

LEADERSHIP SEARCH

Making A World of Difference

Head of School

International School of Congo

Application Deadline: February 12, 2026

Kinshasa | Start Date: September 2026

International School of Congo
Head of School JOB DESCRIPTION

Job Title: **Head of School**

Reports to: Management Board

Overall Purpose of Job

The Head of school is responsible to the Management Board which has delegated the strategic direction and operational level reports to the Management Company. The Head is accountable for leadership and management within the school and for promoting the achievement of excellence throughout the organization. Such responsibilities are imposed on the post holder, by the policy manual and in accordance with the school's statutes.

Main Responsibilities

The Head is the educational leader of ISC and will model the leadership skills required to lead and work with the members of the community to fulfil the school's mission and vision. This includes core international educational values, moral purpose, and respect of the community's cultures, values, and beliefs. The Head will lead the development of the school's programmes to this aim.

Strategic direction and development of the school

To work with the Management Company to ensure the strategic future of the school as laid down in the school's strategic plan.

- Ensures the Management Company kept up to date school's operational activities in relation to the strategic plan.
- Provides the Management Company with the mandated information on financial activities in line with required targets.
- Formally reports to the school community on the main school developments and relevant activities.
- Ensures that the school is marketed effectively in line with strategic requirements.
- Ensures the ethos, educational vision and direction provided by the Management Company secures effective teaching, successful learning and achievement by students and sustained improvement in their intellectual, emotional, and physical development and prepares them for the opportunities, responsibilities and experiences of adult life.
- Secures the commitment of parents and the wider community to the vision and direction of the school.
- Ensures that stakeholders involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational and overall success of the school.
- Ensures that the operational management of the school support its mission, vision and aims.
- Informs and advises the board to ensure that policies and practises take account of international, national, and local standards and laws.

Teaching and Learning

To secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement.

- Ensures that all students receive an excellent quality education through a language rich programme designed to promote a stimulating style of learning in a safe & healthy school environment.
- Ensures the school operates a strong pastoral care programme for students.
- Ensures a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.

- Ensures that learning is at the centre of human talent and resource management.
- Ensures a culture and ethos of challenge and support where all students' can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole community.
- Determines, organises, and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Takes a key role in the development of the new and emerging technologies to enhance and extend the learning experience of students.
- Monitors, evaluates, and reviews classroom practice and promotes improvement strategies to ensure that underperformance is challenged at all levels and ensures effective corrective action and follow up is undertaken.

Leading and Managing staff

To lead, motivate, support, challenge and develop staff to secure continuous improvement:

- Maximises the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students.
- Plans, allocates, supports, and evaluates work undertaken by groups, teams, and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service. This ensures a reasonable balance for teacher and other staff.
- Implements and sustains effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to students' achievement.
- Ensures that all staff in the school have access to advice and training appropriate to their needs.
- Participates in personal annual performance reviews for and demonstrates a commitment to continuous improvement.

Efficient and effective deployment of staff and resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the ISC strategic plan and financial context:

- Works with the Management Company and senior colleagues to recruit and retain staff of the highest quality available.
- Works with senior colleagues to deploy and develop all staff effectively to improve the quality of education provided.
- Informs the Management Company and implements their decisions in relation to staffing and the required staffing model.
- Consults with the Management Company on effective procedures to deal with the competence and capacity of staff.
- Ensures there is a draft annual budget for the Management Company to review that addresses appropriate priorities for expenditure, allocation of funds and demonstrates effective administration and control.
- Meets the Management Company's budget objectives.
- Manages and organises academic and non-academic space efficiently and effectively, to ensure that it meets the needs of student, the curriculum and health and safety regulations.
- Decides within the Management Company's mandate on the security and effective supervision and maintenance of the school buildings, contents, and grounds.
- Undertakes responsibilities as defined in the Child Safeguarding and Health and Safety Policies.
- Ensures that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity and ensures a robust crises management plan is in place.

- Manages, monitors, and reviews the range, quality, quantity and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.
- Ensures that staff attend relevant professional development as identified in staff development programme.

Accountability

To be accountable for the efficiency and effectiveness of the school to the Management Company and wider community and in particular ensuring that students enjoy and benefit from a school that promotes high standards for learning, responsibility and citizenship in a supportive learning community:

- Provides information, objective advice and information to the Management Company to enable it to meet its responsibilities for securing the sustainable future of the school and value for money.
- Reflects on personal contribution to school achievements and take account of feedback from others.
- Creates and develops an environment in which all recognise that they are accountable for the success of the school.
- Presents a coherent and accurate account of the school's performance to the Management Company in a form appropriate to other stakeholders.
- Ensures that parents and students are well-informed about the curriculum, attainment, and progress and about the contribution that they can make to achieving the school's targets for capacity building and innovation.
- Provides information about the work and performance of staff where it is relevant to their future employment.

Strengthening Community

To ensure that student well-being is promoted through the realisation that school improvement and community engagement and development are interdependent:

- Ensures learning experiences for students are linked into and integrated with the wider community.
- Ensures a range of community-based learning experiences.
- Works in partnership with external organizations in providing for academic, social, emotional, and cultural well-being of students and their families.
- Seeks opportunities to invite parents, community figures, business, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributes to the development of the education system by, for example, sharing effective practise, working in partnership with other schools and promoting innovative initiatives.
- Ensures that the school promotes effective links with the local community and government bodies and continues the development of close liaison with other local, independent, and international schools.
- Co-operate and work with relevant agencies to protect children.

Qualifications

- Master's degree from a reputable university
- PhD or an EdD preferably
- Professional knowledge of French and International education systems

Personal Qualities and Values:

- Courage and conviction of opinions and decisions

Languages

- English and French

Extraordinary Leadership Opportunity at the International School of Congo

If your talents include establishing schools, then we will provide a vibrant environment for you to thrive. We seek an outstanding educator and strategic leader who will embrace our Mission, Vision and strategic ambitions.

To do this you will have followed an excellent career pathway. One that demonstrates meaningful leadership experience, CIE and IB knowledge and the diverse range of attributes and competencies relevant to the needs and demands of a rapidly developing start-up school.

Critical to your success will be the drive and communication skills to inspire a growing school community coupled with the interpersonal skills to ensure the effective execution of the school's strategic intent. You will value and enjoy working constructively and in harmony with internal and external stakeholders.

School Profile

Developed and managed by a distinguished team of international educators, International School of Congo (ISC) will open in September 2026. The school will offer a language rich innovative learning experience that equips students to become responsible global citizens. Our leadership will prioritize learning that elevates students to become confident, fluent and flexible thinkers. At ISC, we will celebrate individual strengths and promote collaboration, ensuring a vibrant school culture that ignites curiosity, empowers minds and transforms futures. We aspire to and will work towards being authorised by the IB, Cambridge International Examinations and receive French Government recognition.

Our unique and well-resourced purpose-built building is designed to accommodate 1500 students. The school will start with the Primary School enrolling students aged 4 – 11. The Middle School will open in 2027. The languages of tuition will be English supported by the integration of French. The facility is located in the central and safe Gombe District of Kinshasa and newly constructed housing will be provided on site. The school is securely funded by international investors, has an international Advisory Council and is managed by Warwick 5. The Warwick 5 team consists of leading experts in the world of international education.

We will provide

- Competitive remuneration package based on qualifications and experience which will include Housing, pension support, home flights and health insurance;
- Access to professional development with the group's Learning Academy led by its renowned international faculty;
- Creative, exciting, friendly, safe and vibrant working environment.

About You

Required Demonstrable Key Attributes:

- be internationally minded and culturally sensitive, with a commitment to student overall development, safety and wellbeing.
- ideally have a professional working knowledge of French
- possess excellent communication and collaborative skills.
- be a strategic thinker, with a growth mindset.
- have a strong record of learning, achievement, and leadership in an international or bilingual school.

- have experience of building, developing and leading collegial and collaborative teams.
- have extensive experience of international curriculum developments, programmes of study and assessment methods.
- demonstrate a strategic and mindful approach to school leadership, based on best current practice.
- experience in working in a start-up school.
- value the importance of building high visibility in the community to ensure the school's brand and market positioning.
- Possess financial acumen.
- Promote the development towards a data smart school by implementing information systems and processes to process, gather and analyze data.
- demonstrate a high level of emotional and cultural intelligence.

Qualifications

- Master's degree from a reputable university
- PhD or an EdD could be a distinct advantage

Personal Qualities and Values

- Courage and conviction of opinions and decisions

Application Instructions

Application to be submitted together with a cover letter, CV, references and all relevant certificates to Adele Hodgson adele_hodgson@warwick-5.com not later than **12 February 2026**.

We are committed to safeguarding and promoting the welfare of children therefore police and health certificates will be required to be submitted on appointment.