

JOB DESCRIPTION

SECONDARY SCHOOL DIRECTOR & IB COORDINATOR



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| Job title | Secondary school director & IB coordinator |
| 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 – Montreuil’s campus (Croix de Chavaux metro) |
| 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 + IBDP leadership experience |
| 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. This exciting milestone coincides with the graduation of the school's first International Baccalaureate (IB) cohort. The 2025-26 academic year will also mark the completion of the We RESiST Erasmus project, a collaboration between the Lab School Paris and the Lab School Brno, in the Czech Republic. Students across grade levels participated in this research and documentary film project, which aims to inform readers and views about youth activism.

To support the school's growth and development, Lab School Paris is recruiting a Secondary 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. This dual role, as site director and IB Coordinator, is crucial to the advancement of the Lab School project.

The Secondary 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 (middle/high school and primary 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 - SITE DIRECTOR (SECONDARY SCHOOL)

Community

- Lead community projects, for example Erasums+, or assist in obtaining new projects.
- Lead weekly pedagogical meetings and ensure that whole-school objectives are set and met by liaising with the primary 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.

MISSIONS AND VALUES - IB COORDINATOR

Community

- Contribute to the promotion and development of the IBDP both within and outside of the Lab School community.
- Participate in student recruitment to the IBDP through school visits or marketing and communication initiatives.
- Promote a culture of collaboration through the organisation of regular meetings with teachers, at least one per week for a duration of one hour.
- Coordinate the actions of university counselors to ensure students receive the necessary support and guidance for their transition away from Lab School.
- Ensure that IBDP planning is in alignment and coherent with whole-school planning.
- Ensure that students and parents understand the requirements, fees, planning, and implementation of the IBDP through the organisation of parent meetings or workshops.

Commitment

- Inform teaching staff and the Board of Governors about developments and changes within the IB Programme in order to maintain standards of delivery.
- Ensure that teachers have access to the manuals and resources necessary to meet standards of delivery within the IB Programme.
- Set and meet objectives related to IBDP exam results.
- Ensure teachers new to the IBDP have appropriate support, and become well-versed in the methods and evaluations of the IB.
- Ensure appropriate academic support and guidance to students and their families when a student is struggling.

Open-mindedness

- Report quarterly to the Board of Governors on the development of the IBDP and respond to feedback concerning progress towards strategic objectives.



Research

- Attend or speak at conferences, workshops, or meetings held within the region in order to maintain up-to-date knowledge about the IBDP and to gain awareness of best practices.
- Organise and moderate internal assessments according to IBDP criteria and standards.
- Act as the IBDP pedagogical leader by modelling teaching strategies based on research.
- Facilitate collaborative planning with an aim to improve student results, share best practices, and develop approaches to teaching and learning.

Additionally, the site director will be responsible for the daily functioning of the school and for the legal compliance of the school and its employees with local regulations or those of the Education nationale. S/he will also be responsible for ensuring that all administrative tasks relative to the implementation and execution of the IBDP are carried out in a timely manner, in alignment with the calendar set by the IB.

REQUIRED ATTRIBUTES & CONDITIONS

- 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 addresses:

38 rue Parmentier, Montreuil, 93100 (principal)
or 46 rue de Montreuil, Paris, 75011 (secondary).

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