



## St Joseph's Institution International School POSITION DESCRIPTION

<b>Job Title:</b>	<b><i>Head of School</i></b>		
<b>Reporting To:</b>	<b>Board of Governors</b>		
<b>Effective starting from:</b>	<b><i>August 2026</i></b>	<b>To:</b>	<b><i>July 2028</i></b>

### **Role Summary**

As the Head of School, you will provide visionary, dynamic, and inspirational leadership to the entire school community — encompassing students, educators, staff, and parents. You will drive the institution to be recognized for outstanding student-centred education, rigorous academic standards, and an enriching, inclusive learning environment as befitting of a Lasallian institution. The role demands strategic oversight of all school operations, fostering a culture of excellence, and acting as a key ambassador for the school locally and internationally.

### **Key Responsibilities**

#### **Strategic Leadership & School Vision**

- Articulate and position the School as a centre of excellence with the highest academic and pastoral standards, focused on holistic student development.
- Lead the formulation and implementation of the school's vision, mission, and strategic objectives in line with the school's Lasallian ethos and heritage.
- Ensure the School adapts proactively to evolving academic trends and global education best practices.

#### **Learning, Teaching & Curriculum**

- Take overall responsibility for the leadership, development, and continual refinement of a challenging, relevant, and engaging curriculum tailored to an international student body.



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- Implement rigorous standards to ensure teaching quality enables all students to reach their fullest potential.
- Drive a data-informed culture for pupil performance management, benchmarking, assessment, and continuous improvement.
- Oversee professional development, supervision, appraisal, and support mechanisms to maintain exceptional teaching standards.
- Proactively identify and address any underperformance with thoughtful intervention.

### **Leadership, Management & Staff Development**

- Collaborate closely with the Board of Governors to ensure alignment between the High School and Elementary School in policies, ethos, and strategic priorities.
- Model exemplary professional conduct and act as a visible ambassador in all internal and external engagements.
- Represent St. Joseph's Institution International School within the Lasallian network of schools and the broader Asian international school community, enhancing the school's reputation and partnerships.
- Inspire, lead, nurture and develop all staff—academic and administrative—to foster a high-performance, motivated culture.
- Line manage senior leaders, including two Deputy Principals and four Assistant Principals, guiding their work in school-wide learning and operational excellence.
- Take ownership of staff recruitment, welfare, and professional growth, supporting a positive work environment and staff well-being.

### **Culture, Pastoral Care & Community Engagement**

- Foster a collaborative, positive learning culture that emphasises care, respect, responsibility, and inclusivity.



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- Ensure pastoral systems are robust, student-centred, and support well-being across the school community.
- Strengthen and maintain strong partnerships with parents and wider stakeholders through clear, consistent, and open communication.
- Champion a seamless transition and articulation between the Elementary and High School phases.

#### **Policy, Planning & Compliance**

- Lead whole-school policy development, ensuring clarity, alignment, and regular review of key policies.
- Provide holistic perspectives to Board sub-committees and contribute actively to strategic decision-making.
- Drive the creation, implementation, and evaluation of the annual Whole School Development Plan.
- Ensure rigorous compliance with safeguarding, health & safety, and regulatory requirements, maintaining a safe and secure environment for all.

#### **Financial Stewardship & Resource Management**

- Take full accountability for the Whole School's budget, aligning resource allocation with strategic priorities and curriculum needs.
- Encourage inclusive budgeting processes that empower stakeholders to contribute insight and identify priorities.
- Implement strong financial controls and best-value practices to optimise school operations and sustainability.



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### **Student Recruitment & Marketing**

- Collaborate with the Admissions Office to ensure smooth, compliant, and effective student admissions aligned to enrolment goals and school capacity.
- Support and participate in marketing initiatives that promote the School's brand and drive enrolment objectives.

### **Facilities & Development**

- Oversee the use of school facilities to maximise effectiveness in curriculum delivery.
- Provide strategic advice on facilities planning and development, working with external partners to ensure continual improvement.

### **Qualifications & Experience**

- Proven senior leadership experience in top-tier international school or comparable educational setting.
- Strong curriculum and pedagogical knowledge, with commitment to student-centred, inquiry-based learning.
- Demonstrated ability to manage complex operations including budget, staff, admissions, and facilities.
- Excellent interpersonal, communication, and stakeholder engagement skills.
- Commitment to safeguarding and fostering inclusive school communities.