



## Position Description

Vacancy Title: **Principal (Head of School)**

Location:

Reports To: **None**

### Objective

The Principal (Head of School) provides strategic, educational, and operational leadership for International School Nadi (ISN) to achieve the school's mission, vision, and strategic priorities through excellence in teaching and learning aligned to IB philosophy. Effective implementation and continuous development of the IB PYP, MYP, and DP programmes in accordance with IB Standards and Practices supported sustained improvement, enrolment growth, and a safe, inclusive school culture, reports to ISN Board.

### Outcomes

#### Organisational Stakeholders

##### 1. Strategic direction and growth delivered

- Implementation of the school's Strategic Plan driven and led.
- Enrolment growth and revenue generation successfully driven.
- ISN's brand and reputation promoted locally and internationally.

##### 2. IB programme quality and learning excellence strengthened

- Effective delivery and continuous improvement of the IB PYP, MYP, and DP programmes ensured.
- A culture of inquiry, academic excellence, and international mindedness promoted.
- Curriculum development, assessment, and reporting overseen.

##### 3. High-performing staff capability and culture built

- Recruitment, development, and retention of high-quality staff aligned with ISN's values achieved.
- A transparent and supportive performance appraisal system implemented.
- A collaborative and innovative professional culture fostered.

##### 4. Operational sustainability and financial stewardship secured

- Preparation and implementation of the annual budget overseen.
- Compliance with financial, legal, and regulatory requirements ensured.
- Enrolment, staffing, and resource allocation monitored to support strategic goals.

##### 5. Community trust and stakeholder partnerships enhanced

- Open and transparent communication maintained with parents, staff, students, and the wider community.
- ISN represented in external forums and partnerships.
- A safe, inclusive, and respectful school culture promoted.

##### 6. Governance reporting and compliance assured

- Regular reporting to the Board completed on strategic, academic, and operational matters.
- Policy development and review led to ensure alignment with the school's strategic direction.
- Operational policies and procedures developed and implemented within the Board-approved policy framework.
- Alignment with IB standards and accreditation requirements ensured.

##### 7. ISN's image and value standards demonstrated and promoted

- Effective cross-functional collaboration is demonstrated, resulting in improved organisational outcomes and shared success.
- Team members consistently uphold the organisation's image and value standards through ongoing guidance, monitoring, and encouragement.
- The organisation's image and values are consistently embodied and promoted through professional conduct and leadership.

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.

Competence	Description
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Communication	Exchange information through verbal communication

#### Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

#### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Learning	Develop the competencies of self and others to enhance performance.

#### Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

#### Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
-------------------	---

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Masters Degree	Education	
<b>Preferred</b>		
Masters Degree	Educational Leadership	

## Work Knowledge and Experience

- IB leadership training and experience in IB World Schools.
- Minimum 5 years of senior leadership experience in an international school setting.
- Proven track record in strategic planning.
- Proven track record in staff development.
- Proven track record in school operational management.
- Knowledge of IB Standards and Practices and accreditation requirements.
- Experience leading enrolment growth and revenue generation.
- Experience overseeing budgeting, resource allocation, and regulatory compliance.
- Experience leading curriculum development, assessment, and reporting.
- Experience engaging diverse school communities with cultural sensitivity.

## Requirements

#### Professional Associations

IB leadership training and experience in IB World Schools

## Other Required Statements

No other required statements found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
	Students	
	Board of Directors	
<b>External</b>		
	Parents/Carers	
	Suppliers	& Service Providers

Type	Interaction	Comments
	Community	
	Statutory Authorities	Government & education authorities; Ministry of Education
	IB Organisation	International Baccalaureate on: Authorization and reauthorization processes. Programme evaluation visits. Implementation of IB standards and practices. Curriculum updates and policy changes. Professional development opportunities for teachers
	Universities & Higher Education Institutions	
	International Families & Embassies	

## Attributes

### Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Achiever: Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Resilient: Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

- Forthright: Speaks out frankly without hesitation, showing a direct manner.
- Perceptive: Shows keen insight and understanding of issues or situations.
- Team Oriented: Enjoys being with others as part of a group or team.

### Thinking Styles

- Disciplined/Systematic: Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
- Flexible/Adaptable: Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
- Holistic thinker: Considers issues/situations as a whole rather than analysing or dissecting the parts.
- Numerate: Shows abilities in quantitative thought and expression.

## How To Apply

Applications must be submitted through the Maxumise Job Portal using the link provided, as only online applications will be accepted. Applicants must include a CV and a cover letter that clearly address the critical competencies required for the role, along with the contact details of four work-related referees. Only shortlisted applicants will be contacted.

## Contact for Enquiries

Contact Name: Grace Naleba

Contact Email: [grace@maxumise.com](mailto:grace@maxumise.com)

Further Contact Information: Maxumise: +679 3303137 or +679 7733137, or email [jobs@maxumise.com](mailto:jobs@maxumise.com)

**Closing Date: 01 Aug 2026**