

# LEADERSHIP SEARCH

Making A World of Difference

**Primary School Principal**

**International School of Congo**

Application Deadline: February 12, 2026

Kinshasa | Start Date: September 2026

Position: **Primary School Principal**

Reports to: Head of School

### Job Purpose

The position of Primary Principal is designed to lead and manage the operations of the ISC Primary school which include language rich English/French programmes. The Primary Principal is responsible for overseeing the educational programmes, staff performance, student achievement, parent relations and school climate. This role requires a blend of leadership, ability to execute, and a deep commitment to fostering a positive, inclusive, and productive learning environment. The Primary Principal serves as a role model and sets the direction for continuous improvement and success within the school community.

### Primary Principal Responsibilities & Duties

- Ensure the smooth establishment of the “beacon” primary school
- Provide instructional leadership to ensure high standards of teaching and student achievement.
- Supervise and evaluate the performance of teachers and staff members.
- Ensure ISC teacher appraisal system is fairly and constructively conducted as stipulated in ISC policy.
- Develop and implement primary school procedures in line with the Policy Manual.
- Oversee the creation and monitor the effectiveness of the primary school’s curriculum.
- Support the implementation of the CIE membership process.
- Manage the primary school’s budget and resources effectively.
- Promote a safe, respectful, and positive primary school environment.
- Facilitate communication between parents, teachers, and the broader community.
- Identify and coordinate professional development opportunities for Primary staff in line with school’s strategic objectives.
- Address and resolve primary student disciplinary issues.
- Lead primary school improvement initiatives and operational planning.
- Ensure a strong pastoral care programme is implemented supported by recognised safeguarding practices.
- Be a contributing and effective member of the SLT.

### Primary Principal Qualifications & Skills

- Previous experience in Africa and French speaking countries could be a distinct advantage.
- Possession of an advanced degree in educational leadership could be an advantage.
- Previous experience as a senior member of a primary school team.
- Professional knowledge of French national curriculum and CIE Programmes.
- Strong background in curriculum development and instructional strategies.
- Excellent communication and interpersonal skills.
- Proficiency in using educational technology and data analysis tools.
- Demonstrated ability to lead and manage diverse teams effectively.
- Experience in fostering community partnerships and stakeholder engagement.
- Commitment to inclusion in education.
- A minimum of 8 years’ teaching experience and 3 year’s experience in a management position in an educational institution.
- Proven track record of effective performance
- Strong entrepreneurial, organizational and problem-solving skills.
- Ability to build and maintain positive relationships with students, staff, and parents.
- Commitment to ongoing professional development and learning.

### Primary Principal Opportunity

We seek an outstanding educator with an entrepreneurial mindset to lead the Primary School starting in September 2026. This is a unique opportunity to establish and shape the development of a School which aims to become a leading educational institution in the Region. Within the School's organizational structure, the Primary School Principal will work with the Head to create and implement the important first stage of the School's development. 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.

### The School

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.

### The ideal candidate should demonstrate:

- Dynamic, passionate, resilient and inspirational leadership
- Knowledge of CIE programmes essential plus the ability to support the implementation of the membership process
- The ability to align curriculum
- The ability to plan strategically and budget effectively
- A drive to transform education for the betterment of young people.
- Ability to inspire, communicate with and manage people and possess strong team player characteristics
- Willingness to contribute to the wider life of the school

### We will provide

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

### Required Qualifications and Experience

- Bachelor's degree from a reputable university.
- Master's degree could be a distinct advantage.
- A minimum of 8 years' teaching experience and 3 year's experience in a management position in a school.
- Excellent knowledge of CIE Primary Programme and its implementation process.
- Fluency in written and spoken English and a professional knowledge of French
- Experience of working in Africa would be a distinct advantage

### Application Instructions

Application to be submitted together with a cover letter, CV, 3 references and all relevant certificates to Adele Hodgson [adele\\_hodgson@warwick-5.com](mailto: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.