

The Role

The Head of School's role is to lead and manage the school in the achievement of its vision and mission, consistent with the core values and strategic plans of the School. The successful candidate will play an important role in assisting the Board of Governors in the development, implementation and reviews of its policies and the strategic plan.

Leadership

The Head of School's leadership role includes four main areas of responsibility. In each of these areas the Head of School will work together with the Board of Governors and the staff to develop policies and prepare the supporting procedures to ensure their implementation.

In the role of the Educational Leader:

- To establish The Cambridge Curriculum's model of education as relevant and challenging, producing excellent results for our students
- The Head of School will effectively lead and support the teaching staff in the planning, implementation and evaluation of the Cambridge Curriculum
- The Head of School will ensure that all school targets are effectively reached
- The Head of School will ensure that all student progress and achievement will be effectively enhanced, monitored and reported to students and to their families.

In the role of the Professional Leader:

- The Head of School will foster an open, welcoming and caring organization
- He/she will be a visible strong leader with a fundamental humanistic skill-set, including: a sense of humour, great inter-personal skills, a commitment to the development of students, strong verbal and written communication skills, a reflective approach, a collaborative and inclusive style, a problem solving attitude and high expectations of self and others
- The Head of School will be responsible for both recruitment and retaining of staff at the school
- The Head of School has responsibility for on-going staff appraisal, for the professional development and learning of staff through a coherent professional development programme
- The Head of School shall be an effective role model for staff, students and the wider school community in terms of how they present and conduct themselves both professionally and personally within and outside of the school.

In the role of the Administrator:

- The Head of School will oversee all aspects of day to day school organization and management, including finances and buildings
- The Head of School will deliver financial security through an effective and efficient organization, fully optimizing our assets to enhance the provision of education

- The Head of School will ensure efficient support for future expansion of school
- The Head of School will ensure growth and a sustainable number of students
- The Head of School will actively encourage staff involvement in these objectives
- The Head of School will collaborate with the Board of Governors about financial matters when required
- The Head of School will ensure the adherence of all school rules and regulations for staff and students

In the role of the Communicator:

- The Head of School will create and sustain a profile for ISIB which clearly differentiates ISIB from competitors and leads to ISIB being the international school of choice
- The Head of School will broaden the awareness of ISIB's profile and identity with all relevant target audiences
- The Head of School will establish and broaden a coherent and compelling presence for ISIB in all the channels of communication
- The Head of School will report regularly to the Board of Governors on management issues and on the progress toward and the attainment of strategic goals
- The Head of School will brief staff on all aspects of school life to foster positive staff relationships and to provide staff with the opportunity to participate in and contribute to decision-making within the school
- The Head of School will encourage a culture of co-operation, support and goodwill between the school, parents, sponsors and the community it serves
- The Head of School will encourage and facilitate parental involvement in the school

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the Chairman of the Board.