



**INTERNATIONAL
SCHOOL OF
ESTONIA**



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Position

**HEAD OF SCHOOL
INTERNATIONAL SCHOOL OF ESTONIA - Tallinn**

Important dates

Application deadline: 15th February 2024

Start date: August 2024 to January 2025

Our school

The International School of Estonia seeks a forward-thinking, outgoing Head of School to lead the organization to a well-known and well-integrated position in Tallinn and beyond. It is the longest-established IB school in Estonia. ISE offers a range of merit- and needs-based scholarships and remains unique in Estonia for the quality of its education, the devotion of its teachers, the community atmosphere. Now it needs a leader to help reach the school's full potential.

ISE is the oldest IB World School in Estonia, an advanced European Union nation and NATO member-state, at the forefront of digital society and boasting some of the highest PISA rankings in the world. The school teaches about 150 students from Pre-K to 12th grade in English. ISE is accredited by the IBO, NEASC and CIS.

The 30-odd staff members are a valuable, proactive resource for any Head of School. ISE's administrative staff have long experience and a strong understanding of the school's history and needs. The teaching faculty are of diverse backgrounds and are highly qualified. The school's families are also very international, and several are attached to prestigious diplomatic or international organizations.



Juhkentali 18
Tallinn, Estonia
+372 666 4380
ise.edu.ee





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Key Challenges and Opportunities

The successful Head of School will be building a strong public identity and securing investment and financing to compete with other international schools in Tallinn. They will foster and maintain relationships with a range of embassies and corporations. They will need creative problem-solving skills to manage an organization with limited resources and to recruit new student profiles.

They will also manage an organization where people wear many hats and responsibilities are widely distributed, and they will find a friendly, open and diverse community of invested stakeholders, as well as bright and engaged students.

Qualifications

- Masters degree in education or educational administration
- IB programme certifications (Programme Coordination or School Leadership)
- Fluency in English

Experience

- 10 years of teaching experience in international schools, in more than one country
- Financial and/or strategic management
- Experience in small-to-medium-sized schools is preferred
- 5 years' experience in IB Administration, preferably at the principal level or above, with a comprehensive understanding of programme responsibilities
- Preferably experience with accreditation processes (IB, NEASC, CIS)

Personal Attributes

- A compassionate, inspiring individual who embraces high standards, effectively leads change and welcomes continuous improvement
- Strong financial management and strategic planning skills
- A philosophy of inclusivity and team-building
- Passionate about high-quality education
- Outgoing with staff, students and parents
- Promotion of diversity, equity and inclusion
- Capable of exercising good judgment in challenging circumstances



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Responsibilities

The Head of School will lead the internal operation of the school as well as outreach. They shall be chief executive officer and shall be accountable to the School Board.

The Head of School shall:

- Lead and direct all aspects of the school's programmes, faculty affairs and academic support services, as well as long-term development
- Work collaboratively with the Board and Senior Leadership Team to implement policies
- Direct everyday administrative and operational activities of the school
- Liaise with local and international communities to promote the school
- Implement strategies to attract and retain students and faculty
- Hire and dismiss administrative and teaching staff
- Facilitate vertical alignment with the three department heads
- Manage cross-department positions like IT, Student Support and Language Acquisition

Salary and Benefits

The compensation package is competitive and will be negotiated with the applicant based on qualifications and experience.

Application Instructions

The Search Committee will accept applications from candidates who are available to begin their appointment between August 2024 and January 2025.

The deadline for applications is **15 February 2024**. CVs will be reviewed on an ongoing basis as they are received.

- Cover letter expressing interest and qualifications for this position
- Current CV/Resume
- Names and telephone numbers of three references familiar with your work and administrative ability (1 superior, 1 colleague and 1 subordinate)



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Applications to be directed to:

Head of School Search Committee
International School of Estonia
Juhkentali 18, Tallinn 10132, Estonia
directorsearch@ise.edu.ee

For further information about the position please contact Personnel Manager Katre Pohlak at katrep@ise.edu.ee



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