

ASSISTANT HEAD OF SCHOOL SEARCH

THE NEWMAN SCHOOL

Boston, Massachusetts

newmanboston.org

Start Date: July 2026



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

“Cor Ad Cor Loquitur” “Heart Speaks to Heart”

Newman provides opportunity for students from diverse backgrounds to pursue serious studies in a welcoming and supportive environment where self and community are paramount.

At a Glance



Established
1945



Total enrollment
265



Total faculty
47



Student-faculty ratio
6:1



Students of color
25%



Financial aid awarded
\$2.5M



Faculty with advanced degrees
37

Countries represented: 37

Distinct household languages: 28

International students: 18%

Boarding students: 51

Students receiving aid: 30%

Endowment: \$9.3M

Annual operating budget: \$10.7M



Overview

Situated in Boston's desirable Back Bay neighborhood, Newman School enrolls 265 students in grades 7-12 in a learning community that aspires to promote "intellectual growth, personal responsibility, and engaged dialogue, where no one is anonymous, each is unique, and everyone belongs." Founded in 1945 by Dr. Harry J. Lynch and fellow Boston College alums, and named for John Henry Cardinal Newman, the school continued to develop in enrollment and programs after Harry Lynch Jr. became head in 1985. Formed in the tradition of the liberal arts, Newman has also had a longstanding commitment to both international students and global education. Its IB curriculum, small size, and boarding component provide intellectual challenge and a dynamic learning environment for students of broadly diverse backgrounds.

Faculty describe Newman students as curious, interested, and committed to their learning. They are kind, respectful, motivated to do well, and willing to try new things. Newman students follow the MYP in grades 7-10 and then can choose to pursue the IB Diploma Programme (in addition to a Newman diploma) in grades 11-12. The House System, designed to generate a sense of belonging and spirit throughout a diverse student body, gives students of wide-ranging interests and backgrounds a sense of tradition and membership in the collective student body, past and present. Throughout the year, students in these Houses become a close-knit community, jointly competing against other Houses in academic, artistic, and athletic competitions. Since Newman draws a diverse student body from around the world, as well as Boston, its surrounding towns, and around the country, Houses offer students lessons in collaboration, cooperation, and leadership. In addition, students compete athletically on multiple teams and can become members in any number of the more than 30 clubs and activities the school offers. Newman aims to send graduates into the world who are civically and globally minded – and down to earth. There is no typical Newman student.

Newman, to many, feels more like a home than a school. Students are seen and known, mutual trust and respect are high, and the sense of community is palpable, as is the sense that "we better each other." The school's small size promotes strong relationships between teachers and students in a learning environment that is very personal, very caring. The school's urban location offers one of America's most historic and culturally rich cities as a classroom along with partnerships with area institutions such as the New England Conservatory, Boston Public Library, Boston Center for the Arts, NuVu, the Boston Ballet, and New Balance.



With last summer's selection of Assistant Head, Julie Porrazzo, as head-elect to succeed Mike Schafer in July 2026, the school is seeking an Assistant Head of School to start next summer when Julie assumes the headship of the school.

Boarding at Newman

Newman is the only Boston independent school to offer boarding. Students live in a beautiful brownstone on Newbury Street, complete with dining area, common spaces, and unique rooms filled with natural light, just blocks from the school's academic buildings on Marlborough Street. Dorm parents, all of whom teach and/or coach at Newman, ensure the safety and well-being of boarding students. In a typical year, boarding students hail from these nations: China, Colombia, Dominica, Serbia, Turkey, Israel, Liberia, Ethiopia, Finland, France, Germany, Japan, Lebanon, Lithuania, Nigeria, Spain, Ukraine, and Vietnam. Boarders also arrive from various parts of the US.

Boston

The charming Boston neighborhood of the Back Bay sits along the Charles River just west of downtown and the Boston Common. Beginning at the Public Garden and stretching to the Fenway, the area is filled with notable landmarks (Trinity Church, Boston Public Library, the Prudential Tower, Copley Square, the Esplanade, Commonwealth Avenue) and always bustling owing to its blend of residences, shops, restaurants, offices, public buildings and parks. Residents and visitors enjoy Boston's exceptional cultural appeal as well as the many historic and natural and recreational attributes of the general area.



Boston is one of the world's premier cities, home to world-class cultural and educational resources. Harvard, Tufts, MIT, BU, BC, Berklee College of Music, Emerson, Suffolk, Northeastern, New England Conservatory, and Wellesley College and 53 other colleges and universities contribute to the area's youthfulness, vitality, and pride. Rich in history and central to the birth of our nation, Boston also gave the country its first college, secondary school, public park, subway, and periodic newspaper. Boston is a world leader in medicine and pharmaceutical research, technology innovation, and education.

Some leading cultural institutions that call Boston home include the Museum of Fine Arts (MFA), Institute of Contemporary Art, Boston Ballet, Boston Symphony and Pops, and Museum of Science. Boston is also a legendary sports town, abounding in professional, collegiate, and youth teams of all varieties (and generating plenty of opinions on each). A river city with a busy harbor and the adjacent Massachusetts Bay, Boston is also ideally positioned for recreation with mountains, lakes, and seacoast all within an easy drive. Boston features a high number of people who actually live in one of the city's neighborhoods, including and in addition to the Back Bay, Beacon Hill, the South End and South Boston, as West Roxbury and other nearby areas. Though served by good public transit, Boston is also an eminently walkable (and bikeable) city. Newman students take advantage of all of it - as part of their program of learning at school and in their free time. The Newman Library is a part of the Boston Public Library system, so students use the BPL online catalog and circulation network.

The Position

The Assistant Head of School will report to the Head of School and oversee all areas of student life including the residential program and will work with the grade level deans (9-10, 11-12), and the directors of the middle school (grades 7-8) residential life, student life and athletics, to ensure a robust experience for all Newman students as they progress through each grade. Along with the Academic Dean, the Assistant Head will keep the day-to-day operation of the school running smoothly, working with faculty, parents, and students to ensure a positive, nurturing, and productive learning culture that supports the academic and co-curricular programs.



Qualifications and Personal Attributes

The most competitive candidates will offer most or all of the following qualifications and qualities:

Professional Qualifications

- Experience in a leadership role at an independent school and knowledge of current best practices and innovation in student affairs, preferably with residential or boarding experience
- Superb interpersonal skills with the ability to communicate orally and in writing with inspiration and clarity to students, faculty, and parents
- The organizational fluency to manage multiple streams of information and respond to situations as they emerge
- Experience with recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty
- Personal and professional commitment to equity and inclusion, supporting neurodiverse learners, and possessed of the requisite skillfulness to support student and faculty growth
- Nuanced understanding of the academic and programmatic dimensions of an independent school – or international school, including, preferably an understanding of the IB
- Evidence of thoughtful innovation informed by research and data and moderated by a skillful and sensitive approach to change
- Experience in residential/boarding programs
- A proven track record of balancing a nurturing approach with the promotion of student and faculty accountability

Leadership Style and Personal Qualities

- Commitment to hard work and creative problem solving, while demonstrating humility and the willingness to learn from and collaborate with one's colleagues
- The courage, confidence, and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace
- Eagerness to engage actively with students, faculty, and parents, and willingness to prioritize visibility amidst the demands of a busy professional schedule
- Demonstrated success in balancing genuine warmth with communal boundary setting
- Skill in clear, transparent, and effective communication
- The ability to navigate complexity, in part through effective prioritization, delegation, and establishment and management of systems
- Exceptional organizational skills and attention to detail
- A sense of humor, enthusiasm for schools, and genuine excitement for serving as an Assistant Head of School

Learn More

Click on the links below to learn more about The Newman School.

[School Website](#)

[School Profile](#)

[Belonging at Newman](#)

[About Boston, Massachusetts](#)



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) to:

Ben Bolté

Senior Consultant

bbolte@carneysandoe.com

Todd Bland

Senior Consultant

todd.bland@carneysandoe.com

The full-time equivalent salary range for this position is \$130,000 - \$150,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.