

Head of North Zealand International School (NIS)

From 1st of June 2023.

We are looking for a dedicated and visionary person with management experience from the international school system as the new Head of our international department - NIS.

The new Head will be part of a management team covering all our departments. You will be responsible for the coordination and development of the programme for 3-16-year-olds embedding the school philosophy in teaching and learning. Specifically, this will involve management and administration of the Primary and Secondary programme compliance, assessment, and progression administration. You will also take active part in a joint management team that is dedicated to developing the whole school of NGG, in line with the overall strategic plan for the school. You will also take the lead on parent involvement and maintain strong relationships with families, students, and members of the community to ensure that the school is a welcoming and inclusive environment.

About us North Zealand International School (NIS) has approximately 350 pupils and is in an exciting phase of its development. We have learners from Early Years up to Year 11. We plan to revisit our approved IBDP accreditation with the goal of starting IB in a couple of years. We offer a dynamic, international learning and teaching environment where both international and Danish traditions are important ingredients.

NIS is a part of NGG - Nordsjællands Grundskole and Gymnasium - a private school of about 1300 students and contains besides our international school also a Danish "Grundskole", a pre-school of both international and Danish kids, and a Danish high school/gymnasium.

Our strategy is to enhance the collaboration between the Danish and international school system, where it makes us stronger and gives us better learners. Part of the role as Head of NIS is to develop opportunities for that collaboration between departments.

We are in the final phase of getting permission to build a new school next to our current buildings. The plan is to move to the new school in 2025.

How to apply Applicants should send their application and current CV to the attention of Principal at NGG - Thomas Thrane at tth@ngg.dk. You are also more than welcome to contact Thomas on email or phone - 21171996 - if you have any questions to the job or the school.

The deadline for applications is 10/4 - 2023. The interviews with the chosen candidates are expected 21/4 - 2023. In case of the need for a 2nd interview it will be placed 25/4 in the afternoon.



Appendix

Job profile

Our new leader of international department must:

- Have experience to lead and motivate a team of managers, administrators, and teachers, and provide guidance and support to ensure that all members of the school community are working toward a common goal.
- Collaborate closely with the rest of the school management on implementing the school strategy plan in general, and specifically in the international department.
- Play a key role as the liaison between the broader school and the community.
- Be responsible for overseeing the educational program, administration, and operations of a primary (including Early Years 3-5years old) and secondary school.
- Collaborate with the school principal on the effective use of budget, finances, and resources in the international department to ensure the school's long-term financial stability.
- Lead curriculum planning, design, delivery, and review by working with the management team, teaching team, and other stakeholders to maintain high standards of teaching and learning throughout the year groups.
- Lead our IBDP accreditation process.
- Take the lead on parent involvement and on maintaining strong relationships with families, students, and members of the community to ensure that the school is a welcoming and inclusive environment.
- Have experience working within an international school setting and preferably also with a good understanding of the Danish school system.
- Have strong communication skills; will be comfortable delivering in-house professional learning and steering information meetings.
- Oversee the development and implementation of educational programs, policies, and procedures that meet the needs of students, and ensure that the school complies with all applicable laws and regulations.
- Plan collaboratively and supportively within the management and staff team and across other departments in the school, both vertically and horizontally.
- Foster a positive and inclusive school culture that supports student learning and growth and provides a safe and supportive environment for all students.
- Have full proficiency in English is a requirement, knowledge of Danish is an advantage.

Organization diagram for NGG

