

**HEAD OF SCHOOL**  
**SISU SCHOOL ULAANBAATAR, MONGOLIA**

**Job Description**

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

**School:** SISU School, Ulaanbaatar, Mongolia

**Reporting Position:** Board of Trustees

**Working Relationship:** Board of Trustees, Principals, Operational Department Heads

**DESCRIPTION**

The Head of School (HoS) is responsible for the effective general management of the school, ensuring the provision of academic leadership and strategic vision, and the quality of the student experience. The HoS is responsible for proposing an annual budget and submitting it to the Board of Trustees 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.

Ideally, the founding HoS will start working either remotely or onsite starting in November 2022 or as soon as possible. The start of the employment can be negotiated with the right candidate.

## RESPONSIBILITIES

### STRATEGIC AND BUDGETARY PLANNING

- Developing a strategic plan for the school, in consultation with the Board of Trustees, 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 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 the implementation of the budget
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### STAFFING

- Responsible for staff and teacher recruitment
- Creating a supportive working environment for all staff in the school and fostering their career development and wellbeing
- Ensuring that staff Growth Plans and Professional Discussions 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 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 SISU School's Quality Assurance
  - Fostering interdisciplinarity and collaboration both within the school, SISU Schools network, and with other schools and regional organizations
  - Promoting excellence and improvement in all matters of teaching and learning
  - Ensuring the regular review, evaluation, and development of programs offered by the school
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## General Responsibilities

- Representing the school both internally and externally
- Managing and encouraging an information flow to staff, parents, and students in the school community
- 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 space
- Having overall responsibility for ensuring that the school complies with legal requirements and related policies
- Implementing decisions of the Board of Trustees and supplying information in accordance with board policy
- Prepare an annual report for the Board of Trustees
- Delegating to an Acting HoS during any period of absence
- Other duties may be assigned by the Board of Trustees

## QUALIFICATIONS & REQUIREMENTS

- Minimum of Master's Degree in Education
  - Experience in working with the Finnish education system
  - Previous experience and proven success in a school leadership role (e.g., Principal/Vice Principal)
  - Strong financial and organizational, human resource, marketing, and management skills
  - Proven experience and expertise with the school's academic programs
  - Strong leadership in pedagogical approaches
  - Educational or professional experience in a culturally diverse environment
  - Experience in technology-based educational solutions
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## KNOWLEDGE & SKILLS

- SISU mindset
- Unimpeachable integrity
- Strong educational leadership
- Managerial expertise
- Personal qualities of warmth, approachability, empathy, charisma, visibility, etc.
- Community-minded and a community-builder
- Visionary and strategically minded
- A fluent communicator in English verbally and in writing
- International experiences
- Student-centered: Connects with and knows their students, interested in their aspirations
- Financial acumen
- Adept at staff recruitment