

Brief for the Position of
Head of Middle School
Obero International School - OGC Campus
Mumbai, India.

Start Date: August 2027



Obero International School is committed to safeguarding and promoting the welfare of all children, and expects all staff to share this commitment.



THE SCHOOL

Obero International School (OIS) is an independent, co-educational day school in Mumbai, India, serving students from Nursery to Grade 12. Founded in 2008, OIS gives families an international education that prepares children for a rapidly changing world.

OIS is one of the most sought-after international schools in Mumbai. Both campuses are fully enrolled, and each year we receive more applications than we have places. Our first campus, at Oberoi Garden City (OGC) in Goregaon East, was joined in August 2017 by a second campus at JVL, less than 5 km away. We operate as One School, Two Campuses: both campuses share the same vision, mission and guiding philosophy. Both are accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC). Both are fully authorised IB Continuum schools, offering the Primary Years, Middle Years and Diploma Programmes.

Our vision

Our vision is captured in our motto: *Freedom to Think, Empower to Be*. In practice, this means a strong academic focus: we develop students who are curious, knowledgeable and articulate, and who are empowered to be resilient, kind changemakers with real strength of character.

Our mission

We nurture the holistic development of every learner in a safe, caring environment where all are valued and empowered. We foster compassionate global citizens who embody resilience, adaptability, and a joy for lifelong learning. We embrace diversity and inspire positive change locally and globally.

Our strategic intentions

Our work is guided by three domains:

- **Learning.** Shaping high-quality learning through curriculum review, research-led practice and teacher growth systems. This is anchored in the OIS Framework for High-Quality Learning and made visible through our learning platform, Toddle.
- **Wellbeing and Belonging.** Strengthening social-emotional learning, mental health support and transitions across both campuses. Building a community grounded in diversity, equity, inclusion and justice.
- **Digital Literacy.** Moving beyond technology for its own sake, so that digital tools and artificial intelligence are embedded authentically in learning across subjects.

Why this role, why now

Two years ago, the OGC Campus moved from two sections, Primary and Secondary, to three divisions:

Division	Grades	Students (2026-27)
Primary School	Nursery–Grade 5	797
Middle School	Grades 6–8	356
High School	Grades 9–12	442

Since then, our Middle School has developed its own identity and a strong culture of learning, built around the needs of young adolescents. The next Head of Middle School will build on these foundations. Their task is to take this culture further, creating a distinctive Middle School that stands apart, here in Mumbai and across the international school world.

In the first two years, the Head of Middle School will be expected to:

- **Shape a distinctive Middle School experience.** Grow the culture, programmes and identity that make Grades 6–8 at OIS unlike anywhere else.
- **Lead learning through the MYP.** Drive curriculum review and implementation in line with the OIS Framework for High-Quality Learning, and work with High School colleagues to ensure a coherent journey into Grades 9–10.
- **Champion wellbeing and transitions.** Lead social-emotional learning in Grades 6–8 and strengthen the transitions from Primary into Middle School and on into High School.

LEARNING AT OBEROI INTERNATIONAL SCHOOL

Primary School (Nursery–Grade 5)

Our Primary School follows the IB Primary Years Programme. Homeroom teachers lead the Units of Inquiry and core literacies. They are supported by specialists in Digital Literacy, English Language Acquisition, Hindi, Marathi, Music, Physical Education and Support for Learning.

Middle School (Grades 6–8)

Our Middle School follows the IB Middle Years Programme, which OIS has been authorised to offer since 2018. Students study English, a second language from Hindi, French or Spanish, Mathematics,

Integrated Sciences, Individuals and Societies, Physical and Health Education, Design and the Arts. Over the past two years, the middle school has prioritised student advocacy, inquiry based learning methods, transition support and signature residential trips.

Students are encouraged to go beyond the academic programme, with opportunities in community service, athletics, arts and after-school activities that help students grow character, resilience and responsibility.

High School (Grades 9–12)

In Grades 9–10, students complete the MYP and prepare for the IB Diploma. In Grades 11–12, almost every student takes the full IB Diploma Programme. OIS students consistently achieve well above the world average, with an average of 35.5 points against a world average of 30.88 in May 2026. Graduates go on to highly selective universities in the US including the Ivy League, the UK's Russell Group, Europe, Canada and Australia. As an open-enrolment school, we take pride in every student's achievements, not only their final points total.

Our student body represents a diversity of cultures and perspectives, although predominantly Indian, students speak one of 28 first languages. Only about 11% of OIS students speak English as a mother tongue language at home.

As an open enrolment school, we pride ourselves on the individual achievements of every student regardless of the number of points achieved.



FACILITIES

The OGC Campus offers exceptional space and facilities for a city school. Students learn across a dedicated Early Learning Centre and a six-floor main building, with separated floors and spaces for each of the Primary, Middle and High Schools. Specialist spaces include eight science laboratories, a design and innovation centre, art studios, music rooms, two libraries and a 400-seat theatre.

For sport and the outdoors, students have playing fields for football and cricket, a running track, a large swimming pool, two gymnasiums and an all-weather rooftop play area, with covered spaces for use during the monsoon



OUR PEOPLE

The strength of OIS lies in its people. At the OGC Campus, our faculty of 284 teachers, counsellors, specialists and learning support staff represents 17 nationalities. Of these, 50% of them hold advanced degrees, and many have served at OIS for many years. A professional services team of 107 staff supports them, covering property, HR, finance, IT, admissions and communications.

We invest in our people. Our Teacher Growth and Feedback Framework, developed with Kim Marshall, supports every teacher's professional growth. It is complemented by in-school and cross-campus professional development days, IB workshops and ECIS leadership programmes.

Leading the Middle School

The Head of Middle School reports to the Head of School – OGC Campus and is a member of the campus Senior Leadership Team. They will lead a team of around 96 teachers and support staff, working closely with the Deputy Head of Middle School, the MYP Coordinator and the Middle School counselling team. As part of our One School, Two Campuses model, the Head of Middle School will

also meet in person every fortnight with their counterpart at the JVLR Campus to ensure coherence and consistency across both campuses. The Head of School – OGC Campus reports to the Board and the Trustee.

THE PERSON

If you smile when you think about young adolescents, when you're talking to parents, when you're discussing new ideas in education and when you're removing barriers to learning... If you can keep smiling when there are setbacks, when things don't go your way, when there are delays and frustrations... If you're a builder of teams, a mender of bridges and a developer of relationships... If you never give up, always have options, and are endlessly optimistic... If you can see what a truly distinctive Middle School could look like, and you want to build it... then you may well be the person we are looking for.

Above all, you will put children's safety and wellbeing first. Safeguarding is central to everything we do. The Head of Middle School will model and lead a culture in which every child is safe, known and heard, and will hold safeguarding responsibilities across the division.



THE POSITION

The Head of Middle School leads Grades 6 - 8 at the OGC Campus, starting in August 2027 with a three-year contract. Key responsibilities include:

- **Learning:** leading high-quality teaching and learning through the IB Middle Years Programme, including curriculum review and implementation.
- **Culture and wellbeing:** shaping a distinctive Middle School culture in which every student is safe, known and heard, including leading social-emotional learning and transitions.
- **People:** leading, developing and appraising the Middle School team through the OIS Teacher Growth and Feedback Framework.
- **Community:** building strong partnerships with parents and the wider OIS community.
- **Coherence:** working with Primary, High School and JVLR colleagues to ensure a seamless experience across divisions and campuses.
- **Safeguarding:** holding safeguarding responsibilities across the division.

Please see the web link to the job description: <https://bit.ly/4cLf1hK>

QUALIFICATIONS SOUGHT

- An appropriate graduate degree and educational leadership qualifications
- Successful experience in a senior leadership role
- Substantial experience of the IB Middle Years Programme
- Knowledge of and commitment to safeguarding and child protection
- A proven ability to pursue and foster educational excellence

EXPERIENCE AND SKILLS SOUGHT

- Experience in both national and international school settings
- Expertise in the learning and development of young adolescents
- Experience of implementing strategic intentions
- Excellent written and verbal communication skills
- Confident use of data to inform decisions

DESIRED PERSONAL CHARACTERISTICS

We are looking for a leader who is:

- committed, dynamic and optimistic
- caring and considerate
- culturally aware, sensitive and appreciative of diversity
- a person of personal and professional integrity
- an excellent listener
- able to make, and clearly communicate, thoughtful and sound decisions
- able to build and maintain trust across the whole community

SALARY & BENEFITS

OIS offers a highly competitive salary and benefits package, which depends on qualifications and experience.

Benefits for overseas hires

- Tuition at OIS for up to two dependent children
- Full medical cover through a global provider for the employee and dependants
- Income tax due in India paid by the school
- A 6% school contribution to the Provident Fund, matched by a 6% personal contribution
- Housing
- A settling-in allowance
- A shipping allowance
- Flights at the start and end of the contract, and annual summer flights home
- A laptop

Benefits for local hires will be discussed at the interview.

APPLICATION PROCEDURE

Our commitment to safeguarding

OIS is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer-recruitment practices, and we expect every member of our community to share this commitment.

How to apply

Please email the following to OIS Human Resources at teamhr@oberoi-is.org, combined into a single file of no more than 5MB:

- a letter of application
- your CV
- a statement of your educational philosophy
- copies of your professional certificates

References

Please provide contact details for at least three professional referees who have agreed to be contacted. These must include your current Head of School, plus others in senior positions who can speak to your performance in a leadership or management role. Referees will be asked specifically about your suitability to work with children.

You may also submit a professional dossier. However, the Search Committee reserves the right to contact the writers of any open testimonials directly for confidential statements.



Pre-employment checks

Shortlisted candidates will be asked to provide:

- proof of identity and qualifications
- a full employment history, with any gaps explained
- criminal background checks from all countries of residence

A Child Protection review will also be completed before any appointment is confirmed.

Your personal data

In line with India's Digital Personal Data Protection Act 2023, please do not include in your application any information that could identify children. Please also leave out sensitive personal data, such as racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life or sexual orientation, or genetic or biometric data. Your information will be used only for this recruitment process.

Key dates

Applications close	Friday November 6, 2026
Shortlisting	Friday November 13, 2026
Interviews	Tentatively scheduled post November 16, 2026
Start date	August 2027

Early applications are encouraged. Both internal and external candidates are welcome. The Search Committee reserves the right to close the search early and appoint before the closing date if an outstanding candidate is identified.

All applications will receive an automated response.

Contact

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