

CIS job description.

Designation	: Head of School (HOS)
Location	: Canadian International School, Lakeside
Reports To	: Board Chairman
Works Collaboratively With	: Executive Committee (EXCOM), and Principals
Assigns Task to / Supervises	: Executive Committee (EXCOM), Academic Leadership Team, Operational Leadership Team, Management Representative (MR) and Personal Assistant

KEY ACCOUNTABILITY (Main purpose of this job):

The Head of School is responsible for the strategic, academic, financial, human resources and operational leadership of the Canadian International School (CIS). This includes ensuring that the school delivers world-class IB education, maintains strong financial sustainability, and fosters a thriving community for students, staff, and families.

The role requires balancing the dual responsibilities of **academic excellence** (curriculum design, delivery, and innovation) and **business leadership** (financial performance, strategic growth, stakeholder engagement). The Head of School will work closely with the Board of Directors to shape the long-term vision and direction of CIS, while also serving as its primary representative to stakeholders in Singapore, China, Malaysia and the wider global community.

Position bilingualism as a defining strength of CIS by embedding bilingual and cross-cultural learning opportunities across academics and student life. This will serve as a key differentiator, enhancing CIS's reputation and strengthening its appeal to globally minded and diverse communities.

The Head of School brings creativity and collaboration in leading a strong senior management team as well as a diverse Board of Directors, and ensures that the organization is focused on their core business areas.

Highlighted in blue: JD enclosed for Head of Curriculum

This should reside with the Head of K-12 Curriculum (English). We will need to bring back this position as the proposed HOS is tailored to strategic, part of academic and operations and not possible to do this portfolio together with all other strategic areas.

RESPONSIBILITIES (Key areas of responsibility):

Strategic & Organizational Leadership

- Lead the development and execution of the school's vision, mission, and strategic plan in collaboration with the Board of Directors.
- Ensure alignment of academic, operational, and financial goals with CIS's long-term strategy.
- Foster a culture of innovation, inclusion, accountability, and collaboration across all levels of the school.
- Serve as the public face of CIS, promoting the school's reputation internationally, particularly within China and Asia-Pacific markets.

Academic & Curriculum Leadership

- *Oversee curriculum development, review, and alignment across PYP, MYP, and DP, ensuring compliance with accreditation bodies (eg. IB, EduTrust, WASC, and SkillsFuture Singapore) and alignment in the standards.*
- Champion continuous improvement in teaching, learning, and student outcomes, ensuring CIS remains a leader in Singapore international education.
- Support and supervise Executive Directors, Directors and Principals to deliver academic excellence, student achievements and innovation.
- Make bilingualism a cornerstone of CIS's identity by promoting bilingual and cross-cultural learning opportunities, thereby strengthening the school's appeal to diverse communities.

Financial & Business Operational Leadership

- Ensure financial sustainability through effective budget management, long-term investment planning, and resource allocation.
- Develop strategies to grow enrollment and enhance CIS's market position. Oversee tuition structures, capital projects, and operational budgets, ensuring efficiency and value proposition.
- Provide quarterly financial and operational reports to the Board of Directors.

RESPONSIBILITIES:

Governance & Board Relations

- Work with the Board of Directors and members of the EXCOM to devise a strategic plan that reflects the direction of the Board and provides a strong foundation for the financial, enrollment, operations and academic success of CIS.
- Act as a trusted advisor and liaison to the Board, ensuring transparency in operations, finances, and academic performance
- Provide timely insight on industry trends, regulatory changes, and stakeholder expectations.

- Execute policies and directives from the Board with fidelity and accountability.

Stakeholder Engagement

- Represent CIS to parents, alumni, community partners, regulators, and external organizations by acting as the primary ambassador for the school, representing its values globally.
- Build strong partnerships with stakeholders in China; **fluency in Mandarin is an added advantage** for direct communication with the Chinese community, Board members and stakeholders.
- Cultivate an engaged and supportive parent and alumni community.
- Build strong relationships with parents, students, alumni, local and international communities in ensuring CIS fosters an inclusive, diverse, and supportive school culture.

Culture, Talent & Professional Growth Development

- Ensure that the vision, mission and values of CIS are embodied into the culture of the school.
- Work with and guide the EXCOM to ensure CIS operates in an efficient and effective manner in order to meet the strategic goals and objectives, as directed by the strategic plan.
- Recruit, mentor, and evaluate Academic & Operational leadership, Principals, and teaching staff.
- Drive professional development aligned with curriculum goals, accreditation requirements, and strategic priorities.
- To develop and maintain positive staff morale and build the right culture for CIS by creating a collaborative and performance-driven culture.
- Encourage and continually develop high levels of performance to ensure exceptional outcomes are delivered for enrollment and financial gains for CIS.
- Provide effective coaching and performance evaluation to challenge and mentor EXCOM, Academic and Operational Leadership Team through setting aspirational and achievable KPIs in order to continue developing their own skills, and to share responsibility and accountability for maintaining high standards throughout the school.

Qualifications & Requirements

- Doctorate or Master's degree in Education, Business Administration, Finance, or a related field.
- Extensive senior leadership experience in an international school or education organisation, with a proven record of driving institutional success.
- In-depth knowledge of international curricula (IB preferred; British, American, or other recognised frameworks valued).

- Demonstrated expertise in financial stewardship, enrollment growth, and organisational management, with the ability to balance academic excellence and business sustainability.

Experience

- Minimum 15 years of progressive leadership experience in international schools, including proven success as a Head of School, CEO, or equivalent executive leader.
- Established track record in educational leadership, having led a high-quality IB or international school with demonstrated excellence in student outcomes and school reputation.
- Deep expertise in curriculum leadership, with strong preference for candidates with IB (PYP, MYP, DP) experience.
- **Experience in Chinese-English bilingual education** is highly desirable and will be considered a strong advantage.
- Demonstrated ability to lead complex organisations, balancing academic excellence with operational and financial performance.
- Proven success in enrollment growth and full P&L accountability, with a history of delivering sustainable profitability while maintaining high academic standards.

Skills

- Bilingual fluency in English and **Mandarin** is preferred.
- Strategic thinking with strong financial and business acumen.
- Exceptional communication, negotiation and strong interpersonal skills.
- Ability to inspire and engage a multicultural community of students, staff, and parents.
- Experience in leading diverse teams in multicultural settings.
- Calm, resilient, decisive and able to work under pressure.

Personal Attributes

- Visionary leader with integrity, resilience, growth mindset and cultural sensitivity.
- Collaborative yet decisive, balancing academic ideals with business realities.
- Passionate about international bilingual education and student success.
- Ability to balance academic priorities with business sustainability and efficiency.

Disclaimer: *The duties and responsibilities described above are not an exhaustive list and additional tasks and/or responsibilities may be assigned to you from time to time according to business demands. This job description may be amended at any time at the sole discretion of CIS.*