**Job Title**: Head of High School

**Employer Name**: International Community Schools Ghana

**Employment Start Date**: July 2018

**Job Description**:

International Community Schools, Ghana is an independent co-educational institution based in Kumasi and Accra. We educate confident, responsible and engaged learners from pre-school through high school. Our students take the Cambridge International Exams, IGSCE and the AS/A Level Exams.

We are looking to recruit a Head of Secondary to support our mission of educating a generation of learners who are productive members of their community for the 2018 – 2019 academic year and beyond. This is a Senior Management role, reporting to the Principal and Directors.

**The Position:**

For the Secondary School, we are looking for an experienced, dynamic, learning – focused school leader to inspire our continued drive for the highest quality of student learning.

Candidates will assume responsibility for the academic success of the school by overseeing curriculum implementation, and ensuring a robust school culture. They will also possess the expertise to mentor our teachers.

**The Successful Candidate will be:**

* Internationally – minded innovator who is committed to learning and up to date with current research
* A strong leader with a track record of change management geared towards continuous improvement
* A people manager with strong team - playing skills
* Approachable with excellent interpersonal skills and a good sense of humor
* Flexible, creative and adaptable but with excellent time management skills
* Diplomatic and culturally sensitive
* An excellent communicator
* A role model for the entire school community in terms of school ethos
* Dedicated, reliable and demonstrate integrity

**And will have:**

* A successful track record in education, including at least five years of leadership experience in international schools
* Experience of CIE IGCSE and AS/A Level curriculum is highly desirable
* Experience of leading change with evidence of impact
* A passion for and deep understanding of internationalism and international education
* Excellent fluency in English (verbal and written)
* Outstanding organizational skills
* Evidence of continuous professional development
* High expectations of self and others
* The ability to build on current good practice whilst moving the school forward with vision and vigor
* The ability to work under pressure whilst maintaining a sense of perspective

**Qualifications:**

* Holds a teaching degree for Secondary Education and preferably a master’s degree

**Deadline for Applications:**

26 March 2018. Shortlisted. Candidates will be interviewed as soon as possible, commencing week of 23 April 2018 and final interviews will be held in the week of 7 May 2018.

**Application Instructions:**

If you are internationally minded and have the desire to share the exciting future of our school, we would be delighted to hear from you.

Please submit your CV and a cover letter, a letter of recommendation from your current Head and contact of two references, who will be contacted if shortlisted. Applications will be acknowledged within three working days of submission. If short-listed, interviews will be conducted via Skype or in – person. All appointments are subject to interview, identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to [info@icsghana.org](mailto:info@icsghana.org)