

HEAD OF SCHOOL SEARCH

COLEGIO EL ROBLE INTERNATIONAL SCHOOL

Mexico City, Mexico

Start Date: July 2025



El Roble
International School
AN AFFINITAS SCHOOL



**Carney
Sandoe**
& ASSOCIATES

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Overview

This is a distinctive leadership opportunity to develop an existing school into a strong and effective international school in an attractive and fast-growing part of Mexico City.

Colegio El Roble is a bilingual school in the residential and commercial suburb of Interlomas, 18 km west of the centre of Mexico City. The school opened in 2006 to serve both Mexican and international families, later becoming part of the Sendica Education group. With the recent merging with Affinitas Education, Colegio El Roble now has the further support and resources to become the leading international school option in its location and, in time, to build a reputation more widely in Mexico City and beyond.

An internationally-experienced Head of School is sought to lead this transformation.

Colegio El Roble currently enrolls 650 students grades K-12 and has a capacity of 900. The new Head of School will spearhead the school's development into a genuine international school, building on the strengths of the Kindergarten and Elementary Schools, developing the distinctiveness of the Middle School and making it the High School choice for the local area. Accomplishing this will require a significant process of internationalizing and raising standards, most likely involving the introduction of international curricula in the High School and in due course working towards international accreditation. The school caters to national and international families, many of them associated with the major companies located in this developing area. The school is a bilingual Mexican national curriculum school with international aspirations.

The support, experience and resources of Affinitas will also allow the school to grow and to develop excellent new facilities. The school's development will be based on their unique approach to education – igniting learning, inspiring growth and innovating thinking – while drawing in new and innovative practice from elsewhere and creating a genuinely internationally-minded school. Like all of the Affinitas schools, Colegio El Roble will also reflect its host community. The Head of School will shape the program of learning to support its distinctive local context, to remain alert to the developing expectations of local families, and to introduce international best practice and innovation.

The role will present a mix of exciting challenges and significant opportunities. It could be described as a turnaround role, but that would be to underplay the commitment and quality of the existing school community. The Head of School will therefore require a mix of tact, sensitivity and credibility to build trust in the community and to identify how strengths can be developed in the context of a transition to a more international school. It will require a leader who is passionate about building an international school in a national context and who has the confidence to know how best to draw on the breadth and depth of experience within the Sendica and Affinitas groups.



Leadership of El Roble will require work to align the community behind the Affinitas approach to education in the distinctive El Roble context, to develop strong and robust structures and systems, to build academic excellence and a comprehensive holistic approach, and to embed an understanding of and commitment to internationally-minded education. The school already has an international community. While Mexicans form the biggest group, there is representation from throughout Central and South America and elsewhere, with Argentina, Brazil and Chile particularly well represented. As the school develops into a genuine international school, it is expected that it will become the favored option for more international families, drawn from a greater diversity of regions and nations.

The successful candidate will have an empathy with the culture of Mexico and almost certainly be a strong Spanish speaker (conversational or fluent). S/he will be an experienced school leader with the imagination, sensitivity and determination to work with an existing school community and lead it on a journey to becoming a leading international, bilingual school.

The position begins July 2025.

Interlomas

Interlomas is a safe, vibrant and modern residential and commercial suburb of Mexico City, about 18km west of the city centre and just to the north of its better-known neighbor, Santa Fe. The area has numerous office and residential high rise buildings yet also abundant parks and open space with low slung mountains to the west, and some of the most beautiful scenery in Mexico. Interlomas is an aspirational and affluent suburb, easy to navigate, attracting increasing numbers of major companies and corporate headquarters. El Roble has agreements with some of these companies for the education of employee families. The school enrolls children from families hailing from many Latin and South American countries, many of whom walk to school.

Interlomas is well-provided with shopping, including the 'UFO'-shaped Liverpool Mall, ample restaurants, bars and coffee shops, gyms and entertainment venues. Housing is a blend of high-rise and well-designed single-family residences.

The area provides a natural catchment for an outstanding international school as well as a convenient and pleasant area in which the new Head of School will live.



Role

Reports to: CEO of Affinitas Education

The Head of School will be expected to inspire, lead, manage, and develop all aspects of school life efficiently, effectively, and successfully. S/he will provide dynamic, visible leadership to the school community, overseeing the continual development of a broad and stimulating curriculum and co-curriculum informed by rigorous academic standards, an environment of continual programmatic and personal development and progress towards the internationalization of teaching, learning, and the student experience. Along with the leadership team, the head will be responsible for safeguarding and promoting the safety, welfare, and well-being of all students within the school, as well as operating and reporting within the guidelines and policies of the Affinitas group.

The Head of School will have the opportunity to have significant and positive impact on the growth and development of the school which has the potential to become the international school of choice in the area. Initiatives for the new Head of School include:

- Create and begin to implement a vision for Colegio El Roble becoming a leading international and bilingual school.
- Assess the strengths and areas of advancement in the school and build a plan for advances in curriculum, instruction, student life and operational efficiency and effectiveness. Guide the move of the High School into its new premises.
- Determine how the support, expertise, and resources of Affinitas Education can best be utilized. Accommodate local, national, and international education sector culture and standards as needed.
- Ensure the continual development of quality teaching, learning, and student achievement.
- Provide leadership in encouraging the use of technology to enhance learning.
- Develop a more effective approach to engagement and communication with parents, who have been a positive and valuable resource and support.
- Serve as a visible ambassador while ensuring that the school's admissions strategy is effective at attracting and enrolling students at all entry points in a competitive market.
- Oversee the school's finances responsibly, ensuring effective and collaborative budgetary planning, reporting, and systems.
- Continue to hire and retain mission-compatible faculty, administration, and staff.
- Optimize the school's urban location through programs, partnerships, and co-curriculars.



Qualifications

The next Head of School will possess most or all of the following qualities and experiences:

- An understanding of how to develop a school culture of engagement, accountability, openness, and creativity.
- Effective at hiring and mentoring administrators and teachers.
- Able to Promote effective communication, cooperation, and constructive relationships within the staff team.
- Leads with vision and enthusiasm and cultivates positive and mutually-respectful relationships among students and between students and staff.
- Operates with high standards of dignity and professional integrity.
- Able to work with a wide range of people, including parents; diplomatic and able to develop and maintain good external relationships.
- Resilient and adaptable; culturally competent.
- Open-minded, a good listener who seeks the perspectives of others.
- Believes in approaching education holistically.
- Adept and creative problem solver.
- Relationship builder, who builds teams and works collaboratively.
- Conversational or fluent in Spanish.



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 and thorough résumé of no more than four pages;
- And, should a candidate advance as a finalist, 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
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Karen Neitzel, Ed.D
Senior Consultant
karen.neitzel@carneysandoe.com

The Head of School will be offered a competitive salary in line with the seniority of the role. The remuneration package will also include an accommodation allowance, medical insurance, school fee support, and return flights each year to a home location.