

Head of Secondary (August 2026 start)

Lanna International School is seeking a dedicated and enthusiastic Head of Secondary to join our Premium International School team starting August 2026. Our Head of Secondary is responsible for the leadership, organisation, and development of the Secondary School, ensuring high standards of academic performance, student wellbeing, and professional practice. The role contributes directly to our whole-school strategy while providing strong operational and instructional leadership for the Secondary phase.

Our Head of Secondary leads the Secondary School in delivering the school's vision of *Academic Excellence in a Caring Community*. The role ensures that teaching, learning, systems, and relationships enable all students and staff to excel. Key responsibilities include:

Strategic Leadership, Operations, and School Development

The Head of Secondary provides strategic and operational leadership for the Secondary School and contributes to whole-school direction.

- Lead the Secondary School in alignment with the school's vision, values, and strategic priorities.
- Develop, implement, and review policies and procedures relating to the Secondary School.
- Oversee short- and long-term planning in collaboration with the Secondary Leadership Team (SLT).
- Lead and organise Secondary leadership structures, including Heads of Department and regular meetings.
- Attend and contribute to Academic Leadership and Senior Executive Team meetings.
- Lead performance management and professional growth processes for Secondary staff.
- Ensure high-quality professional development, including induction and orientation for new staff.
- Oversee Secondary budgets, resources, and assets to ensure effective and efficient use.
- Promote a positive, collaborative, and inclusive Secondary school culture.
- Undertake any other reasonable duties as directed by the Head of School.

Student Experience and Academic Affairs

The Head of Secondary ensures that students experience high-quality learning, effective support, and a safe, supportive environment.

- Oversee admissions and placement of new Secondary students.
- Ensure a broad, balanced and rigorous Secondary curriculum is in place and embrace opportunities for creative and innovation curriculum design to meet the diverse needs of our students
- Monitor academic progress and ensure effective assessment, reporting, and tracking systems.
- Promote a safe, caring, and inclusive learning environment.
- Champion student voice and leadership through student council, peer mentoring, and feedback processes.
- Maintain clear, regular communication with Secondary families.
- Work with the Head of School and SLT on graduation and transition arrangements.
- Develop and publish internal examination schedules.
- Work closely with the Examinations Officer on the organisation of external examinations and mock exams.

Staff Leadership

The Head of Secondary leads, supports, and organises staff to ensure the smooth and effective running of the Secondary School.

- Maintain effective communication through meetings, briefings, and written updates.
- Work collaboratively with our PTO (Parent Teacher Organisation) to strengthen community engagement.
- Oversee the Secondary timetable, including liaison with Primary where staff or facilities are shared.
- Coordinate cover arrangements for absent teachers.
- Lead the recruitment, selection, and appointment of new Secondary teaching staff.

What we are looking for:

- A fully qualified teacher (PGCE or equivalent) with a strong track record in Secondary education. A Bachelor's degree is required, with a Master's degree in Educational Leadership or NPQH (National Professional Qualification for Headship) preferred.
- Appropriate senior leadership experience within a UK or British international curriculum setting
- A leader who demonstrates warmth, integrity, and emotional maturity, and who consistently builds trust and strong relationships with students, staff, and families.
- A clear commitment to safeguarding, student wellbeing, and positive, restorative approaches to behaviour management.
- Excellent interpersonal and communication skills, and a calm, reflective, and collaborative leadership style, particularly in complex or high-pressure situations.
- Genuine enthusiasm for working with young people, and curiosity and openness in professional practice.

Please note: Applicants without a full teaching qualification and a relevant degree will not be considered.

What we offer:

- The opportunity to join and lead a supportive and collaborative Secondary Leadership Team.
- A school culture that values both academic excellence and student wellbeing.
- Highly motivated students and engaged families.
- A competitive international remuneration package.

Why Join Us?

- Work in a supportive environment that values excellence and innovation in teaching.
- Be part of a community that prioritises student engagement and holistic development.
- Have opportunities for professional growth, including development into leadership roles.

Safeguarding

We are fully committed to safeguarding and promoting the welfare of children, and we expect all staff and volunteers to share this commitment. All candidates must demonstrate their suitability to work with children and a strong commitment to safeguarding, including ongoing participation in safeguarding training.

All applicants will undergo rigorous and standardised safeguarding checks, which include:

- **Three professional references**, verified by telephone. For teaching roles, at least two must be from Head Teachers within the past six years, including the most recent Head Teacher from the most recent school. Referees may be contacted before the interview.
- **Identity and qualification verification.**
- **Enhanced criminal background checks**, as well as **police clearances from every country** in which the applicant has lived for more than six months within the past ten years.
- **A full review of employment history**, with any gaps required to be clearly explained and followed up on during the interview process.

Due to the high volume of applications, only shortlisted applicants will receive a response.

If you're excited by the opportunity to make a meaningful impact and contribute to an exceptional learning community, we would be delighted to hear from you. Apply now and help shape the future of our students!