

SEKOLAH PELITA HARAPAN

# HEAD OF SCHOOL OPPORTUNITY PROFILE

LIPPO CIKARANG



# GREETINGS



**Dear prospective Head of School,**

Thank you for your interest in the Head of School position at Sekolah Pelita Harapan Lippo Cikarang. This profile is meant to provide a brief overview of our school's mission and vision as well as to highlight the important characteristics we hope to find in our next leader.

This is an exciting time in the life of Sekolah Pelita Harapan Lippo Cikarang. We were established in 1995 and continue to live out our mission to proclaim the pre-eminence of Christ and engage in the redemptive restoration of all things in Him through holistic education. Our current families are eager to share about the distinctive culture and atmosphere of our school, which includes both academic rigor and a close-knit community.

Families in our community are responding to our mission and are taking notice of the type of students shaped by our schools. We are grateful to be a caring community that is shaping future leaders.

We desire a Head of School to join us in continuing to pursue our mission and to help build upon our strong foundation and vibrant community. Our Head of School needs to be a strategic thinker, problem-solver, and visionary leader who will shepherd our school into future opportunities.

While this is a vitally important decision for us, we also understand this would also be a major decision for you and your family to join our community and we invite you to learn about us. We encourage you to read through this Opportunity Profile and to further explore our website for additional information.

If you are interested in pursuing this opportunity, please refer to the Process of Candidacy (page 12) to begin the application process. If you have any questions, please contact my colleague Nancy ([nancy.indriyati@sph.ac.id](mailto:nancy.indriyati@sph.ac.id)).

Sincerely,

**Matthew Mann**

**Executive Director of SPH Schools**



# OVERVIEW

Sekolah Pelita Harapan is a Christian school group serving 2000 students across our five campuses from PK-12th grade. The group was founded by two Indonesian businessmen whose vision was for a network of schools in Indonesia that would transform the nation by raising educational standards at every level of society. They believed firmly that Christian educators would be used by the Lord to impact Indonesia for His glory. SPH schools work in partnership with dozens of partner schools to serve families across the Indonesian archipelago.

The first SPH school was built in Lippo Village in 1993, followed by Sentul City in 1994 and Lippo Cikarang in 1995. Kemang Village opened in 2011 and our fifth school, Pluit Village, opened in 2014.

These five SPH schools, located in the metropolitan Jakarta area of Indonesia have for three decades led the way in offering Indonesian citizens and expatriate families a top-quality education based on international standards with English as the language of instruction. The campuses are modern, well-resourced, and attractive. Facilities include science laboratories, libraries, gymnasiums, music facilities, swimming pools, tennis courts, etc.

The faculty is a blend of expatriate and national teachers and are recruited internationally and locally. All teachers are highly qualified, relational, and committed to growing in their personal relationship to Jesus Christ. All seek to be used of the Lord as they serve their students in the classroom and beyond.





The schools are a ministry of the Yayasan Pendidikan Pelita Harapan – YPPH. Besides the five SPH international schools, the foundation has almost fifty national schools found in cities throughout the country to provide a Christ-centered education in the Indonesian language. Our schools can even be found in the mountainous jungles of Papua where we work alongside missionaries teaching children about their loving God.

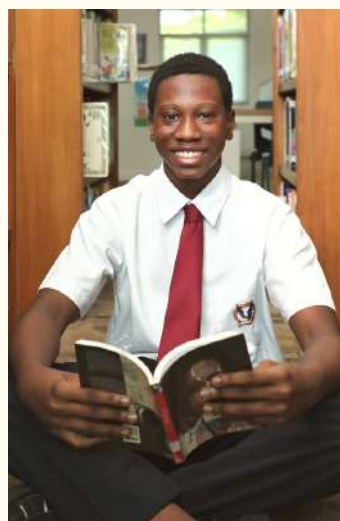
YPPH also runs a Teachers College, an International Teachers College, a prominent university, and a medical college. Beyond the world of education, YPPH partners with medical hospitals throughout Indonesia in providing world-class health care. In remote regions, YPPH establishes schools alongside clinics that serve the health needs of the people in the name of Christ.

We trust the additional information in this Opportunity Profile will help prospective candidates learn more about the needs and opportunities moving forward. For additional information about Sekolah Pelita Harapan Lippo Cikarang, visit the website at [www.sph.edu](http://www.sph.edu).



# OUR VISION

True Knowledge, Faith in Christ  
and Godly Character



# OUR MISSION

Proclaiming the preeminence of Christ  
and engaging in the redemptive  
restoration of all things in Him through  
holistic education

**SPH LIPPO CIKARANG**

# AT-A-GLANCE



**245**

**Enrollment**  
(Pre-Kindy to Grade 12)



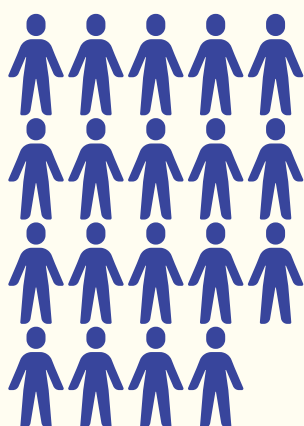
**34**

**Faculty Members**



**\$12K**

**Tuition**  
(Per Year in USD)



**19**

**Average Class Size**



**\$1,9M**

**School Annual Budget**  
(in USD)



**90%**

**Students Attend University Overseas**  
(Class of 2021)



**IB DP Result Average**  
(Based on 2021 results)



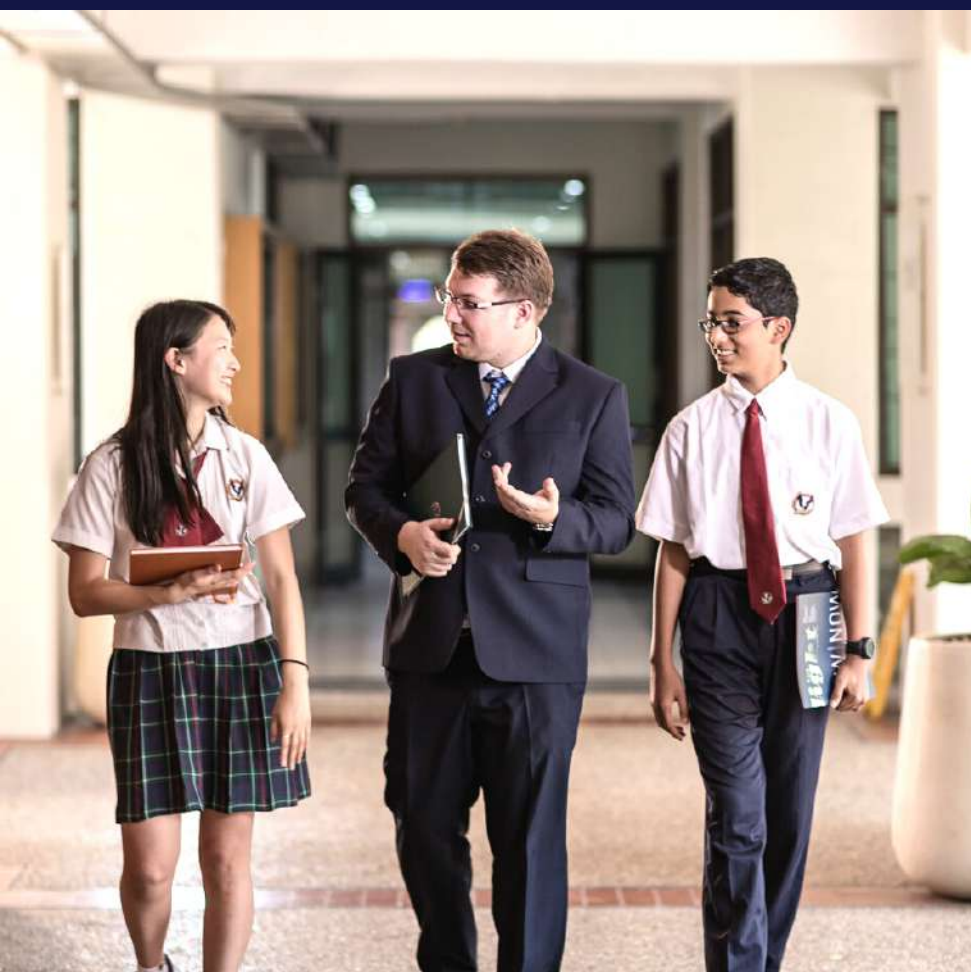
**Internationally Accredited**



# THE POSITION

The Head of School is responsible for the Lippo Cikarang campus and reports directly to the Executive Director of SPH Schools. The Head is a key member of the Heads Team, composed of the Executive Director, Director of Learning, and the other four heads: this group meets weekly to provide spiritual, administrative, and academic leadership to the group.

The Head of School is responsible for the day-to-day management of the school both academic and administrative, and for leading and nurturing the team. The Head of School's current direct reports include the Principal (K-12), Curriculum Coordinators, Head of Administration, Marketing & Admission, Finance, and other office personnel. This team is well supported by the group's Central Office based out of one of the other campuses.



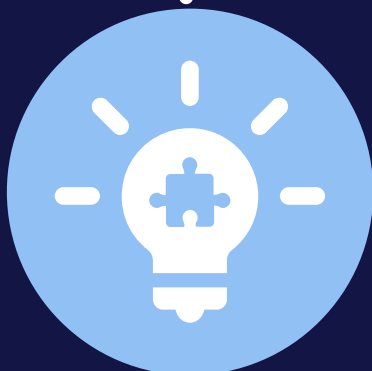
# IDEAL CANDIDATE



A successful Christian leader who has led Christian schools before



Has a strong faith in Christ and believes strongly in Christian education



A people person that is strategic and is a problem solver



Has experience in school administration



# ADMINISTRATIVE DUTIES & RESPONSIBILITIES

## Mission & Vision

Embraces the Mission, Vision, and Expected Student Outcomes as the desired results for student learning. This includes overseeing the development of Christian faith in all members of the school community through programs, policies, and practices.

## Governance

Develops a culture of responsibility and accountability for the accomplishment of the mission through leading a united team that works collaboratively in achieving excellence.

## Faculty & Staff

Enacts legal and ethical practices to safeguard students' well-being and inspires high levels of performance in staff so that each student can attain academic success; ensures policies are followed and staff are reviewed; oversees recruitment and retention practices, and energizes staff.



## **Operations & Resource Management**

Ensures a safe, secure and supportive environment that is strategically resourced to achieve the vision and mission by coordinating issues that affect all departments, maintaining the unity of the whole school and overseeing finances & facilities.

## **School-Home-Community Partnerships**

Cultivates positive relationships with families and the community to achieve partnerships that benefit student outcomes by participating fully in the community life of the school, actively supporting the Parent Advisory Group, promoting student involvement, and communicating effectively with the community.

## **Professional Accountability**

Models behavior consistent with the school's mission and values and is continuously improving to meet the challenges and opportunities of leading a high-performing school that honors commitments and continually improves.

## Academic Program

Ensures the quality of an academic program that is evaluated regularly that incorporates a biblical Christian worldview, rooted in our Expected Student Outcomes.

## External Relations

Ensures that requirements of external academic and accreditation bodies are met.





# LOCATION



Located on the **east side of Jakarta**, Lippo Cikarang is a rapidly-growing modern city with various retail, medical and cultural experiences available.

SPH LC is a close-knit community providing a family-like atmosphere. There are many expatriates (Korean, Japanese, Indian, Taiwanese, etc); therefore, the Lippo Cikarang campus is also a wonderful place to minister to a diverse group of families.



# PROCESS OF CANDIDACY

If, after reading this Opportunity Profile, you sense that the gifts and experience God has given you are a good match for Sekolah Pelita Harapan, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. You may contact **Nancy Indriyati** at any stage of the process for more information and to ask questions (see contact information below).

## Please provide the following for initial review:

- A current resume
- Filled-out Step 1 application form
- Responses to the following essay questions:
  1. Please share your Christian testimony
  2. Using what you have learned about us through our website, this Opportunity Profile, and any other research you have conducted, describe how your life and career have prepared you to lead and grow SPH.
- Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for the Head of School position at SPH. (References will only be contacted after we have requested and received your permission to do so.)

Submit this information to Nancy Indriyati ([nancy.indriyati@sph.ac.id](mailto:nancy.indriyati@sph.ac.id))

