

Job Description – Head of School

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| Job Title: | Head of School (Kenya) |
| Department: | School Senior Leadership Level |
| Reports to: | Chief Education Officer -directly On specific areas: <ul style="list-style-type: none"> • Chief Executive Officer – solid line Other dotted line to: <ul style="list-style-type: none"> • Chief Operation Officer • Chief Finance Officer • Chief HR Officer • Chief Legal Officer |
| Supervises: | Directly: <ul style="list-style-type: none"> • Headteachers in respective school/s • Heads of Departments in school (as per school organogram) Indirectly: All staff in school |
| Revision Date: | June 2027 |

Job Purpose

The Head of School (HoS) is effectively overall incharge of the School. They are ultimately responsible to define, communicate and embed a robust vision for the school clearly linked to the school's guiding statements and in line with the broader strategic objectives of Braeburn Schools Limited. They report directly to the Chief Education Officer and the CEO and indirectly to Exco members. The Head of School leads the School's Senior Leadership Teams and has ultimate responsibility for all aspects of the School's day-to-day operations, the school's strategic development plan and the subsequent annual school improvement plans. The Head of School personally supervises the school's financial, operational and HR managers to ensure optimum efficacy. The Head of School is responsible for school improvement and for maintaining high standards of student outcomes and academic performance through leading their respective Heads of School and leadership teams.

Key Duties/ Responsibilities

1. Provide overall leadership to develop a vision and strategy (short, medium and long-term) to guide school operations and lead the Headteachers and leadership team to implementation.
2. Be responsible for the growth of their schools(s), specifically identifying new opportunities and business plans and presenting to the CEO for approval.
3. Driving student enrollment through exceptional standards of external engagement and in partnership with marketing and admissions teams.
4. Be ultimately responsible for **safeguarding** and promoting the welfare of students (& staff) by ensuring that all staff, and those connected to the school share this commitment and responsibility.
5. Influence change and new processes by evolving skills, technologies, applications, and practices for the continuous exploration of data to gain insight that will lead to data driven decisions.
6. Guide, develop & mentor a team of staff who provide operational, technical and administrative support to the school(s).
7. Building a collaborative learning community within which students, faculty and staff feel a sense of belonging and a joy for learning by being a strong, present, and visible leader.
8. Setting a culture of high expectations and academic excellence by developing a robust pedagogical strategic vision and driving academic standards according to the expectations of the Braeburn family of schools.
9. Challenging the school's staff body by leading by example and embodying outstanding standards of professional conduct.
10. Participating fully in the Braeburn family of International Schools, providing leadership, expertise and collaborating with colleagues in our other schools.
11. Establishing strategic relationships and partnerships to support the student experience.
12. Inspiring a culture of innovation and collaboration that allows time and space to explore and experiment with digital tools.
13. Maintaining and building upon positive relationships with parents.
14. Connecting deeply with staff and students and upholding a welcoming, safe, and respectful culture.

15. Engaging meaningfully with the wider Kenyan community as an outward-facing and charismatic ambassador for your School.
16. Ensure the school is compliant with all legal requirements, statutory bodies, Company Policies and relevant external accreditation agencies.

Key Outputs/Deliverables

- i. Lead in the enrollment decision- making process ensuring that enrollment projections are met or exceeded.
- ii. Lead in the key performance indicators for academic, operational and financial objectives through close monitoring and corrective action.
- iii. Lead the schools' strategic plans and be accountable for school improvement and student outcomes.
- iv. Creating a motivated and high performing staff team with clear roles, responsibilities and accountabilities, ensuring their wellbeing and workload is monitored.

Approval

| Job Holder | Supervisor |
|---|--|
| Head of School Signature: Date..... | Chief Executive Officer Signature: Date..... |

NOTE: This job description is not intended to be all-inclusive. Employee may be required perform other related duties to meet the ongoing needs of the organization.

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