


# WE ARE BBIS

## BBIS BERLIN BRANDENBURG INTERNATIONAL SCHOOL SEEKS A **DEPUTY PRIMARY SCHOOL PRINCIPAL**

## STARTING **AUGUST 2027**

BERLIN
BRANDENBURG
INTERNATIONAL
SCHOOL

# 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 60 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

*Scan to find out more about **BBIS**.*

## A JOURNEY AT BBIS

BERLIN
BRANDENBURG
INTERNATIONAL
SCHOOL

## 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 around 850 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 3-6, children join our early education community and learn within the framework of the IB Primary Years Programme
- 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 50 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.

*Scan to take a video tour of the **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
- Makers space
- 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 over 200 staff from over 40 nations, who each bring a unique perspective and invaluable skills to the school.

# CANDIDATE PROFILE

BBIS Berlin Brandenburg International School is seeking an inspiring, collaborative and highly organised Deputy Primary School Principal to join our internationally minded learning community.

The successful candidate will bring a deep understanding of children and learning, strong organisational skills and emotional intelligence, together with a thoughtful, forward-looking approach to leadership.

## PURPOSE

Working in close partnership with the Primary Principal, the Deputy Primary School Principal supports the educational leadership, student experience and effective daily operation of the Primary School.

The position has particular responsibility for student support and wellbeing, supporting the implementation of our Multi-Tiered System of Supports (MTSS), promoting a positive and engaging student life, and overseeing the day-to-day organisation of the Primary School.

Through these responsibilities, the Deputy Principal helps create the conditions in which students flourish, educators focus on high-quality teaching and learning, and families feel connected to a caring and responsive school community.

## KEY RESPONSIBILITIES

**1. Educational and Strategic Leadership**

- Work collaboratively with the Primary Principal to support the implementation of the BBIS mission, learning principles and Strategic Plan 2026–2028.
- Contribute to a positive, inclusive and learning-focused culture that values relationships, collaboration, international mindedness and professional accountability.
- Support the Primary Principal and PYP Coordinator in strengthening teaching and learning, student agency and inquiry-based educational practices.
- Use student learning data, assessment evidence, educational research and professional reflection to inform instructional practices, monitor progress and contribute to school improvement.
- Encourage creativity, innovation and future thinking, helping the school anticipate and respond to the evolving needs of learners, educators and the international school landscape.
- Support relevant IB, CIS and MSA accreditation and evaluation processes.

**2. Student Support, MTSS, Wellbeing and Safeguarding**

- The Deputy Principal takes an active leadership role in student support services, promoting wellbeing and strengthening inclusive practices across the Primary School.
- Support the day-to-day implementation of MTSS within the Primary School, working collaboratively with Student Support Services and under the overall leadership of the Primary Principal.
- Work closely with learning support specialists, EAL teachers, the counsellor, classroom teachers and Learning Assistants to ensure coordinated and responsive support for students.
- Understand student support processes, including the identification of student needs, planning and monitoring interventions, reviewing individual learning and wellbeing plans, and ensuring appropriate follow-up.
- Participate in student support meetings and facilitate effective communication and collaboration among teachers, families and relevant specialists.
- Lead day-to-day pastoral responses to student wellbeing and behavioural concerns, promoting restorative practices and developmentally appropriate approaches to behaviour.
- Support the development and consistent implementation of positive behaviour expectations and practices across the Primary School.
- Serve as an active member of the BBIS Safeguarding Team, contributing to the implementation and review of safeguarding policies and procedures and ensuring that concerns are appropriately identified, documented, reported and escalated.
- Promote a strong culture of safeguarding across the Primary School, supporting staff in understanding and fulfilling their safeguarding responsibilities.

**3. Student Life**

- The Deputy Principal contributes to a vibrant, inclusive and engaging Primary School experience in which students develop a strong sense of belonging, build positive relationships and participate actively in school life.
- Promote a positive and engaging Primary School experience that strengthens student belonging, wellbeing and community.
- Coordinate Primary School assemblies, celebrations and community-building activities that recognise student achievement and reflect the BBIS mission and values.

- Collaborate with the Whole School Leader of Athletics and Activities, PYP Coordinator and teachers to support meaningful learning experiences beyond the classroom, including co-curricular activities, service learning and outdoor learning.

- Promote student voice, agency and leadership, creating opportunities for students to contribute to school life and make a positive difference.

- Support the Primary School's Peacemakers programme and other initiatives that strengthen positive relationships and conflict resolution.

- Support the transition and integration of new students in collaboration with Admissions, teachers and families.

- Participate in school events, performances and community activities, including relevant events outside regular school hours.

**4. Operational Leadership and Daily Organisation**

- The Deputy Principal has direct responsibility for coordinating the effective day-to-day operation of the Primary School, within the overall accountability of the Primary Principal.

- Coordinate Primary School timetables, schedules and supervision arrangements in consultation with the Primary Principal, PYP Coordinator and relevant colleagues.

- Manage daily staff cover, substitutions and staffing adjustments to ensure continuity of teaching and learning.

- Coordinate the deployment and scheduling of Learning Assistants and substitute teachers, taking account of student needs and available resources.

- Support the coordination of the Primary School calendar, including assemblies, events, trips and other activities.

- Liaise with school-wide operational teams, including Facilities, Potsdam Bus, Catering, IT and Activities, to ensure the smooth running of the Primary School.

- Develop and maintain effective operational procedures and communication systems that promote efficiency, consistency and collaboration.

- Anticipate and respond to operational challenges with sound judgement, flexibility and a solutions-focused approach, prioritising student safety, wellbeing and learning.

**5. People Leadership, Relationships and Professional Growth**

- Build positive, trusting and respectful relationships with students, colleagues and families.

- Lead and support the Primary School Learning Assistant team, promoting clear expectations, effective collaboration and professional growth.

- Support the Primary Principal in staff supervision, appraisal, coaching and professional development, as delegated.

- Foster a collaborative and trusting professional culture that encourages shared responsibility, distributed leadership and continuous learning.

- Contribute to the recruitment, induction and mentoring of Primary School staff.

- Model empathetic, principled and inclusive leadership, approaching challenges and difficult conversations with fairness, discretion and sound judgement.

**6. Community Engagement and Professional Responsibility**

- Develop strong partnerships with families, communicating clearly, respectfully and sensitively across cultural and linguistic differences.

- Participate in parent meetings, workshops and community events, particularly in areas related to student support, wellbeing and Primary School life.

- Represent the Primary School positively and professionally within the BBIS community and wider educational networks.

- Champion diversity, equity, inclusion, belonging and international mindedness, working collaboratively with colleagues across the school to strengthen a shared sense of community.

- Deputise for the Primary Principal when required, maintaining professional confidentiality, following BBIS policies and procedures, and keeping the Primary Principal appropriately informed of significant matters.

- Undertake other reasonable duties as agreed with the Primary Principal.

## CANDIDATE PROFILE

We are seeking a skilled and compassionate educator who combines strong interpersonal and organisational capabilities with a commitment to high-quality international education.

The successful candidate will demonstrate:

- A recognised teaching qualification and substantial successful experience in primary education, including demonstrated leadership experience.
- A strong understanding of inquiry-based teaching and learning, preferably within the IB Primary Years Programme.
- Knowledge of inclusive education, student wellbeing and effective student support practices, including experience with MTSS.
- Strong organisational skills and the ability to coordinate schedules, staffing arrangements and competing operational priorities.
- Excellent communication and relationship-building skills, with the ability to work effectively within a diverse international community.
- A collaborative and empathetic leadership approach that values trust, coaching, professional growth and shared responsibility.
- A strong commitment to safeguarding, positive student behaviour and creating a safe, caring and inclusive learning environment.
- Curiosity, adaptability, resilience and a future-focused mindset, with enthusiasm for educational innovation and continuous improvement.

Previous experience in an international school, formal school leadership, MTSS implementation or IB programme leadership would be advantageous.

## AN INVITATION TO LEAD

At BBIS, we believe that strong relationships, thoughtful leadership and effective systems create the conditions for students and educators to flourish. We welcome applications from collaborative, compassionate and forward-thinking educators who are excited to work alongside a committed Primary Leadership Team and contribute to the continued development of our Primary School.

## OUR COMMITMENT TO DIVERSITY, EQUITY AND ANTI-RACISM

In line with our mission, inclusion stands in the centre of our core values at BBIS to inspire everyone in our learning community to be responsible, compassionate global citizens. As such, we encourage applications for all positions from all educators with the relevant certification, including those who identify as BIPOC, educators with (dis)abilities, LGBTQ+ educators, and those traditionally underrepresented in the international school community to apply to join BBIS.

## SALARY AND BENEFITS

Salary and Benefits will be competitive with other international schools in Germany.

## HOW TO APPLY

The successful applicant's contract will start on 1 August 2027.

Applications should include the documents listed below, and can be uploaded to our school's application system using this link – *BBIS Deputy Primary School Principal Application Link*.

- A two-page letter of application explaining your strengths as a candidate and why you are interested in the Deputy Primary School Principal position at BBIS
- A current resumé, not more than two pages
- Names and positions of at least three and not more than five current or recent supervisory referees, with accurate email addresses, phone numbers, and the position they held when you worked with them. Referees may be asked to submit confidential comments.

Additional information about BBIS Berlin Brandenburg International School can be obtained from the School's website at *www.bbis.de*











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