

JOB DESCRIPTION

PRIMARY SCHOOL DIRECTOR



Job title	Primary school director
Job type	Permanent contract - Full time <ul style="list-style-type: none"> • mandatory on-site presence when school is in session • 11 weeks of on-site or remote work during school vacation periods
Work location	Lab School Paris – Paris 11th arr. campus
Starting date	August 2025
Compensation	Remuneration based on internal salary scale, starting at 45k/year
Experience	A minimum of two years experience in a similar role
Language	Bilingual French/English



The Lab School Paris is an innovative, bilingual, inclusive, secular, and eco-friendly non-profit school. It supports children not only in acquiring knowledge but also in developing a broad range of learning skills, enabling them to become responsible, enlightened, autonomous, compassionate, and fulfilled citizens. Its educational approach is inspired both by the contributions of pioneering educators and by current research in the field of education sciences.

Lab School was founded in 2016 and will celebrate its 10th anniversary in 2026.

To support the school's growth and development, Lab School Paris is recruiting a Primary School Director, whose mission, in close collaboration with the Board of Directors, will be to implement the Lab School's educational project and contribute to its dissemination.

The Primary School Director will lead an international team composed of primary, middle, and high school teachers, both French-speaking and English-speaking, as well as a leadership team consisting of directors (primary school and middle/high school) and their deputies, the Board of Governors of the association, a communications officer, an administrative and financial director, as well as interns and volunteers.

MISSIONS AND VALUES

Community

- Lead community projects or assist in obtaining new projects.
- Lead weekly pedagogical meetings and ensure that whole-school objectives are set and met by liaising with the secondary school director and team.
- Oversee educational and social activities linked to or happening within the school community.
- Prepare, with the help of the assistant directors, team and action research seminars.
- Oversee the school admissions process and make decisions about which families will join the Lab School community.
- Participate in the recruitment, training, and assessment of school personnel, both teaching and non-teaching, in collaboration with the director of human resources.

Commitment

- Implement Board of Governors-approved policies.
- Act as a key referent in all matters related to child protection.
- Coordinate, in collaboration with the director of human resources, professional development programmes for school employees.
- Lead committees responsible for dealing with major disciplinary issues in the student population.

Open-mindedness

- Provide regular (monthly) reports to the Board of Governors (budget and admissions updates, turnover, pivotal projects, school maintenance issues, etc.) and respond to feedback concerning progress towards strategic objectives.



Research

- Define an educational philosophy that aligns with the Lab School's original project, taking into account the evolution of research and practices; establish pedagogical objectives in line with this philosophy, in alignment with guidance from the Board of Governors.
- Demonstrate pedagogical leadership, in alignment with guidance from the Board of Governors; ensure pedagogical objectives are met by organising class observations or peer observations, and by guiding teachers in reflections on their practice.

Required Attributes

- Open-minded: willing to lead teams but also to collaborate within them.
- Reflective: performs careful and organised work while remaining versatile.
- Inquirer: approaches work with curiosity and adaptability; interested in research and being a researcher.
- Thinker: practices creativity, reactivity, and problem solving
- Communicator: bilingual French/English, both written and oral; masters use of digital communication tools.
- Adhere to and uphold the values of educational benevolence and the pedagogical project laid out by the Lab School (www.labschool.fr)

School address:

46 rue de Montreuil,
Paris, 75011

To apply, send your CV and cover letter to
recrutement@labschool.fr

