

## Senior School Assistant Principal Munich International School

Start date: 1 August 2025

Munich International School, located in Starnberg, Germany, is an independent, non-profit international school for students aged 4 to 18. We are an IB continuum school, offering the Primary Years Programme, the Middle Years Programme (including the full MYP Certificate), and the IB Diploma Programme. We invite applications for the role of Senior School (Grades 9-12) Assistant Principal, with the assignment beginning on 1 August 2025.

The Senior School Assistant Principal ensures an optimal teaching and learning environment in the MIS Senior School by liaising with the SrS principal, the SrS counsellors, and our SrS teachers and staff in the day-to-day operation and success of the Senior School. The role includes pastoral leadership, operational leadership, and academic leadership. The role is both a leadership and management role and a hands-on support for many programmes and responsibilities in the MIS Senior School, and includes interactions with teachers, staff, students, and parents.

Please find the full position description below.

Applications are due by 12 March 2025.

Interested candidates must complete the online application available at this link: <https://mis-munich.jotform.com/250511583090955>

Application requirements include:

- A letter of interest
- A current résumé that includes university qualifications, government-issued teacher's license/certification, and profile of skills and experiences
- A 3-5 minute video (a simple video; production value will not be considered) in which the applicant explains why they believe that they are an excellent candidate for the role and explains why they believe that they are successful in their current role
- Contact details for three current professional references, whom we may contact immediately

Should you have questions, please contact us at [employment@mis-munich.de](mailto:employment@mis-munich.de).

## Senior School Assistant Principal Grades 9-12 Munich International School

Position: Senior School Assistant Principal (100%)  
Workplace: Munich International School

Reports to: Senior School Principal

### **Role description:**

To ensure an optimal teaching and learning environment in the senior school, the assistant principal liaises with the principal, the counsellors, and senior school teachers and staff in the day-to-day operation and success of the senior school. This includes but is not limited to these areas of responsibility:

- Supporting student wellbeing and success by ensuring a high quality and highly effective pastoral and year advisor programme is developed and consistently implemented.
- Collaborating with teachers, counsellors, students, and families to ensure that the MIS Code of Conduct (MIS Values in Action) and our Community Commitments to Principled and Ethical Conduct form the basis for all interactions in the senior school.
- Lead process to identify and respond to concerns about students and their academic, psychological, emotional, and social wellbeing.
- Collaborate with counsellors, middle-level leaders, and teachers in managing a process to support students to select and register for courses.
- Lead and manage Grade 11 examinations processes.
- Overseeing student attendance trends and communicating any issues to students, parents, and teachers.
- Overseeing the student-choice block in the bi-weekly schedule and students who are registered for independent studies.
- Supporting clear communication between the senior school and all members of the community.
- Collaborating with the principal and the school leadership team in the observation, support, and appraisal of teachers.
- Working with the school's technology and data teams to ensure that data on student learning and wellbeing is available and actively used to support students by teachers, counsellors, and other school staff.
- Collaborating with the student support services team and coordinator to ensure appropriate resources are in place to support diverse learners in the Senior School.
- Developing a schedule of teacher duties and ensuring that all supervision and other duties are carried out effectively.
- Ensuring that teacher absences are covered in the most beneficial manner possible for student learning.

- Any other duties as assigned by the Principal/Head of School.

The senior school assistant principal role includes 100% release from teaching responsibilities (small exceptions could be negotiated with the person holding role in exceptional circumstances). Remuneration is on scale G with an additional stipend in Group 7.

Regular working hours for the senior school assistant principal are 8.30am to 4.30pm. The senior school assistant principal has the same regulation for vacations as teachers, with the exception that the senior school assistant principal may be required to contribute a limited amount of overtime, including to support readiness of the school for the arrival of teachers and students in August.

### **Preferred Qualifications**

- Qualified and experienced Senior School educator (government-issued license from a national, provincial, or state agency).
- Fluent in English; preferably some proficiency in German.
- Excellent organizational and interpersonal skills.
- Passionately committed to supporting students and teachers to achieve the mission of Munich International School.
- Ability to work collaboratively with diverse people and to maintain a purpose-oriented and win-win approach, even in the face of disagreement or conflict.
- Ability to work effectively both independently and as part of a team and to uphold school policies in all situations.
- Creative, solutions-oriented, and excited to work in an intercultural setting.

### **Remuneration**

Collective Agreements; Salary Group G, Stipend Group 7

Revised: February 2025