

International School of Phnom Penh



Phnom Penh, Cambodia

New Teacher's Guide

School Year 2011-12

www.ispp.edu.kh

School Profile



The International School of Phnom Penh is a co-educational English-language day school enrolling students from Early Years (Age 3) through Grade 12. The school is located in the central area of Phnom Penh surrounded by a number of embassies and expatriate housing. Phnom Penh is an attractive city located along the Mekong River and features many historic cultural sites.

ISPP was started in 1989 by a group of families working for non-governmental organizations. The first six students, aged three to seven, met part-time in the home of one of the parents who was also the teacher. In 1990, in a rented villa, ISPP took the first real steps to become a normal day school. A curriculum was developed and a kindergarten to Grade 4 programme set in place. Student numbers increased to 11 at the start of the school year. ISPP's Charter was written and approved, establishing it as a parent-owned and operated, non-sectarian, non-profit school. In March 1995, the school was licensed by the Cambodian Ministry of Education, Youth and Sport. The next few years saw a number of other significant developments take place. The International Baccalaureate Organization (IBO) carried out an authorization visit and approved the school as an IB Diploma school in 2000. A year later, the school was also authorized to offer the Middle Years Programme (MYP). Then in September 2004, after three years of implementation, the school became PYP authorized, making ISPP the only fully accredited IB World School in Cambodia. We are also accredited by both the Western Association of Schools and Colleges (USA) and the Council of International Schools (Europe).

This is an exciting time of growth for ISPP and we are a school on the move. We are currently searching for land to construct a purpose-built K-12 school and plan for the project to be completed by June 2013. Our student numbers continue to increase, and we have added sections and new courses at both the Elementary and Secondary schools. The Board of Directors is committed to small class sizes and personal, individualized learning.

Student Profile

The school currently has a total of 604 students, with 350 students in the Elementary Campus (Early Years to Grade 5) and 254 students in the Secondary Campus (Grades 6-12).

With over 40 different nationalities represented, the student body is truly "international". The top countries represented are Cambodia (20%), USA (13%), South Korea (11%), Australia (9%), and the UK (6%).

The diversity of student nationalities, together with reasonable class sizes, provide a wonderful environment for students to receive considerable individualized attention within the classroom and to gain an appreciation and understanding of other cultures.



The Faculty

The ISPP Administration and Faculty reflect the diversity of the student population. Currently, we have 72 teachers representing 14 countries with the majority coming from North America, Australia and the UK.

All full-time teachers and administrators are fully certified and qualified in their various fields, with many having advanced degrees in education. They are specially trained to teach the IB programme, and a number of our teachers are also IB workshop leaders, moderators and examiners.

Our teachers have a strong work ethic, a positive outlook on life and are dedicated to creating a professional learning community at ISPP.

Profile of a Successful Teacher at ISPP

- Qualified and certified in their teaching area
- Knowledgeable in their subject area
- Values collaboration and team work
- Understands the power of community
- Healthy, active and energetic
- Good sense of humour
- Patient and flexible
- Genuinely interested in teaching and learning
- Genuinely interested in child development
- Positive outlook on the world
- Strong work ethic
- Committed to becoming a better teacher
- Criminal record clearance

School Facilities

ISPP is located on two campuses within close proximity on the main thoroughfare of Norodom Boulevard, south of the Independence Monument. The Elementary School (191 Norodom Boulevard) houses the Early Years Programme through Grade 5. Several residences have been renovated into classrooms and the playground includes a swimming pool and attractive play areas.

The Secondary School (158 Norodom Boulevard) houses Grades 6 through 12. Again, residences have been renovated into classrooms plus several other purpose built rooms have been constructed within the premises. A very attractive courtyard is located in the center of the campus and a basketball / volleyball court is located at the back of the facility. An auditorium, a small playing field and a multipurpose dance studio are also located on the Secondary Campus.

Each campus includes a library, computer rooms, science labs/areas, and specialist classrooms including art and music rooms. The school also has access to a sports field located at a nearby local school.

Technology

At ISPP we offer several online services to students, faculty and parents. Moodle, our online classroom system, allows teachers to provide resources, issues assignments and perform assessments completely online. Our shared drive and myfiles system affords students the ability to not only store their important school documents, but to also easily share them with teachers and other students. Our Media server hosts hundreds of educational videos and audio files and is available for teachers and students.

Our new faculty and staff email and communications system is fully accessible internally and externally and we are currently working to complete our parent portal system which will feature online report cards, Moodle assignment updates, a quick teacher contact system, invoicing and many other communication options.

Within the school our internal network, which is a centrally managed domain system, supports only the windows platform although all students and teachers can use a variety of operating systems to access Moodle and the world wide web. We are currently putting the finishing touches on our school wide photo archival system which will automate the process of collecting photos for both the yearbook and our public facing website.

Philosophy and Objectives

ISPP Mission Statement

ISPP empowers students, in a caring international environment, to achieve their potential by pursuing personal and academic excellence, and to grow as responsible global citizens who celebrate diversity.

We believe in:

- learning as a partnership involving students, parents, staff and the community at large.
- creating a nurturing environment in which individuals participate in realizing their full potential.
- achieving excellence in an environment which celebrates diversity.
- promoting creative and critical thinking.
- embracing the challenges of a changing world.
- fostering the love of learning as a lifelong process.

Curriculum

ISPP offers a curriculum for students from the age of 3 to 18. It follows a Program adopted from the International Baccalaureate Organization (IB).

The three Programmes on offer at ISPP are as follows:

Diploma Programme (DP)

The Diploma Programme is for grades 11 and 12, and represents the most recognized and most rigorous academic programme available worldwide, and is externally assessed. It is directly transferable and recognized by many national systems, which is why it is such a powerful choice for international schools. IB Diploma holders gain admission to universities throughout the world, including the most selective. In addition, universities in the United States



give actual college credit to students who have successful scores in the IB Diploma courses. Grade 11 and 12 students who are not pursuing the full IB Diploma have the option of earning IB certificates in specific courses. All students graduating from ISPP earn the ISPP Diploma.

Middle Years Programme (MYP)

The International Baccalaureate Middle Years Programme (MYP) is designed for students aged 11 to 16 (Grades 6-10). The curriculum contains eight subject groups together with a core made up of five areas of interaction; approaches to learning, community and service, human ingenuity, environments, and health and social education. The MYP offers a criterion-referenced model of assessment. This means that students' results are determined by performance against set standards, not by each student's position in the overall rank order. Schools may request final grades to be validated or "moderated" by the International Baccalaureate (IB).

Primary Years Programme (PYP)

The Elementary school received full authorization to offer the Primary Years Programme (PYP) by the International Baccalaureate (IB) in October 2004.

PYP is designed for students aged 3 to 12 (EY1 - Grade 5). It is a transdisciplinary programme of international education designed to foster the development of the whole child. It offers a comprehensive approach to both teaching and learning and offers a framework that meets children's many needs: academic, social, physical, emotional, and cultural. The curriculum is broad-based and transcends into other disciplines.

The PYP curriculum model provides guidelines for:

- what do we want students to learn
- teaching methodology (how best will students learn)
- effective assessment strategies (how will we know what students have learned)

The PYP strives for balance between understanding of concepts, the acquisition of knowledge and skills, the development of positive attitudes and the opportunity for positive action. The programme identifies a body of knowledge for all students in all cultures, in six subject areas: Languages, Social studies, Science and Technology, Mathematics and Personal, social, physical education.

The knowledge component is developed through inquiries into six transdisciplinary themes of global significance (Who we are; Where we are in time and place; How the world works; Sharing the planet; How we express ourselves, and How we organize ourselves), supported and balanced by six subject areas.

Teachers and students use key questions that are concept-based to structure the units of inquiry. They acquire and apply trans-disciplinary skills while developing an understanding of these important concepts.

Organizational Structure

The school is owned by the ISPP Parent Association and governed by a parent-elected Board of Directors. The Board is composed of nine members: five are elected and four must be appointed with at least one, and not more than three, from the community at large. The Director is an ex-officio member of the Board of Directors and is the Chief Executive Officer of the School.

The Director is assisted by the Principals, Assistant Principals and Business Manager in the day-to-day functioning of the school.

Teacher’s Compensation Plan

Remuneration

ISPP offers competitive salaries (paid in US dollars, tax free) commensurate with experience and education. For initial placement, each step on the salary scale represents full years of relevant teaching experience in an English-speaking elementary/secondary school. The maximum entry level is Step 9. After the initial year of teaching at ISPP, teachers will advance one step annually on the salary scale.

TEACHER SALARY SCALE as of 01 August 2011
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ANNUAL SALARY SCHEDULE

12-MONTH WORKING AGREEMENT (August-July) (186 contractual days)

	For initial placement only		
Steps	PRIOR EXPERIENCE (Years)	CERTIFIED + Basic Degree (PGCE/BA/BS)	CERTIFIED + Advanced Degree (MA/MS/Med/PhD)
0	0-1	30,860	31,980
1	2	31,790	32,910
2	3	32,740	33,860
3	4	33,720	34,840
4	5	34,730	35,850
5	6	35,770	36,890
6	7	36,840	37,960
7	8	37,950	39,070
8	9	39,090	40,210
9	10	40,260	41,380
10		41,470	42,590
11		42,710	43,830
12		43,990	45,110
13		45,310	46,430
14		46,670	47,790
15		48,070	49,190

16		49,510	50,630
17		51,000	52,120
18		52,530	53,650
19		54,110	55,230

Overseas hired teachers receive the following benefits:

- **Shipping/Settling in Allowance** – US\$1500 at the beginning of employment; US\$500 per contract year up to a maximum of \$2000 at the end of employment
- **Contract Travel** – Airfare from home of record to Phnom Penh and return for teacher and eligible dependents. Cash equivalent may be elected.
- **Visas** – Administrative assistance provided and costs paid by School for teacher and eligible dependents.
- **Annual Home Leave** – Annual home leave travel, based on the lowest quote from low-cost airlines for teacher and eligible dependents. Cash equivalent may be elected.
- **Fee waivers** – School fees (tuition, entrance and capital fees) waived in full for school-age dependents.
- **Housing Allowance** – House rent allowance per year as follows (amounts in USD)
 - Single teachers without dependents \$7,920
 - Single teacher with dependent spouse/children \$10,560
 - Teaching couple without dependents \$11,660
 - Teaching couple with dependents \$12,100
- **Group Insurance** – **Medical, Medical Evacuation, Emergency School Evacuation** provided to teacher and eligible dependents; **Long Term Disability Insurance** provided to fulltime teachers.
- **Retirement Supplement** – 7% of annual base salary provided to the teacher on a monthly basis
- **Leave** – Sick, Personal, Recruitment, Maternity, Paternity/Partner and Adoption, Emergency/Compassionate
- **Professional Development Opportunities** – Teachers may apply for PD events that are reimbursed up to \$1,200.
- **Interest-free Computer Loan** – Teachers may borrow up to \$1,000 to purchase a computer.

Contact Information

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