



Head of Primary School (m/w/d)

The Berlin Cosmopolitan School (BCS) is an international, non-profit school specialising in science, music and dance. BCS has a kindergarten and a pre-school, as well as a primary school and a secondary school. The kindergarten and pre-school were founded in 2004, the primary school in 2007 and the secondary school in 2009. BCS and its two campuses are located in the centre of Berlin Mitte, a quiet area between Alexanderplatz, Monbijou Park, Hackescher Markt & Prenzlauer Berg. Over 820 children and students as well as 170 employees from over 44 countries belong to the Berlin Cosmopolitan School community.

For our campus at Ruckerstraße 9, 10119 Berlin, we are looking for a **Head of Primary School** to start as soon as possible.

Your responsibilities

- Management of the Berlin Cosmopolitan Primary School in all its facets
- Participation in the further development of the school from kindergarten to the Abitur as a member of the management team
- Management of a high-performance pedagogical team
- Sharing responsibility for the design of our school's afternoon and nature programme
- Ensuring smart transitions from kindergarten to secondary school
- Organising the integration and collaboration of the primary school team with the other areas of our school
- Representing BCS Primary School with enthusiasm and openness within our community, towards the Berlin Senate and external partners

Your profile

- Completed vocational training or relevant studies
- International experience/international background
- Several years of management responsibility in a school in Germany or abroad
- Excellent knowledge of school law requirements
- Familiar with the Primary Years Programme (PYP) of the IB World School
- Enthusiastic and convinced of education, internationality, diversity and growth mindset
- Confident in German and English (language level C2 in each case)
- Physically and mentally stable and resilient
- Calm, patient and open-minded

We Offer

- Company pension plan
- Possible allowance for BVG ticket after probationary period
- Voucher card after the probationary period
- Freshly cooked lunch every day at very reasonable prices
- Dynamic international team



- Employee events
- Development opportunities
- Internal and external training
- 30 days of paid vacation per year to compensate the extra hours of work

Contact

We look forward to receiving your detailed application by e-mail hr@cosmopolitanschool.de under the keyword "**Head of Primary School**" by 15.07.2024. Please attach to your application in a single pdf file: a current CV, a cover letter, certificates and references.