



# INTERNATIONAL SCHOOL SUVA

*World Class Citizens ~ Life Long Learners*

## Head of Secondary

### **Job Description**

**Position Title:** Head of Secondary

**Reports To:** Head of School/Principal

**Coordinates With:** Deputy Head of Secondary School, Subject Area Lead & Programme Coordinators

**Time Period:** Three-year contract, renewable

### **Position Overview:**

International School Suva, a prestigious International Baccalaureate (IB) World School, is seeking an experienced and dynamic Head of Secondary to join our leadership team. This is an exciting opportunity to lead our secondary school division, fostering a culture of academic excellence, innovation, and holistic development.

### **Required Qualifications / Experience:**

- Bachelor's degree in Education or related field is required.
- Minimum of 5 years of leadership experience in an international school setting, with significant experience in IB programmes.
- Previous experience as a Head of School in an International School.
- In-depth understanding of IB philosophy, curriculum, and assessment practices.
- Demonstrated knowledge in promoting a rigorous, inquiry-driven, and globally-minded educational experience for students, fostering a culture of academic excellence, intercultural understanding, and personal growth within the secondary school division.
- Experience working with diverse student populations.
- Demonstrated commitment to Service & Action
- Demonstrated commitment to supporting young people in growing their leadership capacities

### **Preferred Qualifications / Experience:**

- Master's degree in Education, Educational Leadership, or a related field is preferred.

### **Skills and Attributes:**

- Strong leadership, organizational, and interpersonal skills, with a proven ability to inspire and manage a diverse team.
- Capacity to lead by inspiration and by modeling good classroom practice
- Ability to engender collaboration and cooperation with classroom teachers and SALs in all disciplines
- Knowledge of, and commitment to, the MYP and the importance of Service & Action within the delivery of the programme.



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## **Responsibilities:**

### **School Governance**

- Secondment to School Board Committees when and as required

### **Whole School Management**

- Provide support to the Head of School in the management of the school.
- To represent the Secondary School in appropriate forums and the wider community.
- To reflect, through leadership, the ethos of the school as a K-12 school.
- Participate as a member of the Senior Leadership Team (SLT)
- To prepare and assist with an annual budget within relevant guidelines
- To ensure that the Secondary School is a safe environment in conjunction with OHS
- To assist the Head of School in the appointment of Secondary School staff
- To monitor teacher performance and assist with staff evaluation in the Secondary School in consultation with the Head of School
- To coordinate professional development in the Secondary School in conjunction with the MYP and DP Program Coordinators
- To attend meetings after hours as required
- To promote the Secondary School in the wider community
- Contribute newsletters when necessary.
- To liaise with all Subject Area Leads where necessary and to Chair alternate meetings.
- Oversee the maintenance of the buildings and grounds in the Secondary school in consultation with the Head of School and report concerns to the Head of Maintenance.
- Act as Head of School when and as required

### **Secondary School Management**

- Oversee the Daily Relief arrangements in the Secondary School
- Oversee all major events relating to the Secondary School.
- Oversee courses offered to all years in the Secondary School.
- Oversee the publication of the Secondary School assessment outlines
- Implement and oversee the Secondary School Pastoral Care Policy, in consultation with the School Counsellor and Pastoral Coordinator, advise parents and staff on appropriate strategies for dealing with Pastoral Care issues.
- Monitor a School Discipline and Behaviour Management Policy that reflects the aim of the Pastoral Care Program. Review this on an annual basis.
- Oversee the operation of the Year Co-ordinators
- Liaise with the MYP & IB Diploma Co-ordinator, and the ACT Co-ordinators in all matters pertaining to curriculum issues and certification in those areas of the school operation.
- Assist with the organisation of the Parent-Teacher interviews in consultation with the Events Coordinator.



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- Oversee the system of Daily Notices.
- Develop, implement and oversee the secondary school reporting system.
- Develop and implement a system of Student Leadership in consultation with Year Coordinators
- Be responsible for the Secondary School section of the annual School Presentation.
- Oversee the Student Attendance records in consultation with Year Coordinators.
- Be responsible for the development of the whole Secondary School Timetable in consultation with the Head of School.
- To assist the Head of School with student enrolments
- Oversee the camping and excursion program in the Secondary School.
- Manage the Student Induction Program in the Secondary School
- Oversee the production of the Secondary School Diary.
- To lead the school's scholarship scheme in consultation with the Marketing officer, the Head of School.
- Other duties as required from time to time by the Head of School.

## **General Expectations / Responsibilities:**

- Follow the guidelines of the school's protective behavior policies and protocols, including reporting any situation that might constitute a health and/or safety hazard to students or school employees

## **Benefits:**

- Competitive salary commensurate with experience and qualifications.
- Comprehensive health insurance coverage.
- Relocation assistance and support with visa processing.
- Professional development opportunities.
- A supportive and collaborative work environment.

## **How to Apply:**

Interested candidates are invited to submit their resume, a cover letter outlining their experience and suitability for the role, and contact information for three professional references. Applications should be sent to through Search associates or emailed to the Head of School on [thomas.wielen@iss.school.fj](mailto:thomas.wielen@iss.school.fj) copying [hrm@iss.school.fj](mailto:hrm@iss.school.fj) by 1<sup>st</sup> November, 2024.

- ❖ Please note that the organisation reserves the right to fill the position earlier than the deadline if a suitable candidate is identified.