

ASSISTANT HEAD OF SCHOOL - ACADEMICS SEARCH

SEOUL FOREIGN SCHOOL

Seoul, Korea

seoulforeign.org

Start Date: August 2023



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Seoul Foreign School, Centered in Christ, inspires a passion for learning, pursues academic and creative excellence and is dedicated to the service of others.

At a Glance



Established
1912



Enrollment
1,543



Campus size
25 acres



Nationalities represented in
the student body
50 (PK-12)



Total number of faculty
198



Number of nationalities represented
amongst faculty & administration:
27

Upper School enrollment: 500

Middle School enrollment: 277

Elementary School enrollment: 501

British School enrollment: 265

Number of faculty in the Upper School: 53

Number of faculty in the Middle School: 21

Number of faculty in the Elementary School: 41

Number of faculty in the British School: 22

Number of Schoolwide faculty: 61

SFS IB Average: 36 (World IB Average: 32)

Pass Rate of 126 Diploma Candidates: 98%
(World Average 86%)

Years of IBDP authorization: 40

Operating revenue: 66.3 billion (KRW)

Operating expenses: 63.8 billion (KRW)

Capital expenses: 2.3 billion (KRW)

Number of Board of Trustees: 13 members



Overview

Welcoming students in Pre-K through grade 12, Seoul Foreign School (SFS) is widely regarded as the leading international school in Seoul. Founded on 110 years of legacy, SFS offers an unrivaled educational experience, international diversity, and a strong commitment to educating future global leaders. SFS is a K-12 International Baccalaureate (IB) World School and Foundation to Year 9 British School. Students have access to a world class learning experience in preparation to join varied and prestigious universities around the world. Located on a spacious, forested campus with world-class facilities, the school's unique atmosphere, incredible athletics, and arts facilities, and truly committed faculty and staff members make SFS an impressive international learning community.

Established in 1912 with one classroom and 12 students, Seoul Foreign School is one of the oldest international schools in the world and the oldest in Korea with a history of mission-focused education. Today, SFS has grown to serve approximately 1,550 students. Forty-three percent of students are U.S. citizens, while the remaining 57% represent 55 countries, with the largest populations from the United Kingdom, Australia, Canada, Japan, India, Korea, and Germany. The school's unique global environment is complemented by its ongoing dedication to Christian values, which contribute to the caring community and character development of each student at SFS.

Seoul Foreign School is seeking an Assistant Head of School – Academics (AHOS-A) to begin in August 2023. This is a compelling and exciting opportunity for a talented educational leader from anywhere around the world.



Key Roles

The Assistant Head of School – Academics (AHOS-A) is a school-wide member of the Senior Leadership Team (SLT). They work in close association with the Head of School, CFO, Assistant Head of School - Human Resources, and sectional principals to help lead and manage academic activities within SFS. The AHOS-A supports the Head of School in leading learning improvement initiatives, in developing and implementing the School's strategic plan with respect to teaching and learning and provides leadership focused on pedagogy.

This position is responsible for leading the schoolwide departments of Arts, Christian Ministries, Sports and World Languages. The position also regularly meets with and supports Schoolwide Team Leads and Heads of Departments including Counseling, Design, English as an Additional Language and Learning Support.



Key Responsibilities

- Set and maintain high standards for performance in all areas of SFS, with particular emphasis on leading a guaranteed, and articulated K-12 curriculum;
- Support HOS in further developing culture of educational challenge and innovation;
- Lead strategic initiatives to maintain and further develop SFS as a leader in teaching & learning excellence;
- Lead, develop, and present the educational data to ensure academic rigor and ongoing progress to the board, faculty, staff and community;
- Support and challenge School Principals in developing and maintaining educational excellence;
- Lead and develop strategies for professional development programs for all faculty;
- Represent the school effectively in the various school communities with whom SFS is affiliated;
- Assist the Head of School in coordinating, leading and monitoring of strategic planning and yearly updates of those initiatives;
- Lead and monitor teacher professional growth and development for all educational faculty;
- Lead school wide efforts on WASC, IB and ICA recommendations;
- Assist the Head of School with recruitment, supervision and evaluation of school wide personnel;
- Provide advice and support for school wide initiatives or sectional activities that have school wide implications. Such initiatives include, but are not limited to: ongoing communication, scheduling, resource optimization (facility and personnel resources);
- Continue the ongoing leadership and management of school wide activities, embedding activities and system processes to ensure effective organizational structures are in place;
- Attend regularly scheduled administrative meetings and board and committee meetings as needed;
- Support and deliver any leadership and managerial tasks that are reasonably requested by the HOS.



Priorities, Opportunities, and Challenges:

The AHOS-A is an exciting position that has great potential to have significant impact on the SFS community. Looking ahead, we see the following as the near-future priorities, opportunities, and challenges for the AHOS-A:

- Advocate for and support K-12 connection and coherence with particular attention to:
 - the IB program;
 - connection and collaboration between academics, arts, and athletics;
 - the student experience across the four sections;
 - equity, inclusion, and belonging.
- Support the HOS in implementing the 2023-2028 strategic plan (the 2017-22 Strategic Plan may be reviewed [here](#));
- Inspire, support, and develop leaders at all levels of the school;
- Attend to and frame professional development for the faculty;
- Work with Board to support the academic program;
- Continue to grow the GATE, SFS's professional learning center serving the community, to continue to position SFS as a leader in educational excellence.



Key Requirements

- Successful experience as a senior or mid-level educational leader, preferably in an international context;
- Experience in supervising academic and program development as well as facilitating their implementation;
- Experience in developing and achieving a strategic plan and development initiatives;
- Experience in and proven knowledge of current approaches to staff supervision and evaluation;
- Experience with the IB program and/or other inquiry-based curricula in different contexts and settings;
- An advanced degree in educational leadership and /or curriculum is preferred;
- Christian faith, with a culturally sensitive understanding of other faiths;
- Demonstrable passion for lifelong learning, academic excellence, and responsible world citizenship;
- Proven ability as a solid team player with a 'can-do' attitude and able to work flexible hours outside of the regular school day;
- Excellent interpersonal and communication skills;
- Proven ability as an innovative, results oriented, self-motivated, energetic, creative problem solver;
- Ability to engage in multiple tasks and projects, to motivate and inspire others and to lead change successfully;
- Strong organizational and time management skills.

Additional Qualifications and Personal Attributes

- A highly relational, approachable, accessible, and community-oriented leader;
- Comfort and enjoyment in being part of a residential community;
- A diplomatic advocate who possesses a high level of emotional and cultural intelligence and internationalism;
- A transformative leader with the capacity to think and act strategically as well as to attend to details;
- An incisive thinker who can see the big picture and who understands how decisions will affect the different sections;
- Experience in large, complex, preK-12 schools would be ideal;
- Ability to navigate differences with confidence and humility and adept at finding compromise and collaborative solutions;
- Passion for lifelong learning, academic excellence, and responsible world citizenship.

Learn More

Click on the links below to explore more about Seoul Foreign School.

[School Website](#)

[Virtual Campus Tour](#)

[Guiding Statements](#)

[About Seoul, Korea](#)

[School History](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission);
- Additional materials may be requested.

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