



Position Description

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

Location:

Reports To: **ISN Board**

Objective

The Principal (Head of School) is responsible for leading International School Nadi (ISN) as a high-performing International Baccalaureate (IB) World School. The role provides strategic, educational and operational leadership to foster excellence in teaching and learning, student wellbeing and international-mindedness, in alignment with the IB philosophy and reflective of ISN's diverse and inclusive community. The Principal leads the implementation of ISN's Strategic Plan and is accountable for the School's educational quality, organisational sustainability, effective governance support, and the responsible stewardship of its people, resources and reputation. The role reports to the International School Nadi Board.

Outcomes

Organisational Stakeholders

1. Educational Leadership and IB Excellence Strengthened

- High-quality delivery of the International Baccalaureate Primary Years, Middle Years and Diploma Programmes maintained in accordance with IB Standards and Practices.
- Student learning, wellbeing and international-mindedness strengthened through outstanding educational leadership and continuous improvement.
- High-quality teaching, curriculum, assessment and professional practice fostered across all programmes.
- A culture of inquiry, innovation, inclusion and lifelong learning embedded throughout the School.
- Successful IB authorisation, evaluation and accreditation outcomes achieved and maintained.

2. Strategic Leadership and School Growth Delivered

- The School's Strategic Plan successfully implemented and aligned with the Mission, Vision and Values.
- Sustainable enrolment growth and organisational development achieved.
- Educational opportunities and strategic partnerships identified to strengthen the School's future.
- Long-term sustainability supported through effective planning, innovation and continuous improvement.

3. Executive Leadership and Organisational Performance Strengthened

- Academic, operational and administrative functions aligned to support high-quality educational outcomes.
- Organisational capability strengthened through effective leadership, planning and resource management.
- School operations delivered efficiently, supporting a safe, inclusive and high-performing learning environment.
- Continuous improvement embedded across educational and operational practices.

4. Financial Stewardship and Sustainability Secured

- Financial resources responsibly managed to support the School's educational priorities and long-term sustainability.
- Annual operating and capital budgets prepared, implemented and monitored in accordance with Board-approved priorities.
- Responsible stewardship of School assets, facilities and resources maintained.
- Financial risks identified and managed through effective planning and governance.

5. People Leadership and Organisational Culture Strengthened

- High-performing, collaborative and values-driven workforce developed through effective leadership, recruitment, performance development and succession planning.
- Professional learning and leadership capability strengthened across all staff.
- Positive employee engagement, wellbeing and organisational culture fostered.
- Employment practices maintained in accordance with legislative requirements and School policies.

6. Governance, Risk and Compliance Assured

- High-quality strategic advice and timely reporting provided to support effective Board governance and decision-making.
- Legislative, regulatory and International Baccalaureate compliance maintained.
- Board-approved policies effectively implemented across the School.
- Organisational risks proactively identified, managed and mitigated.

7. Community Engagement and Stakeholder Relationships Enhanced

- Positive and trusted relationships maintained with students, parents, staff, alumni, the International Baccalaureate Organisation, Ministry of Education and the wider community.
- Transparent communication fostered to strengthen stakeholder confidence.
- The School positively represented through active participation in educational and community networks.
- An inclusive, respectful and internationally minded school culture promoted.

8. Teamwork and Professionalism Upheld

- Collaborative leadership fostered across academic, operational and governance functions.
- Professional standards, integrity and accountability consistently demonstrated.
- Positive working relationships maintained across the School community.
- Ethical leadership and sound judgement consistently applied.

9. ISN's Image and Value Standards Demonstrated and Promoted

- ISN's Values consistently demonstrated through leadership, behaviours and decision-making.
- The reputation of International School Nadi strengthened through educational excellence, professionalism and community engagement.
- International-mindedness, respect, service and continuous improvement promoted throughout the School.
- ISN positively represented locally and internationally as a leading IB World School.

Responsibilities - Key Competencies

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

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Education	or a recognised teaching discipline.
Preferred		
Masters Degree	Business Administration, Educational Leadership	or related discipline

Work Knowledge and Experience

Minimum five (5) years' experience in a senior leadership role within an IB World School.

Extensive knowledge of International Baccalaureate Standards and Practices, programme evaluation and accreditation requirements.

Demonstrated success leading the overall operations of a school, including educational leadership, strategic planning, organisational performance and continuous improvement.

Demonstrated accountability for financial management, including the preparation and management of annual operating and capital budgets, resource allocation and long-term financial sustainability.

Demonstrated experience leading human resource functions, including workforce planning, recruitment, performance management, professional development and employee relations.

Demonstrated ability to work effectively with a governing Board, including governance reporting, policy implementation, strategic advice and organisational accountability.

Excellent communication, relationship management and stakeholder engagement skills, with the ability to build trusted relationships across diverse cultural environments and represent the School professionally.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

IB leadership training and experience in IB World Schools

Regulatory Compliance Requirements

Police Clearance

Other Required Statements

No other required statements found.

Interactions

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

Further Contact Information: Maxumise: +679 3303137 or +679 7733137, or email jobs@maxumise.com

Closing Date: 01 Aug 2026