International School of Paris
Educating *for* complexity

The International School of Paris is currently seeking a:

Primary School Principal for the Academic Year 2027-2028



International School of Paris

Vision: **Educating *for* Complexity**

Mission: As the leading International Baccalaureate World School in France, we prepare our students to engage with and succeed in a complex world.

The International School of Paris (ISP) provides a dynamic educational experience for students in Nursery through grade 12. Through the International Baccalaureate (IB) Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP), ISP students acquire a holistic education that emphasizes global learning, linguistic and cultural diversity, and a stimulating inquiry-based pedagogy.

Established in 1964, ISP is an independent, coeducational, not-for-profit, Nursery - Grade 12 day school located in Paris' 16th Arrondissement, a residential neighborhood known for its many embassies and prestigious educational institutions.

The School currently serves 700 students from more than 70 nationalities with no one nationality representing more than 20% of the school community.

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ISP is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC) and is authorized by the IB Organization to offer all three IB curricular programmes. In addition to the IB Diploma, ISP graduates are awarded a NEASC-accredited ISP American High School Diploma.

ISP is quite unique as one school but with three campuses located within close walking distance from one another: a Primary School (Nursery to Grade 5), a Middle School (Grade 6 to 9) and a High School (Grade 10 to 12). This provides opportunities for tailored delivery of our three IB programmes. At the same time, this also creates some unique management, organisational, logistical and programme continuity complexities.

Primary School Principal

Position Overview

The Primary School Principal is responsible for the overall management, academic leadership, and day-to-day operations of the Primary School (Nursery to Grade 5). Reporting directly to the Head of School, and acting as the Head's representative in all matters specifically related to the Primary School, the Principal ensures that the Primary School provides a well-rounded, student-centered educational experience aligned with the school's mission and the IB Primary Years Programme. In support of ISP's vision of Educating for Complexity, the Principal fosters a culture of inquiry, academic excellence, student wellbeing, and staff development while building a positive, collaborative community. The Primary School Principal will teach at least 4 periods a week.

Key Responsibilities

1. Curriculum

- Ensure teaching practices reflect the school's definition of high-quality learning.
- Monitor academic progress and oversee assessment and reporting practices.
- Oversee the Primary School Staff including the work of holders of additional responsibility.
- Ensure that the Primary School curriculum (Programme of Inquiry) is well organised and coherently articulated from Nursery to Grade 5, and oversee curriculum innovation.
- Support the Director of Learning and Innovation and the PYP Coordinator, and collaborate with the Middle Leadership Team (MLT), to ensure the effective implementation of the PYP curriculum within the Primary School (Nursery to Grade 5) and promote high-quality teaching practices.
- Collaborate with the Vice Principal Organisation and Learning regarding curriculum implementation, teaching practices, and academic progress (alongside the PYP Coordinator and Director of Learning and Innovation).
- Collaborate on staff professional development opportunities.
- Facilitate student transitions into the Primary School and from the Primary School to the Middle School.

2. Wellbeing

- Oversee student wellbeing policies and programmes in Primary school.
- Oversee and support the Vice Principal for Wellbeing in implementing wellbeing and social-emotional learning programmes.
- Ensure compliance with wellbeing and child protection policies, accreditation standards, and legal requirements.

- Collaborate with the Vice Principal for Wellbeing, the Student Services Coordinator, Classroom Teachers and the Middle Leadership Team to monitor and address trends in student experience and adopt a positive approach to behaviour management

3. Leadership

- Oversee and work closely with the Middle Leadership Team to foster a culture of professional growth amongst the Primary School staff, including organizing team-level professional development initiatives and appraisals.
- Ensure the supervision, observation and appraisal of Primary School teaching, middle management and administrative staff in order to support and develop role specific performance.
- Promote a positive school culture prioritizing both student and staff learning and wellbeing.
- Work with the HR Director on staffing needs, recruitment and onboarding processes.
- Collaborate on professional development opportunities with the Director of Learning and Innovation.
- Take an active part in the school's annual professional development days.

4. Organisation and Management

- Ensure effective daily operations in coordination with the Vice Principal Organisation and Learning.
- Ensure that students are appropriately allocated to Homerooms to ensure a balance.
- Implement safety protocols and manage risk assessments to ensure the safety of staff, students and visitors.
- Ensure facilities are well-maintained and technology is used effectively, advising the Head of School and the Building Maintenance team on the maintenance of the Primary School buildings.
- Develop and manage the Primary School budget and resources allocation, including the purchasing of educational supplies, and lead future budget planning.
- Work with the Middle Leadership Team to oversee the planning and execution of Primary School events, field trips, and student leadership initiatives.
- Ensure events comply with school policies and risk assessments.
- Promote student agency and leadership through programmes like the Student Council.
- Ensure compliance with legal, regulatory, and accreditation standards (CIS/IB/NEASC/French Requirements).
- Maintain adherence to school policies and procedures.
- Evaluate school policies and recommend improvements in line with the ISP policy review cycle.

5. Communication and Engagement

- Serve as the primary point of contact while supporting the Middle Leadership Team in maintaining effective communication channels with students, parents, and staff.
- Promote community engagement through regular communication and events such as Open Houses and social events.
- Collaborate with the Admissions Team and the Head of School on student admission, placement and orientation.
- Oversee parent-teacher conferences and ensure effective communication of student learning and progress.
- Establish and maintain partnerships with other schools, educational institutions and agencies in Paris and beyond to foster collaboration, share best practices, and explore joint initiatives for students and staff.
- Engage with CIS, IB, and other international education networks to ensure the Primary School remains aligned with global standards and developments, and to ensure the outreach and presence of ISP in the global community.

- Represent the Primary School at school and community events.
- Act as the direct contact to the Primary School PTA Liaisons and chair frequent PTA Grade Rep meetings throughout the academic year.

6. Collaboration with Middle School, High School, and Whole-School Leadership

- Work with the Middle School Principal to ensure a smooth transition from Grade 5 to Grade 6.
- Work with the Middle School and High School Principals and whole-school leaders to align policies and practices and support consistent experiences for students and staff across divisions.
- Actively participate in whole-school leadership meetings and initiatives, collaborating closely with the School Leadership Team (SLT) and the Head of School to ensure alignment with and support for the school's mission, vision, and strategic goals.

Preferred Skills, Dispositions & Experience

- At least 2 years experience in working as a member of a school leadership team.
- Ideally a Master's degree in the area of education or higher?
- Knowledge of the IB Primary Years Programme.
- Teaching Qualifications and at least 5 years teaching experience in a primary and/or early years setting.
- Excellent administrative and organizational skills.
- Self-sufficient, independent, flexible, resourceful and able to meet deadlines.
- Ability to establish effective working relationships with staff, students, parents and community members.
- Ability to communicate effectively both orally and in writing to a wide range of audiences.
- Strong intercultural awareness and a commitment to fostering an inclusive and equitable school environment that values diversity and promotes a sense of belonging for all.
- IT literate and experienced in the use of technology for learning.
- Commitment to modelling and promoting the school's vision, mission and guiding statements.
- Ability to ensure that at all times the school's curriculum provides a safe, supportive learning environment for students, teachers and all other members of the ISP community.
- Understanding of and ability to promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence.
- Proficiency in French is an asset for communication with local authorities and families.

Contract terms and conditions

The Primary School Principal will be working over 205 days from September to August.

The position requires flexible hours to accommodate evening/weekend meetings and events.

The salary will be competitive and depend on experience and qualifications.

Start date: no later than August 17, 2027.

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How to apply ?

Please email your application by November 30, 2026 to jobs@isparis.net, including your letter of application, CV and educational philosophy statement.

Please provide contact details for at least three professional referees, including your current Head of School and other senior colleagues who can comment on your leadership or management experience. Referees will be asked about your suitability to work with children.

Early applications are encouraged as interviews will be set up on an ongoing basis for candidates who are deemed a strong fit.

Please note that ISP reserves the right to close any vacancy earlier than the application deadline, should an appointment be made before the closing date.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures.

In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

