



**inter-community
school zurich**

EST. 1960

**Position Profile
Head of School
Inter-Community School
Zumikon, Switzerland**

The School and its Mission

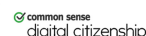
“Established in 1960, the Inter-Community School, Zurich (ICS) is fully committed to providing a supportive and enabling learning environment in which all members of the community are challenged to achieve their individual potential, encouraged to pursue their passions, and expected to fulfil their responsibilities.”

Located in a lovely residential area of Zurich, ICS was the first international school in Zurich and was originally founded as a primary school intended to serve expatriate families. Today ICS serves a diverse community of approximately 800 students from ages 18 months to 18 years representing almost 50 nationalities. About sixty-one percent of the student body are non-native English speakers, but as the entire programme at ICS is conducted in English, these students do achieve the level of English language proficiency which the IBO considers to be of a sufficiently high standard for university study. Students must also learn German, the official language of the Canton (county).

ICS is the only school in Zurich offering the three main programmes of the International Baccalaureate and is proud of its reputation as an IB enhanced school which attests to the School’s exceptional programme delivery. The fact that ICS encourages and enables all students to undertake the full IB Diploma Programme is a testament to its commitment to inclusivity and its belief that all students can achieve individual success within the Programme. ICS students continue to excel in the IB Diploma exams in large part due to the highly experienced IB and international teachers at ICS. Faculty and staff represent approximately 25 nationalities.

ICS is equally proud of its commitment to the holistic development of its students. Its “culture of care” permeates all aspects of the community. The mission encompasses the cultivation of a positive learning environment, building relationships among all of its constituents, emphasizing character development and promoting wellness.

ICS has a history of long-term Heads. The current Head, Mary-Lyn Campbell is retiring after 10 years of service and she is leaving a powerful legacy. ICS is in a very stable financial position; it





has no debt and will be financing, largely through cash reserves, its ongoing \$55MM building project that will unite both of its campuses when completed in ca. August 2025. During her tenure, Mary-Lyn Campbell notably raised the international profile of the School; hired and retained world-class faculty; fostered a healthy school culture; ensured that appropriate systems and processes are in place; and recently received very high marks from all constituents about the School's delivery of online learning during the Pandemic. The Head of School and the Board of Trustees enjoy a strong working partnership.

ICS is the only Round Square School in Zurich. It is accredited by CIS and NEASC and is affiliated with many other prestigious partnerships and organizations worldwide.

The quality of life in the Zurich area is very high and is attractive to both singles and families, especially those who enjoy nature and appreciate clean living.

The Opportunity

The Inter-Community School, Zurich seeks a visionary Head of School who has an international/multicultural background and clearly demonstrates a firm understanding of and commitment to a holistic education with strong academic outcomes. The ideal candidate will be a lifelong learner, have a thorough understanding of the IB and possess a strong record of achievement as an educator, a leader, a communicator and a financial manager.

The ideal candidate will have earned an advanced degree, will demonstrate evidence of other intellectual pursuits and professional growth and will be a sitting and accomplished head of school. Without experience as a head, the candidate will have held senior management positions, such as assistant/deputy head or head of a large division for at least three or more years. Proficiency in German is not required but will be considered an asset. A desire and willingness to understand and appreciate the local culture, and to liaise with the local authorities is important.

Reporting to the Board of Trustees, the Head will be expected to:

- Celebrate, advance and be loyal to the mission and core values of ICS
- Oversee overall program development to maintain high standards of excellence and an environment of intellectual curiosity for students with a range of backgrounds, nationalities and abilities
- Oversee all administrative areas and delegate appropriately to the Primary and Secondary Principals
- Continue to pursue the strategic initiatives developed by and agreed upon with the Board in the 2019-2024 strategic plan



- Attract, retain, develop, inspire, mentor, supervise and evaluate the faculty and staff to preserve high quality and consistency in the delivery of the IB Programme
- Maintain and enhance the current positive school climate and sense of community
- Promote the School in an increasingly competitive Zurich market for students especially in the primary grades
- Accompany an accreditation visit in the fall of 2023
- Prepare faculty and staff for the transition to new facilities upon completion of the school's ongoing building project in the fall of 2025

The Successful Candidate

While recognizing that no single individual is likely to embody all of the following strengths and abilities in equal measure, the following characteristics of the next Head of ICS have been identified as being most important.

- A proven track record in his or her personal and professional life that reflects a commitment to student success in the IB curriculum balanced by a holistic approach to student development
- Cultural sensitivity and acceptance of all types of diversity
- An understanding of the importance of a variety of experiences and opportunities that produce well-rounded students
- An overall management style characterized by inclusiveness, appropriate transparency, approachability and support balanced by accountability
- A strategic thinker who thinks creatively and with a long-term view and remains flexible and open to new ideas
- A compassionate yet firm and politically astute approach to dealing with students, parents, faculty and staff
- Active listening skills and the ability to respond to constituents with empathy, sympathy and decisiveness
- A proven capacity to communicate orally and in writing to all constituents with confidence, clarity, vision and humor
- Comfortable being a visible presence in the internal and external community
- Sophistication in financial management and strong analytical skills that ensure the continued financial stability of the institution
- The skills to promote the ICS brand internally and externally to increase the demand for new students and retain local families
- The highest ethical, moral and professional standards



An Invitation to Apply:

This is an international search for a Head of School who would be expected to assume responsibility on August 1, 2022. The compensation and benefits package will be competitive with that offered by schools of similar size and stature. Inquiries are strictly confidential and should be directed to:

John C. Littleford
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Littleford & Associates
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1-800-69-TEACH
[John @JLittleford.com](mailto:John@JLittleford.com)

Please provide the following: Letter of Application, CV, Statement of Educational Philosophy and three references. Electronic submission is preferred.

