The International School of Port of Spain



POSITION ANNOUNCEMENT

Middle/High School Principal

Westmoorings, Trinidad | Starting August 2027



Difference Makers. Future Shapers.

Inspiring Excellence. Shaping Tomorrow.

The International School of Port of Spain (ISPS), located in Westmoorings, Trinidad and Tobago, seeks an exceptional, student-centered educational leader to serve as our next **Middle and High School Principal**. ISPS is a vibrant, internationally minded learning community committed to academic excellence, innovation, collaboration, and the development of confident, compassionate, and globally minded learners who are prepared to make a meaningful difference in the world.

We seek a visionary and collaborative leader who believes every student should be known, valued, challenged, and supported.

The ideal candidate will champion excellence in teaching and learning, nurture the intellectual, social, emotional, and physical development of every student, and foster a culture of belonging, integrity, and continuous growth. They will inspire and empower faculty, build strong relationships with families, and embrace the diverse perspectives that make our international community unique. Embodying our motto, Difference Makers, Future Shapers, the Middle and High School Principal will work in partnership with students, faculty, families, and the wider community to advance our mission, strengthen our educational experience, and help shape the future of ISPS.



Our School

The International School of Port of Spain (ISPS) is an internationally minded educational community located in Westmoorings, Trinidad and Tobago. Our school brings together diverse cultures, perspectives, and experiences, providing students with a rigorous and well-rounded education grounded in academic excellence, inquiry, intellectual curiosity, collaboration, and a strong sense of community. At ISPS, education extends beyond academic achievement. We are committed to developing confident, compassionate, and resilient learners who embrace diversity, act with integrity, pursue their unique potential, and have the knowledge, skills, and values to make a meaningful difference in an increasingly interconnected world.







Middle & High School





The Middle and High School years are important stages of growth, discovery, and possibility. At the International School of Port of Spain, we believe students thrive when they are academically challenged, supported in their development, encouraged to explore their interests, and given meaningful opportunities to contribute to their community.

Our Middle School provides a supportive environment for early adolescents as they build the knowledge, skills, and confidence needed for high school. Guided by the International Baccalaureate Middle Years Programme (IB MYP), students develop as independent and internationally minded learners through inquiry, global contexts, service learning, and Approaches to Learning skills. In High School, students pursue academic excellence through the U.S. High School Diploma programme and Advanced Placement courses, preparing for college, careers, and life beyond ISPS.

Across both divisions, learning extends beyond the classroom. Through service learning, student organisations, Model United Nations, athletics, clubs, outdoor education, and local and international experiences, students develop leadership, collaboration, and independence. We value strong relationships, student voice, and a supportive school culture that recognizes the academic, social, and emotional needs of each learner.

The Middle and High School Principal serves as the educational and cultural leader of both divisions, working closely with teachers, students, families, and the wider school leadership team. The role calls for a leader who can guide curriculum and instruction, develop faculty, strengthen student achievement, and foster a positive and inclusive learning environment.

This is more than an administrative role. We seek an instructional leader who is actively engaged in school life: someone who values time in classrooms, builds meaningful relationships, collaborates with teachers, and uses evidence of student progress to guide improvement. Above all, we seek a leader committed to continually strengthening the learning experience and helping every student reach their potential.

The Opportunity

We're looking for an exceptional school leader who believes great schools should be challenging, inspiring, innovative, and fun.

At ISPS, academic excellence and joyful learning go hand in hand. We want curious students, inspired teachers, and classrooms alive with creativity, discovery, and meaningful learning. Our next Middle and High School Principal will be more than an administrator: an educational leader, creative thinker, relationship builder, and champion for students and teachers.

We seek someone who is willing to challenge conventional thinking, embrace new ideas, and help make school an extraordinary place to learn and grow. Located in Trinidad and Tobago, ISPS is a vibrant international community where students and educators from around the world come together to explore, connect, and achieve great things.

Why ISPS?

ISPS has big ambitions and a personal touch. We are committed to being an exceptional school without being elitist, where academic excellence, meaningful relationships, innovation, and opportunity come together.

You'll join a supportive international community, collaborate with passionate educators, and have the opportunity to make a genuine impact on the future of our school. And you'll do it all in beautiful Trinidad and Tobago, a place rich in culture, known for its warm people, and full of opportunities for adventure.
We're not looking for someone to simply lead a school division. We're looking for someone who will help make it exceptional.
Other responsibilities may be assigned by the Director of School in support of the school's mission and priorities.





The Leader We Seek

The International School of Port of Spain seeks an inspiring, thoughtful, relational, and highly capable educational leader to guide teaching and learning across the Middle and High School, in partnership with the Director and the senior leadership team.



EDUCATIONAL QUALIFICATIONS

Required

- Bachelor's degree in Education.
- At least five years of experience administering the IB Middle Years Programme (MYP).
- Knowledge and experience working with Professional Learning Communities (PLCs), concept-based
- curriculum, inquiry-based learning, and project-based learning.
- Deep knowledge of and proven experience with the IB MYP and Advanced Placement (AP) programmes. Demonstrated success in leading educational change.

Highly Desired

- Master's degree in School Leadership, Educational Leadership, or a comparable field.
- Experience leading curriculum development, review, and alignment across educational programmes.
- Experience using student achievement data and assessment practices to inform instruction and improve student outcomes.
- Experience designing and facilitating professional development, instructional coaching, and teacher mentoring.
- Experience leading school improvement initiatives and accreditation processes.
- Experience overseeing school operations, including budgeting, resource management, scheduling, and staff supervision.









Professional Experience & Leadership Capacity

LEAD LEARNING THAT MATTERS

Champion rigorous, engaging, student-centered learning through inquiry, innovation, and project-based experiences.
Strengthen our IB MYP and AP programs while exploring fresh approaches to teaching and learning.
Inspire teachers to create classrooms where students think critically, collaborate, solve problems, and love learning.
Use assessment and student achievement data to celebrate progress and identify opportunities for growth.

INSPIRE AN OUTSTANDING TEAM

Coach, mentor, and empower talented educators.
Build a culture of collaboration, professional growth, creativity, and high expectations.
Encourage teachers to take thoughtful risks, experiment with new ideas, and share their successes.
Make professional learning meaningful, practical, and energizing.

CREATE AN AMAZING SCHOOL EXPERIENCE

Build a school culture where students feel known, valued, challenged, and supported.
Celebrate student achievements in academics, athletics, the arts, leadership, and service.
Be a visible, approachable, and enthusiastic presence in classrooms, hallways, and school events.
Partner with families to create a welcoming, connected international community.

HELP SHAPE OUR FUTURE

Serve as a key member of the school's senior leadership team.
Lead school improvement initiatives and support accreditation and curriculum development.
Bring bold ideas, sound judgment, and a solutions-oriented mindset to everyday challenges.
Manage divisional operations, resources, and budgets effectively while keeping students and learning at the center of every decision.

COMMUNICATION & COMMUNITY ENGAGEMENT

Communicate with clarity, transparency, and empathy.
Build effective relationships across a diverse school community and demonstrate the ability to navigate challenging conversations and make thoughtful, informed decisions.

OPERATIONAL LEADERSHIP

Translate vision into e ective systems, with experience in scheduling, sta ng, budgeting, supervision, resource allocation, student services, safety, emergency prepared-ness, and day-to-day school operations.

Who We're Looking For

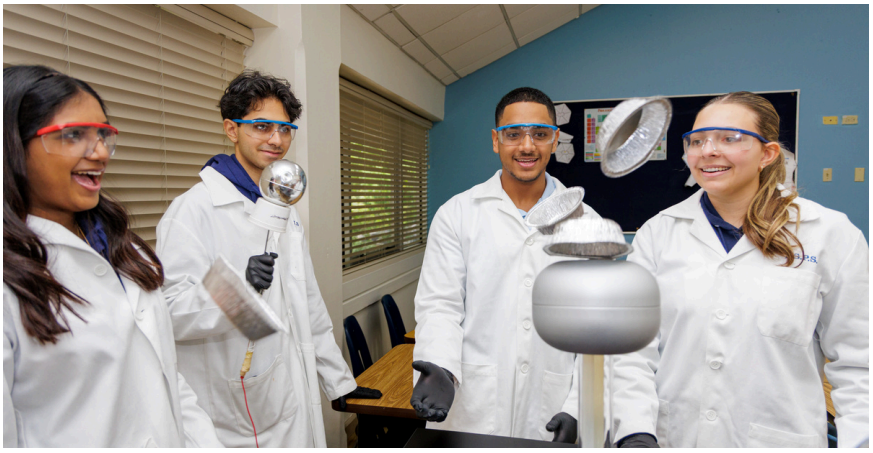
We want someone who:

- Combines high expectations with a genuine passion for education and a love of working with young people.
- Demonstrates strong leadership while leading with humility, warmth, and integrity.
- Holds a Bachelor's degree in Education, with a Master's degree in Educational Leadership preferred.
- Brings successful school leadership experience, preferably within an international school setting.
- Demonstrates strong knowledge of IB MYP and Advanced Placement programmes.
- Champions inquiry-based learning, project-based learning, and innovative instructional practices.
- Leads educational change and inspires continuous improvement.
- Develops teachers, strengthens professional practice, and builds strong school communities.
- Communicates effectively, organizes strategically, and approaches challenges with sound problem-solving skills.
- Brings a sense of humour, perspective, and a genuine commitment to the growth of students and educators alike.









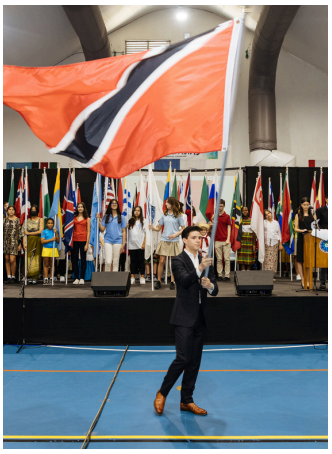


A Visionary Leader and A Collaborative Partner

ISPS is not looking for someone to arrive with a predetermined blueprint. We seek a leader who will listen carefully, understand our community, recognize and build upon the school's existing strengths, and work collaboratively with students, faculty, families, and leadership to shape the school's next chapter.

At the same time, our next Executive Principal must have the courage, experience, and educational expertise to ask thoughtful questions, challenge assumptions when necessary, embrace innovation, and translate vision into meaningful action.

We seek a leader who is excited by the opportunity to advance a cohesive educational experience where academic excellence, student wellbeing, inclusion, belonging, innovation, and global citizenship are not separate priorities, but interconnected elements of an exceptional education. Above all, this leader will help strengthen the ISPS community while inspiring confidence, excellence, and integrity in all that we do.

















Living in Trinidad & Tobago

COME FOR THE SCHOOL. DISCOVER THE CARIBBEAN.

Trinidad and Tobago offers an exceptional setting for international educators: a culturally rich Caribbean nation known for its vibrant traditions, diverse communities, music, cuisine, natural beauty, and warm hospitality.

From Trinidad's lively cultural scene and world-renowned Carnival to Tobago's beautiful beaches, rainforests, and relaxed island atmosphere, the twin-island nation offers a unique blend of experiences and opportunities to explore.

For educators joining the International School of Port of Spain from abroad, the experience offers more than an international teaching opportunity. It is a chance to become part of a welcoming, diverse school community, experience the richness of Caribbean life, and build meaningful connections in a country where culture, community, and a strong sense of belonging are at the heart of everyday life.

Come ready to inspire.
Come ready to lead with confidence.
Come ready to be a Difference Maker and Future Shaper.



Application process

Candidates are invitedtosubmit:

- Letter of Interest explaining your interest in the International School of Port of Spain and the Middle and High School Principal opportunity. The letter should highlight your educational leadership experience, approach to advancing teaching and learning, and leadership philosophy.
- Current Résumé/CV outlining relevant educational qualifications, administrative experience, and professional accomplishments.
- Four Professional References, including your current supervisor and previous supervisors. References will be checked only for finalist candidates, and candidates will be notified before their references are contacted.
- Optional Supporting Materials, such as links or examples demonstrating your instructional leadership, curriculum development, professional learning initiatives, school improvement work, or other relevant educational leadership experience.

Application Deadline: November 20, 2027
Starting: August 2027
Contact: Chris Terrill, Director
Email: cterrill@isps.edu.tt
Contact: Dalana Ryan-Turpin
Email: hr@isps.edu.tt

Accredited by NEASC since 2023 & the Ministry of Education, Trinidad & Tobago
(868) 633-4777 • 1 International Drive, Westmoorings, Trinidad & Tobago
www.isps.edu.tt