

POST TITLE: Head of School – British School of Lomé (BSL)

Reports to: Administrator

Role Overview

The Head of School is responsible for the leadership, operational management, and overall success of the British School of Lomé (BSL). Taking instruction from and reporting directly to the Administrator, the Head of School will ensure the highest standards of education, student welfare, and staff development while driving the school's growth and maintaining compliance with British and international curricula, including IGCSE and IB.

Key Responsibilities

Strategic Leadership & Development

- Implement the strategic vision of the school and define measurable development goals of the school.
- Promote BSL's reputation and recognition regionally and internationally.
- Ensure compliance with international accreditation standards (BSO, AISA, CIS).
- Develop and maintain strategic partnerships with key stakeholders.

Academic Excellence & Curriculum Oversight

- Recruit and develop high-calibre British and international educators.
- Supervise and support the possible implementation of IB (PYP & MYP), and other relevant curricula.
- Foster teaching excellence through robust performance management and continuous professional development.
- Promote the integration of emerging educational technologies.

Student Welfare & Safeguarding

- Ensure a safe, inclusive, and nurturing environment for students.
- Oversee student pastoral care and character development.
- Maintain oversight of safeguarding policies and child protection training.

Marketing, Admissions & Community Engagement

- Lead efforts to attract and retain students to achieve enrolment targets (minimum of 270 students, increasing to 300).
- Foster strong relationships with parents through clear, open communication.
- Organize and lead parent-teacher meetings and feedback sessions.
- Strengthen BSL's engagement with industry, families, and the broader community.

Operational & Financial Management

- Work closely with the finance team to ensure budget efficiency and financial sustainability.

- Oversee school facilities, administration, and resource management.
- Implement data-driven decision-making through effective school information systems.

Staff Leadership & Development

- Lead and inspire a high-performing team, ensuring staff engagement, retention, and professional growth.
- Implement effective performance management systems.
- Cultivate a positive school culture that supports staff well-being and morale.

Performance Indicators

- **Student Enrolment:** Minimum of 270 students, increasing to 300.
- **Academic Standards:** Improvement in student academic performance and attainment of accreditation.
- **Financial Stability:** Achievement of revenue and profit targets.
- **Staff Engagement:** High staff satisfaction and retention rates.

Essential Qualifications & Experience

- Master's degree in Education or a related field.
- Qualified Teacher Status (QTS) or equivalent international certification.
- Minimum of 15 years in education, including 10 years in senior leadership.
- Proven experience in IB and British curricula implementation.
- Demonstrated success in strategic leadership and team development.
- Strong financial and operational acumen.
- Excellent communication, interpersonal, and cultural sensitivity skills.
- Commitment to fostering innovation and educational excellence.

Desirable Qualifications & Experience

- NPQH or equivalent leadership qualification.
- Experience in an international school setting.
- Knowledge and experience in IB schools
- French language proficiency.
- Knowledge of Round Square IDEALS and International Duke of Edinburgh Award.

Personal Attributes

- Visionary, collaborative, and inspiring leadership style.
- High levels of emotional intelligence, integrity, and resilience.
- A deep commitment to student success and holistic education.
- Adaptability and flexibility in managing change and growth.
- A sense of humour and a positive outlook.

Work Schedule & Expectations

- Full-time position, with working hours from 07:30 to 17:00.
- Attendance required at board meetings, staff meetings, and parent events outside normal hours.
- Travel and vacation schedules to be approved by the Administrator.

This role presents a unique opportunity to lead BSL into an exciting new phase of growth and excellence. If you are an experienced, forward-thinking educational leader committed to driving success in an international school setting, we encourage you to apply.