



WE ARE BBIS

WOULD YOU LIKE TO BECOME
THE **NEW DIRECTOR** OF OUR INCLUSIVE,
INNOVATIVE AND ACTIVE COMMUNITY?

WELCOME TO BBIS

Welcome to BBIS Berlin Brandenburg International School, a place where students are empowered to reach their unique potential and thrive on a global stage.

As one of the world's leading International Baccalaureate (IB) schools, BBIS offers three IB programmes in the Primary, Middle and Diploma years of schooling to students from over 65 countries, as well as a huge range of extra-curricular activities. Inclusive, diverse and expansive, we're here to help each student discover and develop their passions in a warm and welcoming environment.

BBIS is proud of its non-profit status. Both BBIS and its sole shareholder, the BBIS Foundation, are non-profit organisations.

*inclusive
innovative
active*



BBIS IN 90 SEC



NURTURING COMPASSIONATE GLOBAL CITIZENS

While English is our language of instruction, BBIS is a truly international school.

Our students hail from families who come from across the globe and share our values of humanity, tolerance and empathy. Together, we are building a caring, internationally minded community of students, staff and alumni – people who truly have the potential to leave a positive mark on our world.

DELIVERING INCLUSIVE EDUCATION

This school year, we welcome more than 800 students, from 3 to 19 years of age. These students spend their days developing invaluable, life-long skills like critical thinking, languages and intercultural competencies across our early education, primary and secondary areas:

- From ages 3 to 6, children join our early education community, which takes inspiration from Reggio Emilia
- From ages 6 to 11, students join Grades 1 to 5 to pursue the IB Primary Years Programme
- From ages 11 to 19, students join our secondary school to pursue the IB Middle Years Programme and IB Diploma Programme

In all of these programmes, we encourage students to be courageous and explore new opportunities, fostering a pioneering spirit that will help them succeed, no matter what the future holds.

BBIS is home to about 70 boarding students from across the globe, who have joined us for Grades 9 to 12 of schooling.

CREATING A SAFE AND HAPPY SPACE FOR STUDENTS

Our overarching goal at BBIS is to help students become happy, well-rounded humans.

Our classes are small – usually with fewer than 20 students – so that everyone receives individual attention and support. Beyond the classroom, collaboration and cooperation between staff, students, parents and the wider community is very important to us.

Growing up is not easy, but we understand the challenges and changes that occur. We support our students with dedicated, caring professionals at every step of the way. This nurturing approach – coupled with 24/7 security and a strong child-protection policy – makes BBIS a safe and supportive environment for our students.



OUR MISSION

To inspire everyone in our learning community to be responsible, compassionate global citizens who make a difference through inclusion, innovation and action.

This can be summarised as:

inclusive
innovative
active



OUR LEARNING PRINCIPLES

HIGH QUALITY LEARNING HAPPENS BEST WHEN ...

... learners feel safe in a positive, supportive and nurturing learning environment where their ideas are valued and respected.

... learning is individualised, using learners' prior knowledge, interests, learning strengths, linguistic and cultural backgrounds and identities.

... learners have the right balance of challenge and comfort, knowing that success is attainable through perseverance.

... learners receive specific, frequent and timely feedback through a variety of assessments connected to stated learning objectives and outcomes, and use that feedback to practice, retry, rethink, and revise.

... learning is a social activity that allows learners to collaborate, communicate their thinking, and understand and connect ideas from diverse perspectives.

... learners reflect purposefully on their learning, evaluating the effectiveness of their learning, and developing an understanding of how they learn best.

... learning is embedded in authentic, real-world contexts, allowing students to achieve personal and shared goals as they discover innovative ways to solve local and global challenges through the inquiry learning cycle.

OUR CAMPUS

With only half an hour away from the bustle of Berlin city centre, BBIS feels like it is a world away. The school is located in Kleinmachnow, in the Potsdam-Mittelmark district of Brandenburg, and is well connected by school buses and public transport.



BBIS CAMPUS



WORLD-CLASS LEARNING FACILITIES

Spread across five spacious buildings, our classrooms are modern, comfortable and well-equipped to cater for a broad range of learning needs. The BBIS campus includes:

- Large classrooms in both the Primary and Secondary Schools
- Modern science labs
- Fully networked computer labs
- Art studios
- Music classrooms and practice rooms
- A multi-purpose room
- A performance and exhibition space
- Faculty and student lounges
- A purpose-built design/technology area
- Primary School library
- A learning hub, library, media centre and common room with direct access to the outdoor area for Secondary School students

OUTSTANDING SPORTING FACILITIES

From track and field to tennis, badminton to basketball, our students can pursue their favourite sports at BBIS. Our sports facilities include:

A full-size artificial-turf field – Our sports field features a six-lane running track, a sand court for beach volleyball, basketball courts, plus facilities for high and long jump, discus and shot put. With floodlights and bleachers that can hold 820 spectators, we proudly host larger tournaments with other schools, too.

The BBIS Sports Hall – With three separate gymnasiums, audience seating and a fitness room, our multipurpose sports hall can be combined into one large space for basketball, volleyball, handball, indoor soccer and tennis. There's a climbing wall, rings, climbing ropes, wall bars and other professional-quality sports equipment, too. Beyond sport and fitness, the hall can also be used as an auditorium, theatre and concert hall.

Playgrounds – There are plenty of playgrounds and recreational areas around the campus, giving students healthy, active options during their breaks from the classroom.



BBIS COMMUNITY

The sense of community at BBIS is truly vibrant. We welcome families from all around the world, who take an active role in our school community.

The BBIS Parent Teacher Association (PTA) is made up of parents and staff members who volunteer their time throughout the school year to help with:

- Fostering school spirit and cooperation within the school community
- Enriching the experiences of BBIS students
- Bringing home and school closer together with a variety of activities both on and off campus
- Building real and lasting friendships amongst families

Our diverse and caring team have the students' best interests at heart.

It takes a great team of people to give students the best education. At BBIS, we're proud of the inclusive, innovative, and active people who contribute to our school community. We currently employ 200 staff from over 25 nations, who each bring a unique perspective and invaluable skills to the school.

CANDIDATE PROFILE

BBIS Berlin Brandenburg International School is seeking to appoint an experienced Director to lead its international day and boarding school which offers three IB programmes. The Director reports to the BBIS Supervisory Board, and together with the Business Director they work on developing the school's mission, core values and strategic goals. Offering a wide range of extra-curricular activities and a robust academic programme to a student body of over 800 in total representing over 65 nationalities with eighty boarding students, the next Director is expected to become deeply immersed in the life of the school advancing its commitment to its shared values of humanity, tolerance and empathy.

The position provides the opportunity for a dynamic educational leader with advanced written and verbal communication skills, a highly developed level of interpersonal empathy with a willingness to engage at every level within the school and local community in Kleinmachnow, Germany, which is a suburb next to the capital of Germany, Berlin. The successful applicant will be someone who has shown evidence of high energy and initiative in moving schools forward in a progressive and responsible manner. BBIS is looking for a candidate with an international mindset who can make a long-term commitment to continue its tradition of forward thinking in providing the best possible education for its students.

THE POSITION

The Director is one of the two Managing Directors of the not-for-profit company which operates the school and responsibilities include the following:

- The Director shall be the representative of the company in its relations with the faculty, other staff, students and parents.
- The Director shall select and hire qualified individuals to serve as members of the faculty and administration while ensuring a robust programme is in place for staff development, performance and evaluation.
- The Director, together with the Business Director, represents the school in its relations with government agencies, national educational organizations, and accreditation agencies.
- The Director shall conduct regular meetings of the faculty and staff and ensure the general policies of the Supervisory Board are understood and followed.
- The Director shall have direct supervision of the faculty and staff and coordinate the activities of the entire organizations inclusive of its business and financial operations.

GENERAL COMMITMENTS INCLUDE:

- Providing a safe, secure, and inclusive environment for all staff, students, and teachers.
- Ensuring high international academic standards at BBIS and promoting excellence and improvements in teaching, learning, research, and administration.
- Leading the development and execution of a strategic plan in alignment with overall mission, and strategic goals of BBIS in collaboration with the BBIS leadership team.
- Leading and managing the digitisation process at BBIS together with the team.
- Monitoring and addressing all matters of school climate and culture.
- Utilizing learning evidence along with multiple points of data to monitor patterns of learning throughout the school while identifying areas of strength with the divisional leadership teams.
- Determining programmes for the recruitment, selection and retention of students including marketing and outreach, advertisement information, applicant testing and interviews, and acceptance decisions.
- Collaborating with the Business Director in the following areas: of a) preparation of preliminary and final budgets, b) monitoring income, expenditures, collections and cash flow, c) maintaining financial records, and d) overseeing the employee benefits programme.
- Supervising / assisting with all other aspects of the school's operation, including (but not limited to) facilities maintenance and operation, food service, transportation, summer programmes, advancement and development, and alumni.
- Enhancing collaborative working relationships and open channels of communication within the school community and wider stakeholder groups.

COMPENSATION & BENEFITS

BBIS offers a competitive salary and benefits package commensurate with position expectations and market benchmarks. The initial contract is for two years. A longer tenure is envisaged.

APPLICATION PROCESS

In the interest of identifying the best candidate for this position, the BBIS Supervisory Board has partnered with Search Associates to assist in this process with Dr. Norma Hudson and Dr. Eric Sands serving as the Search consultants. Please note, the consultants will not recommend candidates for further consideration by the school if the candidate is under contract or otherwise encumbered in such a way that would preclude them from freely entering a new employment contract, and being available for the start date stipulated by the hiring organization. The Search consultants will contact the current employer / supervisor to request completion of a Search Associates Confidential Leadership Reference Form for all applicants who emerge in the search as a semi-finalist.

The application deadline is 7 October 2022 with interviews scheduled for late October 2022. The new Director will commence her/his duties in July 2023. Candidates are asked to submit a letter and the required materials as early as possible as BBIS reserves the right to close the selection process at any time if the right candidate is found. The review of applications begins as applications are received.

Interested candidates should submit an application to include the following components:

- A letter of application, explaining your strengths as a candidate and why you are interested in the Director's position at BBIS Berlin Brandenburg International School.
- A current resume not to exceed two pages, addressing the preferred qualifications.
- A one-to-two-page statement of educational philosophy.
- A one-page list of at least four references with phone numbers and e-mail addresses. (At least three of the four references must have directly supervised the applicant, and one referee must be a current supervisor. The remaining referee may be peers or educators that the applicant has supervised).
- A maximum of three letters of reference (scanned at low resolution) that may already be in your possession is not a requirement but may be included in the application.

Candidates should e-mail this information as a single PDF attachment to:

Dr. Norma Hudson (nhudson@searchassociates.com) and
Dr. Eric Sands (esands@searchassociates.com).

Candidates wishing to learn more about BBIS Berlin Brandenburg International School should visit the website at www.bbis.de.





BBIS Berlin Brandenburg International School

Genehmigte Ersatz- und Ganztagschule Klasse 1–10, Anerkannte Ergänzungsschule Klasse 11–12

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