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## Leadership Posting

### Head of School Learning Skills International School *Accra, Ghana*

Application Deadline: August 15, 2022

Start Date: January 1, 2023

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## Head of School Job Description

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**Position:** Head of School (HOS)

**Reporting Position:** Board of Directors

### Description

The HOS is responsible for the effective general management of the school, for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. The HOS is responsible for proposing an annual budget and submitting it to the Board of Directors for review and approval. In addition, the HOS is responsible for monitoring the budget and ensuring that resources are allocated per the approved budget. The HOS is responsible for ensuring the school is in compliance with all the local laws and regulations and with the requirements of the school accrediting agency.



### Responsibilities

#### Strategic and Budgetary Planning

- Developing a strategic plan for the School, in consultation with the Board of Directors, including the preparation of a staffing and resource plan
- Engaging the staff of the school in compiling and implementing the school's plan
- Reviewing the performance of the school in terms of its objectives as stated in its strategic plan and in its staffing and resource plan
- Having responsibility for all financial matters, including financial planning and sustainability, resource allocation, the identification of new sources of income, the monitoring of expenditure to ensure that it is within appropriate levels, ensuring the linking of resource allocation to strategic and operational planning
- Managing and monitoring of implementation of the budget

#### Staffing

- Overseeing staff and teacher recruitment
- Creating a supportive working environment for all staff in the school and fostering their career development
- Ensuring that staff performance reviews are completed in a timely manner
- Allocating duties to staff within the school and the management of staff in accordance with policies and procedures
- Handling grievance procedures for staff except where a grievance is against the HOS
- Managing relevant disciplinary procedures for both staff and students

### Teaching and Learning

- Having overall responsibility for the management of the school's program of teaching and learning
- Ensuring that teachers fulfill their duties in terms of student record-keeping, unit plans all documentation relating to curriculum development
- Overseeing the design and implementation of curriculum, instruction and assessment practices
- Ensuring the effective delivery of high-quality teaching and the maintenance of academic standards
- Promoting a culture of learning that is directed to student needs
- Assuring that the school maintains good standing with the International Baccalaureate Organization and, when applicable, an accrediting agency
- Fostering interdisciplinarity and collaboration both within the school and with other schools and regional organizations, as appropriate
- Keeping informed of current best practices in education and applying them as required
- Promoting excellence and improvement in all matters of teaching and learning
- Overseeing the provision of required teaching and learning materials as well as resources for teacher professional development
- Ensuring the regular review, evaluation and development of programs offered by the School

### General

- Representing the school both internally and externally
- Managing and encouraging an information flow to staff, parents, and students in the school community
- Supporting a collaborative and unique culture for the school
- Seeking and considering faculty input for schoolwide decisions and policies
- Protecting colleagues from issues that would detract from instructional time or focus
- Supporting schoolwide goals and keeping the community focused on them
- Discussing current theories and practices with faculty and staff on a regular basis
- Standardizing operational procedures and routines
- Ensuring the effective operation of the school in accordance with approved governance procedures
- Overseeing the general management and maintenance of the school's physical facilities and equipment, including the allocation of rooms and other spaces
- Having overall responsibility for ensuring that the school complies with legal requirements and related policies
- Implementing decisions of the Board of Directors and supplying information in accordance with board policy
- Prepare an annual report for the Board of Directors
- Delegating to an Acting HOS during any period of absence of more than three working days

- Other duties as may be assigned by the Board of Director

### Preferred Qualifications

- An advanced educational degree, with a credential in administration or educational leadership
- Previous experience and proven success in a chief executive or chief administrative role
- Successful international, overseas experiences
- Strong financial and organizational, human resource, marketing and management skills
- Proven experience and expertise with the school's academic programs (IB PYP)
- Strong leadership in pedagogical approaches
- Educational or professional experience in a culturally diverse environment
- Experience in technology-based educational solutions

### Knowledge & Skills

- Unimpeachable integrity
- Strong educational leadership
- Managerial expertise
- Personal qualities of warmth, transparency and approachability, empathy; charismatic; visibility, etc.
- Governance experiences
- Visionary and strategically minded
- Agent of change
- Ability to be proactive in understanding current, and predicting potential issues relating to the school
- Outstanding communicator verbally and in writing
- Resilience
- International experiences
- Student-centered: Connects with and knows his/her students, interested in their aspirations
- Financial acumen
- Adept at staff recruitment
- Community-minded and a community-builder

## Introduction

Learning Skills International School (LSIS) is two-campus independent, English-medium, Nursery to Grade 7 international school in Accra, Ghana, with the goal of providing a high-quality education to Ghanaian students. The School is authorised to deliver the Primary Years Program of the International Baccalaureate and will be seeking authorisation for the Middle Years Program within the next year. Long-term plans include adding a grade level each year and eventually adding the Diploma Program.



The school strives to deliver a student-centered, enriching and challenging program that prepares students for lifelong success.

## Vision & Mission

### Mission and Vision

LSIS offers an IB World preschool to secondary education from two campuses in Accra, Ghana. We nurture globally conscious, creative thinkers who will contribute to the growth of their community, country and beyond, by virtue of a world-class education. Our uniqueness lies in our being an international, IB school that is also distinctly Ghanaian.

### Motto

Raising curious minds for tomorrow's world.

## School Details

### Overview

Learning Skills International Schools is a Nursery 1 to Grade 7 school founded in 1986 by Mrs. Sophia Duker. As of November 2021, the school enrolled 399 students on two campuses, Osu and Adjaringanor, in the suburbs of Accra, Ghana. It has a capacity of 482 students leaving a potential growth in enrollment of 86 students with the current facility limitations.

The aim of the school is to nurture young children to think and act critically from an early age, and eventually become influential contributors to society. In September 2020, LSIS received authorization as an IB World School for the Primary Years Programme (PYP). The school had plans to seek Middle Year Programme (MYP) authorization in 2020/21, however the IB required a financial commitment of approximately 20,000 Euros. The Grade 7 class was opened with five students during the current school year, however, with the low enrollment, it was



financially not feasible to seek MYP authorization at that point. Nevertheless, the school has been trying to create an MYP environment to set the stage for the future when the financial situation can warrant such an investment. The school's administration has provided some MYP resources but there are still some items that have been requested that have not been purchased. Science lab equipment was to have been ordered, however there has been a delay in financing. Grade 7 teachers are waiting sign up for subject specific MYP training early in 2022. Numerous PYP teachers in Osu are hoping to be trained in the PYP as well. There is only one PYP trained teacher at the Osu campus. The two PYP coordinators also hope to receive PYP and MYP leadership training. The school is committed to opening higher-grade levels in the current school year if a minimum of three students were to apply. Regardless, LSIS does plan to add an additional grade each year. Plans for the high school and IB Diploma Programme are still underway.

Additionally, LSIS is supported by the Sophia Duker Foundation for Excellence in Early Childhood Education & Development. Founded in 2015, the Foundation's mission is to ensure and educate on landmark, premium early childhood education approaches in Ghana.

## School Culture



LSIS's culture is driven by the heritage passed down from the founder, Mrs. Duker, to the core group of teachers who have been with the school for over thirty years, and whom Mrs. Duker trained herself as high school graduates in the 1980s. It is a culture of academic and moral excellence, as well as patriotism. Over the past 14 years, these attributes have been blended with the IB learner profile and the IB culture of internationalism and global citizenship. The result is a unique blend in the curriculum, as well as in the school culture and climate, of a proudly Ghanaian school that is rapidly attaining international standards of education.

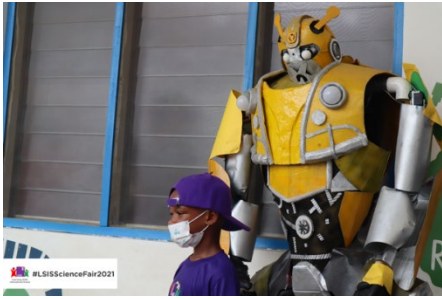
## Academic Calendar

The school will operate on a typical North American calendar which runs from August to June each academic year.

## Authorisation

LSIS is fully authorized to deliver the Primary Years Program by the International Baccalaureate. The school will seek the authorisation for both the Middle Years Program as well as the Diploma Program in the coming years.

## Technology



On both campuses at LSIS, WIFI is available at all learning and administrative spaces of the school. In the school's plan to raise responsible digital and global citizens, full technology integration of the academic program and administrative systems is a major goal that is actively pursued.

## Students, Families and Alumni

The student body is largely Ghanaian, with representation from other countries such as Nigeria, Egypt, Gabon, Cameroon, Jamaica, Zambia, and the USA. In most families, both parents are full-time working professionals in medicine, the sciences, architecture, banking, law, engineering, accounting, education, and the arts. Families are ready to support the school to attain full implementation of the IB programmes from K-12 in the school.



Alumni live in Ghana and all over the world. They are also engaged in all the professions mentioned above. Many are still in touch with older teachers at the school. The school boasts of a large number of children who are the second generation members of LSIS.

## Faculty

Nationalities: Ghanaian

Percent qualified: 41%

Percent with degrees: 82%

## Administration

The organisational chart of the school is currently under review. The Head of School will report to the Board and is the Chief Executive Officer of the school holding direct supervision over two campus Principals, HR Manager, Business Manager, Facilities Coordinator, Librarian and IT Manager.

## Board of Directors & Governance

The Board of Directors is a 5-member, self-appointed Board. Processes are in place to expand the Board to enrich its composition. The Board is also currently developing a full Board policy manual for more effective governance. The Head of School reports directly to the Board.

## Curriculum & Academic Program



The school-wide approach to instruction is inquiry-based. For grades 1-6, the school has adopted the Oxford University Press (inquiry-based series) for core subjects, science, English Language & Literature, as well as social studies. The Scholastic Asian Math series is the main resource for Math. Foreign language instruction is in French and Mandarin. Learners also have a choice of two local dialects in the academic program. K-6 have robotics classes as part of their program. Their work is featured in the annual LSIS science fair.

PE, Music, and Visual Arts are key aspects of the LSIS academic program. A tech facilitator works with students and faculty to ensure technology is an integral part of all learning experiences in the school. Teachers collaborate to provide subject integration, especially in the Units of Inquiry.

Librarians also support the academic program by coordinating with teachers to expose learners to appropriate literary experiences. Extra-curricular activities include dance, Abacus, drama, local language, cookery, and sports.

The MYP program is also inquiry-based. Teachers use IBMYP resources published by Hodder Education, U.K. and IB Source, among others. LSIS plans to use the full documentation of the curriculum by April 2023.



## Facilities

### Osu Campus

The facility was converted from the former home of the founder, Mrs. Duker, and is close to the business district of Accra, Ghana. This makes it a preferred location of many parents, who work in the city centre. There are 15 classrooms from Crèche to KG2 as well as a central multipurpose courtyard for play, assembly, and PE. There are four administrative offices including the Head of School's office, a library, infirmary and a free space for music and art class. There are separate washrooms for girls and boys, staff, and guests. The school is developing plans to rebuild the whole facility.

### Adjiringanor Campus

This is a purpose-built facility in a busy suburb of Accra, which is a 40-minute drive away from the Osu campus. It is far more spacious than the Osu Campus with 19 classrooms for Nursery to Grade 7, including separate rooms for music and robotics. French and local language teachers move from class to class. There are two multipurpose courtyards, library, infirmary, staff room, two



administrative offices, a sports field and parking lot. There are separate washrooms for girls and boys, staff, and guests. The facility has gradually improved and expanded each year according to a master plan. In July /August 2021, two new classrooms and a new library were added. By September 2022, there will be room for a science lab and grade 8. There will also be an office for the Head of School.

## Fast Facts

Year Established	1986
Authorising Agency	International Baccalaureate (PYP; seeking MYP authorisation)
School type	Private, Co-educational day school, Nursery to Grade 7
Language of Instruction	English
Total Enrollment	373
Nursery class size	6-20 (8 classes across both campuses)
Kindergarten class size	9-19 (7 classes across both campuses)
Grades 1-7 class size	10-22 (currently 3 in grade 7)
Student age range	2.5-14
Student: Teacher Ratio	1:10
Number of Faculty	39 teachers, 21 teaching assistants
Faculty nationalities	Ghanaian
Tuition (2021-2022)	Nursery: GHS 3,083; Kindergarten: GHS 3,228 Primary School: GHS 3,373 Middle School: GHS 3,594

## Leadership Posting

### Application Instructions

Effective Date: January 1, 2023

Application Deadline: August 15, 2022

ISS Senior Leadership Executive, Michael Lees, will serve as the lead consultant for the Learning Skills International School Head of School search. He will be assisted by other members of the ISS Administrative Searches & Governance Services team.

In **one PDF document**, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV to [mlees@iss.edu](mailto:mlees@iss.edu) . You will be contacted by Mr. Lees regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and LSIS reserve the right to close the selection process at any time if an ideal candidate is found before the deadline.