

Leadership Search



Head of School International School Suva *Suva, Fiji*



Application Deadline: February 6, 2023
Start Date: July 1, 2023

ISS is pleased to conduct this full search.
Learn more about how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

Desired Qualities and Qualifications

The ISS Head of School Position serves as the school's chief executive under the board's mandate, overseeing all educational programs, construction projects, and governmental relationships. ISS invites applications for an experienced educator with strong leadership and managerial skills. The successful candidate will have five or more years of experience in leading at international schools and will be well-versed with the WASC and International Baccalaureate Accreditation processes.

Duties & Responsibilities

The Head of School will be accountable for:

- Articulating the vision of the school
- Managing the day-to-day work of the school
- Implementing school board policies and procedures
- Recruiting, hiring, dismissing and evaluating faculty
- Ensuring that the academic and extra-curricular programmes of the school reflect the best practices of international education.
- Working with the board to oversee the budget
- Maintaining good communication between and among the various constituencies of the school.
- Representing and promoting the school throughout Fiji.

Qualifications & Experience

- An advanced degree with an emphasis on Education and Leadership
- Several years' experience from 2-3 different international schools outside the candidate's home country, including a minimum of five years' experience in senior school leadership from one or more international schools
- Dynamic, creative thinking with the ability to make decisions that reflect the best interests of all stakeholders
- Ability to solve problems with determination, creativity, and in good humour
- Good team-building skills and a person who can inspire confidence and trust
- Experience leading multi-disciplinary and cross-cultural teams
- Excellent communication skills as a speaker and writer.

Application instructions are found on the final page of this announcement.



The School

International School Suva is an independent co-educational day school offering preschool, primary and secondary education. The school is located just outside Suva, the capital city of Fiji. It is a US Embassy supported school where students are drawn from 40+ embassies based in Suva and from several large NGOs including the UN, World Bank, and several environmental agencies. The school has a common set of expected school-wide learning results (ESLRs) to which teaching and learning are aligned. The programmes are aimed at engendering a lifelong love of learning and establishing an inquiring and critical thinker who is conscious of global issues and comfortable in a multicultural situation.

History

ISS was established in 1973 by a group of families as an alternative education provider in Suva offering broader-based, internationally-focused education. It was initially housed in Garrick House, a colonial residence, on Princess Road with 40 primary students. The following year, the school was relocated to its current location in Laucala Beach just outside Suva, the capital city of Fiji. The initial buildings and grounds were constructed by both hired crews and parent volunteers. By 1976, ISS had 300 students enrolled in years 1-6 and was adding year levels and became a comprehensive school with Reception through Year 12 in the early 1980s. Enrollment at ISS has been steadily increasing since 2013 and is currently at 658. The school has continued to expand its facilities as enrollment increases. The ISS campus, including the primary and secondary schools, is on a five-acre site. From those early years, the school added Year-levels until becoming a comprehensive school with Reception through Year 12 students in the early 1980s. At that time, the school operated with a

British curriculum but soon chose to adopt the International Baccalaureate Diploma Programme (DP) for Years 11 and 12. Following that, the school adopted the International Baccalaureate Primary Years Programme (PYP) and then the Middle Years Program (MYP).

Mission

ISS is committed to rigorous and high academic standards and the instillation of ideals of lifelong learning and responsible global citizens. We strive to ensure that every student leaves ISS with an international understanding, an ability to think critically, act with compassion, care about themselves and others and display the attributes of School-Wide Learner Outcomes.

Vision

That every ISS student should have the confidence to be themselves, be independent in thought and action, be enterprising, and be prepared for life as a global citizen.

Curriculum

ISS is a Continuum IB school offering the PYP, MYP, and DP. They also currently offer the Australian ACT curriculum for years 11 and 12. In addition, the school has a school-wide Ocean Science focus with curriculum and outdoor activities at all levels related to Ocean Literacy. The school has a boat for class Oceans excursions.

Accreditation

The school is accredited by the Western Association of Schools and Colleges (WASC).

Governance

International School Suva is governed by an elected Board and follows the Articles of Association of the International Schools Association of Fiji as ratified in 2018. The Board receives reports from the Head of School concerning enrollment, fiscal details, program changes, and student performance thus providing some degree of evaluation/monitoring. The board has a hybrid structure with 6-10 elected parent members, 0-3 appointed non-parent members, two staff representatives, and the Head as a non-voting member. The Head of School Reports to the ISS Board and serves under an exclusive contract.

Academic Calendar

ISS is located in the Southern hemisphere and therefore the school year runs from late January to early December. There are two-week breaks between the first two terms and the last two terms and a three-week break at the end of the semester in late June and early July.



The Academic Program

Primary School

The current primary enrolment is 330 and approximately 30% of the enrolment is made up of Fiji citizens. The remainder of the school community consists of at least 40 nationalities from around the world. International School Suva implements the International Baccalaureate Primary Years Programme (IBPYP) which is an international curriculum framework that aims to provide a holistic education from Early Childhood (3 years) to Year 5 (11 years). The goal is to develop students who are caring and actively participate in their learning journey.



Secondary School

Education in Secondary School offers an opportunity for students to obtain an internationally recognized qualification. Each program offered carries a reputation for excellence in education and offers a holistic approach to education. Three programs are offered in the Secondary school, all are internationally recognized. The first is International Baccalaureate Middle

Years Program (IB MYP) from Year 6 to Year 10. Years 11 and 12, students have the option of choosing either the Australian Capital Territories (ACT) Senior Secondary Certificate & ATAR (Australian Tertiary Entrance Statement) or the International Baccalaureate Diploma Program (IB DP). The school has a Year 12 dedicated space in which Year 12 students have office-style desks and chairs, their own conference room, and office equipment.



Learning Support

Additional support for learning means giving children extra help or support so they can get the most out of their education and reach their fullest potential. A child or young person is said to have ‘additional support needs’ if they need more – or different support – than what is normally provided in schools to children of the same age. At International School Suva Primary the Learning Support Program is designed based

on need. A referral process is used to develop programs and support. For some students, social and behavioral needs can be directly related to their learning diversities. In some cases, the learning specialists may address these issues with students, such as developing more appropriate social skills. This can occasionally be done in cooperation with the School Counselor.

English as an Additional Language

International School Suva is a multicultural school community and includes students from approximately 40 different countries. While English is the primary language of instruction, consideration is given to the fact that a significant proportion of the student body come from homes where English is not the main language spoken. ISS admission requirements and assessments are used to ensure to determine whether prospective students can access the curriculum in English. The results of these assessments give ISS an indication of the student’s English language skills, and which subject choice is most appropriate.

Arts, Athletics, & After School Activities

ISS offers a wide variety of extra and co-curricular activities for students. ISS competes interscholastically in sports including basketball, netball, swimming, track & field (athletics), and football (soccer), as well as Model United Nations. The Ocean Programme provides additional opportunities for student involvement and agency. The activities program aligns closely with the Student Learner Outcomes (SLOs) and provides opportunities for students to gain and demonstrate the skills indicated by the SLOs.





The Community

Students

ISS serves a multicultural community, and the student body represents over 50 nationalities based on passports. Some students hold dual citizenship, and many identify with a country or culture other than the country identified by their passport. Approximately 36% of the student body holds a Fijian passport.

Faculty

The ISS staff is well-qualified and experienced. All staff teach in their areas of expertise and have teaching qualifications. Forty-three percent hold qualifications gained outside of Fiji. Sixty-three percent of staff members have been at ISS for 5 years or less while 14% have been at ISS for more than 16 years. This mix of newer teachers with those having longer tenure at ISS helps balance and maintain the traditions of the school. There are 15 nationalities represented in the faculty with more than 50% being host country teachers.

Student Wellbeing

Students' well-being is a cornerstone of their success and happiness. The school nurtures children who develop independence and the ability to make positive, healthy choices. Importantly, they partner with parents to ensure that school is fun, motivating, and a place where every child can turn to a trusted adult for help and support. The school has an unwavering commitment to safeguarding children, providing a safe place to learn and play, surrounded by a team of adults who want only the best for each child.



The Campus

Facilities & Premises

The campus is a secure, walled compound with 11 buildings, open spaces, and underground parking. An athletic field is shared with the local community. Most school facilities are fairly new. Old buildings have been replaced over the last 12 years and the high school building has had a recent remodel. The school has solar power generation that supplies approximately 10% of the school's electricity. The school is creating a plan to increase solar power gradually to 100% of its needs.

Living in Suva

Suva is the capital of Fiji and is the largest city in the South Pacific islands. The Suva metro population is currently 330,000 and most amenities are available. Fiji is a Commonwealth nation with a British history. It is developing economically with tourism as its largest industry. Suva is the cultural and entertainment capital of Oceania and is host to many regional, national, and local events. The city has a very developed and advanced entertainment and event infrastructure and hosts a busy calendar of events every year. Suva also offers a varied and interesting culinary experience where almost every if not all major cuisines are represented.



Follow the International School Suva to Learn More



Fast Facts

Year Established	1973
Accreditation Agency	WASC; IB
School type	Independent, Non-profit, board governed, PK-12 Comprehensive IB Continuum Day-school
Language of Instruction	English
Student Age Range	3-18
Total Enrollment	530-650
Lower School Enrollment	280
Middle School Enrollment	130
Upper School Enrollment	140
Percentage Home Country Nationals	30%
Student Nationalities	55
Percentage Annual Student Turnover	28%
Average Class Size	18
Student to Teacher Ratio	6:2
Number of Faculty	86
Faculty Nationalities	15
Percentage Annual Faculty Turnover	9%
Number of Board Trustees	12 (6-10 Parent, 0-3 Non-Parent, 2 Staff Reps)
Tuition (2022 - 2023)	\$29,124 – 39,736 FJD (\$13,161 – 17,956 USD)
Annual Operating Budget and Currency	\$16.5M FJD

Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the International School Suva | Head of School search. She will be assisted by members of the ISS Administrative Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials: [February 6, 2023, 11:59 pm EST](#)

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#). *
To apply in EDUrecruit, click here: [International School Suva | Head of School](#)

Candidates Already Registered with ISS EDUrecruit, log into your account here. *
To apply in EDUrecruit, click here: [International School Suva | Head of School](#)

*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. *

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the International School Suva (ISS) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened. International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided, and we also reserve the right to withdraw an applicant's candidacy at any time should the information be forthcoming that may suggest the candidate is not suitable to progress in the process. Hiring is contingent upon a successful background check.

ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#).