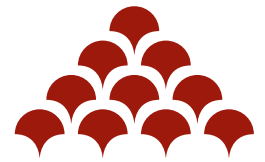


# RECRUITMENT : PRIMARY YEARS PRINCIPAL



**STONEHILL**  
INTERNATIONAL SCHOOL

An Embassy Group Education Initiative



Stonehill International School is a world class educational institution located in North Bangalore, India. Spread over 34 acres, nestled 20 minutes away from the Bangalore airport, the Stonehill campus is spacious, purpose-built, safe and highly conducive to learning.

Stonehill offers education in a warm and friendly environment, where each student's quest for individual excellence is as much a priority as is collective progress. Our students and teachers come from India as well as from over 35 different countries spanning the globe.



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Stonehill is proud to be an International Baccalaureate (IB) world school catering to students from the ages of 3 to 18. Our students are lifelong learners, developing skills and attitudes toward future learning that prepare them not just for university but also beyond. We are authorised to offer three IB Programmes:

- Primary Years Programme (PYP)
- Middle Years Programme (MYP)
- Diploma Programme (DP)

Our state-of-the-art campus features extensive sports fields and facilities, a swimming pool, boarding houses, a dedicated STEM Block and an Arts Centre, a research centre that houses two libraries, and a cafeteria with a modern kitchen and bakery.



As part of our strategic focus on the future, we aim to maintain and strengthen our position as a world-class IB school and are committed to developing a culture of adaptability and innovation.



# Vision and Mission

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We are an internationally-minded community of spirited learners, dedicated to the development of knowledgeable, caring, confident and responsible global citizens.

Our mission is to provide stimulating, engaging academics integrated with enhanced opportunities for technological innovation, sports and the arts.



# Accreditations and Memberships

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Stonehill International School undergoes rigid evaluation processes in order to maintain exceptional standards of educational quality. Our accreditations and memberships include:

- Council of International Schools (CIS)
- New England Association of Schools and Colleges (NEASC)
- Australian Boarding Schools Association (ABSA)
- Educational Collaborative for International Schools (ECIS)
- East Asia Regional Council of Schools (EARCOS)

## Faculty at Stonehill

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Stonehill is committed to hiring and retaining the highest calibre of teachers who share our vision. We aim to build a committed, professional and collaborative community that lives the Stonehill mission.

The faculty at Stonehill comprises highly educated, caring, competent, and experienced teachers from over fifteen countries. With our diverse faculty our students have the opportunity to explore a wide array of ideas and cultures that kindles a genuine life-long love of inquiry and open-mindedness.



## Join a diverse and vibrant community

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Stonehill International School offers opportunities to teach motivated students in well-resourced classrooms with state-of-the-art facilities. Teachers work with highly qualified, experienced and dedicated staff from a wide range of backgrounds and have opportunities to develop professionally through internal and external workshops. Our teachers love the rich cultural diversity at Stonehill with students and staff from over 35 different countries.



# Life in Bangalore

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Bangalore is the capital of, and the largest city in the Southern Indian state of Karnataka. It is known as the "Garden City of India" because of the many green public spaces and parks. Bangalore is also known as the "Silicon Valley of India" as it boasts of the highest concentration of IT companies in the country. It is known for its pleasant climate throughout the year.

Bangalore has a bustling nightlife and is home to a wide and varied mix of restaurants, bars and pubs. Eating out is an intrinsic part of Bangalorean culture.

Bangalore is well located and there are innumerable destinations for a quick weekend getaway within India, from beautiful, lush green hills, historic temples to serene beaches. Within short distances, you can also fly from Bangalore to a number exotic international destinations like Sri Lanka, Maldives, Thailand, Bhutan, Nepal, and Vietnam.

VIDHANA SOUDHA



BANGALORE PALACE



NANDI HILLS



UB CITY



COMMERCIAL STREET



# Primary School Principal

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The Primary School Principal is a member of the Educational Leadership Team and is directly responsible for the day-to-day operations of grades P1-P8 (Pre-School through to Grade 5) at the school. The Principal is the senior administrator in the Primary School and is supported by a PYP Coordinator, Guidance Counsellor, Learning Leaders for grade levels and single subjects, ESL and Learning Support specialists and whole-school technology, sports and student support coordinators. The Principal is expected to demonstrate a genuine commitment to the IB programs and international education in general, proactively help to build a culture of collaboration within the division and the whole school, maintain strong relationships with the parent community, and ensure that learning outcomes are achieved in all areas and at all levels.

Specific expectations and responsibilities are listed below:

## JOB DESCRIPTION

### EXPECTATIONS

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**As the educational leader and operational head of the Primary School, it is expected that the Primary Principal will:**

- Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Governing Council
- Exhibit a broad and deep understanding of school administration and management in an international context
- Keep abreast of educational developments and research
- Communicate effectively with all school constituencies
- Serve as an effective ambassador for the school both locally and internationally
- Maintain an effective working relationship with the Head of School and other members of the Educational Leadership Team based on mutual respect, trust and confidentiality
- Exhibit and model a respect for the culture, languages, beliefs and people of the school's host country, India.

### DUTIES AND RESPONSIBILITIES

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**The duties and responsibilities of the Primary Principal include:**

- Ensuring that all professional staff receive necessary and appropriate professional development through the scheduled PD days, the invitation of suitably qualified trainers, and PD opportunities offered by the IB and other agencies
  - Ensuring that the organisational systems throughout the Primary School are effective and appropriate.
  - In cooperation with the admissions office, ensuring that students entering the Primary School are assessed prior to admission and appropriately placed.
  - The timely preparation of teaching schedules and duty rotas. Arranging appropriate substitution for absent teachers.
  - The scheduling, planning and managing of parent-teacher conferences, back-to-school nights, and other such routine and extraordinary events.
  - The preparation, production and distribution of written reports to parents according to the school's published calendar.
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- Dealing with disciplinary issues in the Primary School
- Communicating regularly with parents both in writing and in person
- liaising with the PYP Coordinator and teachers to ensure that the curriculum and programmes used in the Primary School meet the educational and developmental needs of all students
- In cooperation with programme coordinators, ensuring that appropriate guides, handbooks and course outlines are published and revised for parents, students and other relevant constituencies
- In cooperation with the Events Manager, ensuring that the school offers a broad, comprehensive and relevant programme of extra-curricular activities
- In cooperation with the other members of the Educational Leadership Team, taking all necessary measures to maintain the school's accreditation status and its authorisation to offer the IB PYP
- The timely preparation of teaching schedules and duty rotas
- Arranging appropriate substitution for absent teachers
- The scheduling, planning and managing of parent-teacher conferences, back-to-school nights, and other such routine and extraordinary events

## Application Process

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Interested candidates should apply by **September 30th, 2022**. Candidates should send the information listed below in a one-page pdf file attached to an email:

- A letter of application, explaining your strengths as a candidate and why you are interested in the role at Stonehill International School
- A statement describing your educational and leadership philosophy, not to exceed two pages.
- A current résumé.

A one-page list with at least references; three of which must be immediate supervisors with current addresses, phone numbers, and email addresses.

Applications should be sent to **brian.brumsickle@stonehill.in** and **odette.sachidanand@stonehill.in**

The school will run preliminary interviews from **September 26th to October 7th**. Shortlisted candidates will be invited to Bangalore for final interviews during the week of the **17th October – 21st October**.

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**STONEHILL**  
INTERNATIONAL SCHOOL

Near the International Airport, Tarahunise Post, Jala Hobli, Bengaluru (North), India  
[www.stonehill.in](http://www.stonehill.in) | [admissions@stonehill.in](mailto:admissions@stonehill.in) | 7026666911, 8494922100