



Just be
yourself.

Primary School Principal

Windhoek International School
For August 2026

Windhoek, Namibia
www.wis.edu.na

Application Deadline: 5 January, 2026

Shortlist interviews will be completed by
16 January, 2026

Finalist interviews will be completed by
23 January, 2026

The formal offer will be made by
30 January, 2026



Professional Qualifications

- 5+ years of experience as a Principal, Assistant Principal, or PYP Coordinator at an International Baccalaureate World School
- 10+ years of experience teaching and leading at an IB World School
- Knowledge of best practices in child protection and safeguarding
- Proficiency with educational technology tools (Toddle, Google Workspace, etc.)
- Masters degree in educational leadership, administration, curriculum and instruction, or related field

Personal Attributes

- an inspirational leader with a strong commitment to international education.
- an excellent communicator and relationship-builder
- empathetic and experienced in cross cultural communication
- someone who leads by example, modelling the International Baccalaureate Learner Profile Attributes
- a resilient and pro-active problem-solver, with a sense of humour
- a consummate professional and a lifelong educator who has a clear understanding of high quality learning and a commitment for all students to be challenged, supported, and successful
- a leader who exemplifies values which will inspire a supportive and inclusive atmosphere where diversity of thought, ability, background, and personality is respected and encouraged.



Leader of learning

The Principal is responsible for the overall quality of teaching and learning in the Primary School.

Responsibilities include:

- Leading curriculum development in collaboration with the PYP Coordinator
- Ensuring strong alignment with IB Standards & Practices.
- Using assessment tools including MAP Growth to inform planning and school improvement.
- Supporting the development and implementation of Individualised Education Plans.
- Ensuring effective use of Toddle, Google for Schools, and other educational systems.
- Supporting professional learning, coaching, and educator appraisal processes.
- Promoting student engagement, multilingualism, and inclusive learning.
- Encouraging innovation, inquiry, and reflective practice among staff.



WIS Principles



Comms & Community Engagement

The Principal plays a key role in fostering strong relationships and clear communication.

Responsibilities include:

- Leading parent information sessions, conferences, and community events.
- Maintaining strong, proactive communication with families.
- Supervising semester reports, back-to-school events, and learning celebrations.
- Ensuring Primary School representation in publications and communications.
- Updating and contributing to relevant handbooks and school documents.
- Supporting the Understudy Programme and WIS Teacher Academy, with partner institutions.
- Maintaining strong communication with the Educational Director and, when appropriate, the Board.
- Ensuring timely and accurate communication through platforms such as email, WhatsApp, social media, and internal systems.





Leader of people and processes

The Principal manages the operations, systems, and resources that support the Primary School.

Areas include:

- Contributing to school-wide policy review and strategic planning.
- Supporting the quality of sports, activities, outdoor education, and service learning.
- Collaborating with the Admissions Team to ensure correct placement, clear communication and smooth processes.
- Leading the Primary's staffing processes including recruitment, onboarding, evaluation, and retention.
- Managing the Primary School budget and prioritising resources strategically.
- Ensuring safe and orderly operations, including duty schedules and student supervision.
- Using data to drive organisational effectiveness and decision-making.
- Leading accreditation processes (NEASC) and engagement with AISA, CIS, and Namibian bodies.
- Overseeing the Primary' timetable planning and optimising use of learning spaces.





Leader of student life

The Principal cultivates a positive, internationally minded, balanced, and academically rigorous Primary School climate.

Key areas include:

- Promoting the WIS Principles and the IB Learner Profile.
- Overseeing student welfare, personal growth, and social-emotional wellbeing.
- Managing student behaviour, incidents, concerns, and restorative processes.
- Ensuring effective homeroom practice, induction, transitions, and orientation.
- Supporting teachers in classroom management and student behaviour strategies.
- Leading the school's commitment to celebrating all forms of diversity.
- Overseeing all assemblies and opportunities for student voice, choice, and learning celebrations.
- Working with the nurse and counsellor to support student wellness.
- Partnering with families and the WIS Parent Network to build a connected community.



WIS Facts

- Established in 1990
- Namibia's only IB World School (PYP-MYP-DP)
- NEASC Accredited
- Global Alliance Member School
- One of the earliest schools to adopt the PYP
- 430 students (190 in Primary)
- United States Department Office of Overseas Schools Supported
- ~50% Namibian Learners
- 48+ Nationalities Represented

WIS Mission

To develop the full potential of each student in a stimulating environment of academic excellence, cultural diversity and active social responsibility to become internationally-minded independent thinkers.

WIS Vision

WIS aspires to be a world-class international school that provides an internationally accredited curriculum, high quality facilities, and a diverse staff to prepare independent, inquiring, and self-motivated citizens of the world.

WIS Principles

Drawn from our school's foundational documents and informed by community conversations and educational research, our WIS Principles summarises our values and serve as a means of measuring the integrity of our policies, practices, and daily decisions:

Purpose, People, Excellence,
Ownership, Creativity, Sustainability



How to Apply

Candidates should send the information listed below as a single pdf file to **principalhiringcommittee@wis.edu.na**

- Letter of application explaining your candidacy strengths and interest in WIS
- Two (2) page statement describing your approach to educational leadership
- Current resume
- Phone and email address of four (4) referees who have been your direct supervisor

The appointment will be made following extensive reference and background checks. WIS has a comprehensive Child Protection Policy.





Purpose



People



Excellence



Ownership



Creativity



Sustainability



**Learn More about the
Primary Principalsip:**

**[Click here for the full
Job Description](#)**

www.wis.edu.na

Just be yourself

Windhoek International School (WIS) was founded in December 1990, the year in which Namibia achieved independence. We opened our doors to our first students in January 1991 and in 2026 we will proudly celebrate our 35th birthday. Namibia is a wonderful place to work, live, explore, and learn.

Apply today!

