CIS"). These accreditations were renewed in December 2019.

The International School of Brussels ("ISB") seeks a new Head of High School. ISB has a preeminent reputation for providing an inclusive, internationally-focused and nurturing educational experience in one of the world's most multinational cities and the next Head of High School will be a member of the Executive leadership team (Learning Leadership team) led by James MacDonald.



School Location

Watermael-Boitsfort is an attractive residential area in the south-east quadrant of the city with easy access by public transport and car to the centre. A fleet of buses transports students daily from across the city and beyond.

Brussels is a bilingual city (French/Dutch) and the capital of Belgium, with a metropolitan area population of 1.25 million. For more than half a century, Brussels has been a centre for international politics, serving as headquarters of the North Atlantic Treaty Organization (NATO) and of the European Union. It is a green, well-organized and safe city in which to live. In terms of the arts, gastronomy and architecture, it makes an extremely attractive home, and within easy reach of a host of major European cities. Travel, both locally and internationally, is easy and affordable.

Responsibilities

The Head of High School will lead the High School of ISB, building on its existing strengths and taking it to the next stage in its development. The Head of High School is accountable to the Director for the daily management of the High School, and for the delivery of an excellent, holistic and inclusive education and outstanding support for student welfare.

More specifically, the key responsibilities of the Head of High School of ISB can be outlined as follows:

Leadership with Integrity and Transparency

- Provide moral leadership, acting with the highest standards of integrity.
- Act as an inspiring role model by demonstrating transparency, openness, inclusion, commitment, enthusiasm, and consideration for others.
- Unite the High School community in the purpose of forming globally minded, socially responsible young adults. Put the welfare and the intellectual, social, ethical and personal development of students first at all times.



Leadership in Vision and Strategy

- Champion the mission of ISB to offer a high-quality learning experience for all students within an inclusive environment; understand its international and local context as well as the values and aspirations of ISB's stakeholders and ensure the High School operates cohesively with the other Divisions in all respects.
- Contribute to the development of a coherent vision for the High School as part of ISB, and work with the colleagues to translate this into an ambitious, comprehensive, affordable and achievable strategy which builds on the School's considerable existing strengths and sets clear direction for the future. Ensure that all strategic proposals are well researched, assessed for risk and supported by detailed financial business plans. Report periodically on progress with implementation of plans.
- Ensure that the High School has a well-researched, coherent and effective strategy for optimizing enrollment within the context of ISB's marketing strategy and practice.
- Ensure the upkeep and enhancement of the High School's learning spaces in line with the evolving needs of students and teachers through a fully costed rolling programme of development and maintenance of the School's campus.

Instructional Leadership, Enabling Excellence and Assuring Quality

- Provide instructional educational leadership to the High School to champion academic endeavor and successful outcomes.
- Evaluate the High School's mapped curriculum to ensure that it is at all times stimulating and appropriate as regards content, pedagogy and assessment to the needs of all students, giving due regard to their potential, and enabling them to transition smoothly and successfully on to tertiary education. Sustain momentum in the additional graduation pathways offered via BTEC and AP as a complement to the school's long history of providing the IBDP. Work collaboratively with the Middle School to ensure that the two Divisions' respective pedagogical approaches and curriculum are aligned.
- Establish and maintain, in the promotion of excellence, an enlightened and data-supported framework for developing and monitoring the quality of all aspects of teaching, learning, student tracking, assessment, reporting, guidance and care across the High School, in line with whole-school policy, thereby helping pinpoint areas for focus and encouraging the exchange of best practice.
- Promote ISB's commitment to a broad, highly inclusive, all-round international education, encouraging the High School's outstanding co-curricular programme in the Arts and Sport.
- Be visible to High School staff, students and parents; be in a position to testify to the quality of all that is on offer by visiting classes, attending events and generally supporting and celebrating the busy and varied life of the School community.
- Ensure, via the Director, that the Board of Trustees is appropriately informed on student progress and attainment.



Operational Leadership, Enabling Excellence and Assuring Quality

- Work closely with the Finance Director to ensure that there is a shared understanding of the budgetary framework so that strategic and operational decisions for the High School are made with due regard for their impact on the School's financial position.
- Work collaboratively with the central departments of ISB in order to be well supported and advised in terms of all areas of financial management, in ICT, in communications, maintenance and development of the facilities, in HR and in marketing.
- Contribute to whole-school policy review and ensure that the High School is fully compliant with all statutory requirements for example with regard to safeguarding and child protection, health and safety.
- Contribute to strong, productive relationships with all parts of the wider School community including alumni, the Family Association, and any other local groups.

People management and development

- Create an environment founded on mutual trust where staff and faculty feel valued, clear about the importance and the expectations of their role, held to account and part of the ISB community with shared aims and values, respectful of the local and international context.
- Recruit, induct, lead and support High School staff so that each member can deliver the highest possible standards of education, care and performance.
- Recognizing that outstanding teaching and support staff are central to the High School's success, collaborate with the ISB HR function to support successful recruitment and retention and to ensure that High School approaches to appraisal, training and performance management are enlightened and productive.
- Promote a culture of reflective practice, leadership coaching and continuing professional development, leveraging the benefit of being part of a large International School in the heart of Europe to attract excellent visiting specialists.

Each year the Head of High School will be appraised by the Director. As with all senior school leaders at the International School of Brussels, the new Head of High School will be expected to continue to develop as a school leader in the following domains, reflecting the professional growth framework used at ISB: Accountability for Learning, Human Resources Leadership, Programme Leadership, Organizational Leadership, Culture and Climate Leadership, Professional Accountability.



Qualifications and Personal Attributes

The Director seeks someone who has the judgment to assess, preserve and celebrate the High School's many strengths and the courage and resolve to work collaboratively to address those areas where attention is required. The next Head of High School will have the vision and skill to ensure that the High School fulfils its mission for today's and tomorrow's students in a profound and measurable way. In particular, a leader is needed who is unequivocally aspirational for all members of the student body in terms of the education that they will be offered: one who can provide clarity of direction and cohesion particularly with respect to teaching, learning and assessment, so that, by the time they graduate, all students have developed the concepts, knowledge base, competencies and attitudes to learning commensurate with their potential and are thus able to embrace the future with confidence.

The next Head of High School will:

- Have a track record as a successful teacher and leader in the Secondary / High School sector;
- Have a positive perspective on working closely and productively with an executive team and with Trustees in a reciprocal relationship of trust, accountability and transparency;
- Be committed to the mission, values and culture of the School and demonstrate an understanding of the context in which it operates and the market it serves; have a proven track record in contributing to and executing a detailed and suitably resourced strategic plan, and a demonstrable ability to advocate for the High School's needs within the context of the school-wide vision and to manage change successfully;
- Have strong academic and intellectual credentials to command the respect of staff, students, parents and the wider School community;
- Be proficient in building a sense of community within the High School through impeccable ethical standards and personal integrity, self-awareness, hard work, transparency and humility;
- Be an excellent listener who can lead, unify and motivate colleagues, providing clarity of direction, expectations and accountabilities; demonstrate wisdom, authenticity, warmth, open-mindedness and empathy in their dealings with other people; have the maturity to take personal responsibility for difficult decisions and the generosity of spirit to empower others;
- Be an informed and natural communicator and visible leader, who engages enthusiastically with colleagues, parents and students but with the gravitas and calm authority to create a climate within which staff and students alike can work to their full potential;



- Have a demonstrable commitment to inclusive, international education, to the IB philosophy and to student voice; have empathy and understanding for the needs of students and an unshakeable commitment to their wellbeing; demonstrate a discerning understanding of trends in 21st century curriculum, pedagogy and assessment in the high school years; be committed to the provision of a challenging and relevant holistic education that prepares young people to be globally minded and responsible citizens;
- Be a reflective practitioner, with a growth mindset and thirst for knowledge; comfortable with complexity; committed to the use of relevant data to assess student learning and improve professional practice; able to challenge productively in a solution-focused manner;
- Have demonstrable expertise in building, leading and coaching a dynamic, high-performing and cohesive High School team: be accustomed to defining individual roles and to impactful delegation but also to creating a team ethos underpinned by honesty, loyalty, integrity and shared purpose that is palpable for the community;
- Understand the characteristics of effective schools and the strategies and systems to promote efficiency and improve performance; possess strong administrative and organizational skills; be financially literate and have a track record of using data effectively to provide evidence of success against objectives and to inform decision-making;
- Have proven experience in recruiting and inducting talented people and supporting them in their professional development; be committed to providing fair and favorable conditions as well as intelligent systems, policies and procedures in order that staff are able to do their best work.

Learn More

Click on the links below to learn more about The International School of Brussels.

[School Website](#)

[The High School at ISB](#)

[Strategic Priorities](#)

[High School Profile](#)

[Diversity, Equity, and Justice](#)

[University Placements](#)



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;
- Statement of educational philosophy and practice;
- A candidate questionnaire supplied by the consultants;
- 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:

Dr. Karen Neitzel, Ed.D.

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