



International School Nadi

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Deputy Principal

International School Nadi is seeking to appoint an enthusiastic, collaborative and experienced school leader to join our team in July 2024. The Deputy Principal will play a crucial school-wide role, offering both operational and strategic leadership in alignment with the school's mission, vision, and values. As a key member of the Senior Leadership Team, the Deputy Principal will collaborate closely with the Principal and IB Curriculum Coordinators to promote the ongoing development of the school and enhance the overall student experience. The successful candidate will be responsible for overseeing day-to-day operations of the school, developing and implementing school policies and maintaining a safe, enriching and inclusive environment for all community members. They may also be required to take on a small teaching load.

About the School

Established in 1992, International School Nadi is an independent, coeducational, non-profit school for students aged 3-18 years. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma programmes aim to develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally. Our diverse community of almost 250 students and 37 teaching staff represents 25 different nationalities. As an open admissions school, we pride ourselves on creating a nurturing, balanced and inclusive learning environment where each student is empowered to reach their full potential. Our teachers work with classes ranging from 8-24 students in a supportive and collaborative environment where staff wellbeing, autonomy and professional growth are valued.

The school campus is located in Nadi, the tourism hub of the Fiji Islands. Although a small community, Nadi provides a range of opportunities for short island vacations along with activities like hiking, water sports and zip lining.

Essential Qualifications & Experience

- Bachelor's degree in Education (primary or secondary) or a Bachelor's degree with relevant postgraduate qualifications in education.
- A minimum of five years of teaching experience; at least three of which should be in an accredited IB school.
- At least two years of successful experience in a leadership or administrative role within a school setting.

Desirable Qualifications & Experience

- Postgraduate qualifications in educational leadership, wellbeing and/or curriculum development.
- Completion of Category 2 or higher IB Professional Development workshops on Leadership.
- The ability to teach secondary English, Mathematics and/or Science.
- Working knowledge of Managebac, Seesaw, Google Suite and Canva.
- Experience of working in an IB continuum school (PYP-DP).
- Proficiency in conducting staff recruitment, induction, and appraisals.
- Expertise in developing, implementing, and reviewing school-wide policies.
- Familiarity with the IB self-study and evaluation process.

Required Personal Skills & Values

- A strong understanding of and commitment to the philosophy and values of the IB organisation.
- A high level of interpersonal skills enabling effective communication, collaboration and leadership with a wide range of stakeholders.
- Ability to adapt to changing circumstances and navigate uncertainty with flexibility, resilience and a sense of humour.
- Exceptional organisational skills and the ability to manage multiple priorities and initiatives effectively.
- Strong problem-solving skills and the ability to find creative solutions to complex issues.
- Skilled in analysing data to inform strategic decision-making and policy development.
- A commitment to upholding ethical standards and promoting integrity within the school community.
- A lifelong love of learning and enthusiasm for ongoing personal and professional growth.
- A willingness to actively support and promote student wellbeing, inclusion and international mindedness.
- Ability to lead and inspire organisational change and foster a culture of continuous improvement.

Compensation & Benefits

The successful candidate will receive:

- A fortnightly salary reflecting their qualifications and experience.
- Discounted school tuition for dependents.
- Internationally recruited candidates will also receive a settling-in allowance, basic health insurance, annual return flights to home country and a monthly housing allowance.

ISN staff also benefit from a healthy professional development budget that aims to build IB expertise, reflective teaching practice and leadership skills. Staff are involved in offsite, onsite, and online workshops and conferences.

How to Apply

Interested candidates should send a cover letter and a CV to elenoak@isn.school.fj. Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance in a leadership or management role.

Applications close on Monday 29th April 2024. Due to the expected volume of applications, we will only contact those applicants that are shortlisted for an interview. The school reserves the right to close the application process before the deadline if a suitable candidate is identified.

ISN is committed to safeguarding and promoting the welfare of our students and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references and police background checks. The successful candidate will be required to follow the school's child protection and welfare policies. Teaching staff must also be registered with the Fiji Teachers Registration Authority upon commencement of employment.