

Leadership Posting

Director of Student Support Copenhagen International School

Nordhavn, Denmark

Application Deadline: March 18, 2024

Start Date: August 1, 2024

ISS is pleased to announce this leadership vacancy.

Learn more about how ISS works with international schools around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

Director of Student Support

We seek a Director of Student Support to start 1st of August 2024.

As our new Director of Student Support, you will lead efforts to help ensure our students' physical, mental, social, emotional, and academic well-being.

Reporting to the Director of Copenhagen International School and serving as a member of the school's Senior Leadership Team, you will lead and support our Student Support team. The team's services include counselling, learning support, nursing, child safeguarding, and external consultants such as speech and language pathologists, occupational therapists, and school psychologists.

Qualifications and Qualities Required

- Master's degree in any relevant field.
- At least five years of leadership experience in educational settings, specifically in student support services.
- A strong, vision-oriented, strategic approach to school improvement
- Strong understanding of the challenges and opportunities in international education environments.
- Demonstrated ability to build and lead a diverse team of professionals collaboratively.
- Excellent communication, interpersonal, and problem-solving skills.
- Passionate about and actively supporting the school's DEIJB initiatives
- Commitment to fostering a respectful, inclusive, diverse, and supportive school culture.

Key Responsibilities

Leadership and Strategy

- Coordinate student success team goals around the goals of the senior leadership team and school in general.
- Collaborate across departments to develop and implement policies, programs, and initiatives that promote a holistic approach to student well-being and support for neurodiverse students.
- Provide strategic leadership and direction for the student success team services, ensuring a cohesive and integrated approach to student well-being and success.
- Proactively collaborate with the admissions department to support students transitioning to, from, and within the school.
- Use various forms of data to make evidence-based decisions.

Building Talent and Teams

- Collaborate with Principals, the Director of People & Culture, and the School Director in hiring excellent student success team staff.
- Lead, mentor, and support a multidisciplinary team of professionals, fostering a collaborative and positive work environment.
- Foster the availability of relevant internal and external professional development provisions for all faculty and staff with learning opportunities for parent growth.
- Assess and support the relevant development of applied classroom instructional methods.
- Oversee the day-to-day operations of all department services to ensure high standards of practice and service delivery.

Learner Success

- Ensure that department services provided put the needs of students at the centre of decision-making.
- Foster an inclusive, supportive, and safe school environment where all students feel safe, valued, and able to achieve their best with a sense of true belonging.
- Oversee, develop, and refine pre-referral efforts to identify and evaluate student needs in an effective amount of time.

- Develop and implement effective intervention and support systems for students with diverse needs.
- Engage meaningfully with students, parents, and guardians, ensuring clear communication and partnership.
- Ensure and support the implementation of relevant school policies and procedures throughout the school.

Safeguarding, Compliance, and Management

- Ensure compliance with local and international standards and regulations related to student health, safety, and welfare.
- Co-lead the school's child safeguarding efforts, ensuring that all staff are aware of their responsibilities under child protection policies on an ongoing basis.
- Respond promptly and effectively to safeguarding and welfare concerns, coordinating with external agencies as necessary.
- Lead the implementation and development of the student whistleblowing system.
- Oversee the effective preparation and management of the department budget.
- Oversee the effective preparation and delivery of faculty timetables and task portfolios.

Ready to apply?

If you wish to be considered for this position, please submit your motivated application (cover letter) and updated CV via [this link](#) by the 18th of March 2024.

We will review applications continuously, so please do not hesitate to apply. CIS reserves the right to make an appointment before the closing date in case of an outstanding applicant.

Employment with CIS is conditional on the successful candidate passing an extensive background check, including education, employment references, and criminal history checks for the past 10 years.

Please note we welcome applicants from worldwide who can contribute to our school. People from BIPOC, LGBTQ+ and other underrepresented communities are encouraged to apply. We see diversity as a strength and strive to create a recruitment process that is as inclusive as possible. Therefore, even if you do not see yourself as a 100% match for the job advertisement but feel you are otherwise a strong applicant, please do not hesitate to apply. If you need any accommodations during the recruitment process, you are welcome to contact HR@cis.dk; we will be happy to assist.

Copenhagen International School is fully committed to equity and inclusion; inclusion is one of our core values: "we create a welcoming environment where everyone feels a sense of belonging and has equitable opportunities every day". In the implementation of all of our educational and employment policies and practices, we do not tolerate discrimination and therefore make sure to observe the anti-discrimination regulation, including the protection against discrimination based on race, colour, gender, citizenship, ethnic or social origin, age, disability, political views, religion, belief, sexual orientation and union membership.

Per the United Nations Convention on the Rights of the Child (UNCRC), Copenhagen International School (CIS) believes all learners have equal rights to be protected from harm and abuse. CIS is a community school that strives to meet its students' many needs in a safe and secure environment. To achieve this aim, we build a culture of child protection at the school wherein all community members understand and meet their responsibilities and put the needs of the learners in the school community first. We meet the many challenges of establishing and sustaining a protection culture in our international, mobile, and varied community and context. Everybody at CIS has a responsibility to support the protection of learners. We will act without hesitation to ensure a child-safe environment. We also support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

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Application Instructions

Individuals interested in applying should submit the following documentation online via this [link](#) no later than **March 18, 2024**.

- A cover letter
- Current CV

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email HR@cis.dk.