



ST. MARY'S  
INTERNATIONAL  
SCHOOL

HOME OF THE TITANS

Position Statement  
Head of School Search  
St. Mary's International School

Setagaya-ku, Tokyo  
Start Date: July 1, 2025





# St. Mary's International School

## Head of School Search Position Statement



### OVERVIEW

St. Mary's International School is a K-12 Catholic international boys school in Tokyo enrolling over 900 boys and representing students from nearly 50 countries. A challenging college prep academic program, culminating in the IB Diploma Program, is supplemented by extensive co-curricular opportunities within a safe and caring school environment characterized by mutual respect and support.

The school aspires to prepare boys to become lifelong learners, leaders, and compassionate global citizens through an education built upon Christian values and with a commitment to educating the whole student. The all-boy learning environment develops positive self-esteem in which learning is promoted at an appropriate pace that is both challenging and nurturing.

The core values at St. Mary's are respect, compassion, honesty, fairness, and responsibility.

St. Mary's International School is at a critical moment in its history as the school continues its transition from a Catholic school run by the Brothers of Christian Instruction to a Catholic school run by lay leadership. The current Headmaster was tapped by the Brothers

ten years ago to lead the school. As he retires in 2025, St. Mary's International School is conducting its first Head of School search in its 70-year history.

This is a wonderful leadership opportunity for an experienced educator to lead a healthy and vibrant Catholic international boys school into its next era of success.

### ACADEMIC PROGRAM

At St. Mary's International School, academics, the arts, and athletics are the three primary pillars of education in developing well prepared, motivated, caring, and responsible young men.

St. Mary's International School offers a rigorous college preparatory program. All instruction is in English except for language classes. The Japanese program is excellent with many students taking the Japanese language IB exam, and St. Mary's students perennially place #1 in the world on that exam.

The school's curriculum is predominantly a U.S. standard curriculum. The High School program culminates with the IB diploma in eleventh and twelfth grade. All students in those grades take several IB classes, and approximately 75% will graduate with the full IB diploma. The remainder receive certificates. St. Mary's IB scores are strong and are consistently above world averages.

College matriculation is impressive and diverse. St. Mary's students matriculate to a variety of leading colleges and universities in the United States, the United Kingdom, Canada, Australia, Japan, and other countries. Here is the [link](#) to the St. Mary's International School Profile describing college matriculation.

For a more extensive description of the academic programs and unique offerings, click on the links to the outstanding [high school](#), [middle school](#), and [elementary school](#).





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## ATHLETICS

Boys at St. Mary's excel in athletics while utilizing excellent facilities including a pool, an artificial turf field, tennis courts, a weight room, and an oversized gym. The athletic program has enjoyed much success with a high degree of participation while engendering enormous enthusiasm and school spirit. Boys have numerous opportunities to learn skills and sportsmanship, and to compete for the Titans in soccer, basketball, swimming, wrestling, baseball, track and field, tennis, cross country, volleyball, and rugby. There is also a strong intramural program. St. Mary's athletes have represented their countries in national and international competitions, including the Olympic Games.

## ARTS

St. Mary's has a thriving Fine Arts Department with a world-class choral program. There are 14 different music groups at the school and the senior choirs have performed all over the world. There are excellent facilities for all the arts, including a stage with its own orchestra pit. Students in the Elementary and Middle School participate in a robust program that offers choral and instrumental music, visual arts, drama, and design. A stunning 90% of High School students elect to participate in the arts. In the spring St. Mary's puts on an annual tri-school musical with casts of up to 100 students, including two neighboring Catholic sister schools.

St. Mary's boys participate in a rich co-curricular program that includes speech, debate, brain bowl, robotics, and various service projects.





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## A CATHOLIC SCHOOL

St. Mary's was founded as a Catholic school. While there are no Brothers remaining on the faculty, and fewer than 10 percent of the students are Catholic, it remains a Catholic school. There are morning prayers, regular masses, and students take classes in ethics, religion, and Catholicism. Christian values are emphasized, and the school employs a Catholic priest.

## ADMISSIONS

St. Mary's is fully enrolled with 930 students in school this year. Admissions is competitive and highly selective, with 35% of applicants admitted. The rigorous admissions process seeks to admit mission-appropriate students. With the proliferation of new international schools resulting in increased choice and competition for international students, the school has initiated a greater marketing effort. Its reputation, breadth of programs, facilities, and location continue to be an attractive draw for families from Tokyo as well as for new families moving into the city from other parts of Japan and from abroad.

## STUDENTS, FACULTY AND STAFF

St. Mary's faculty are excited to teach their students, finding them interested, well prepared, and eager to learn. Many students remain at the school for a long time, with approximately 1/3 of last year's seniors attending the school as 12-13 year veterans. Students feel supported and are engaged within a competitive setting. One upperclassman commented that when classes get hard, "we find a way to get through this together." Boys enroll from nearly 50 different countries, but the majority have at least one parent who is Japanese.

Most of the staff are hired locally, while approximately 85% of the faculty are international hires. Many teachers stay for a very long time. The compensation package is competitive, faculty and staff feel welcomed and well looked after, and they enjoy living in Tokyo.





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## LEADERSHIP AND GOVERNANCE

The school leadership team consists of nine people: the sectional Principals and Assistant Principals of the elementary, middle, and high schools, the Director of Learning, the Business Manager, and the Head of School. The Head of School has been in his position since 2013.

Governance is evolving at St. Mary's, and the new Head of School will be expected to help with this transition. As the Brothers end their operations in Japan, the Board has been thoughtful in its approach to transitions in its own governance structure. Alumni and parents have been added to the Board in recent years. There is currently strong leadership in this area. The next Head of School will be instrumental in clarifying the role and responsibilities of the Board while working closely with the Board to shape the strategic direction and priorities of the school.

## ALUMNI

The St. Mary's alumni are loyal, supportive, and active. The St. Mary's Alumni Association connects alumni to one another and to the school. Alumni support current students through internships, career advice, and networking opportunities. Most current high school students report that they feel that alumni support. Many parents choose St. Mary's because of the school's strong and engaged alumni network in Japan and around the world.



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## FINANCES AND FUNDRAISING

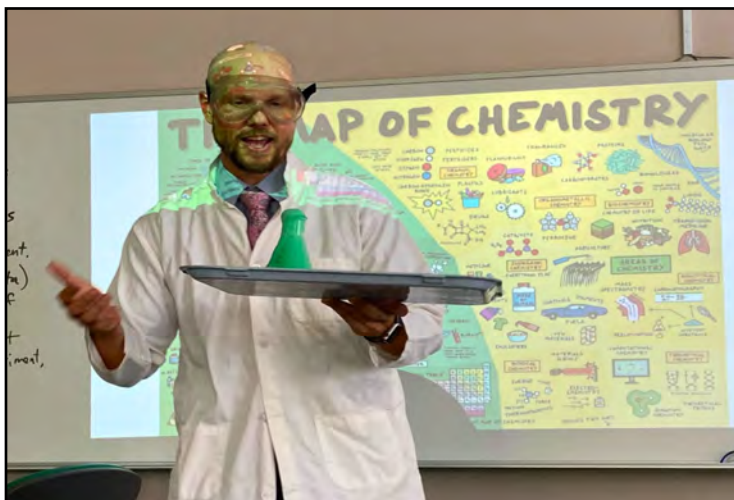
Finances at St. Mary's International School are very solid. Cash flow is healthy, there are ample cash reserves, and there is only modest debt remaining from their last building project. The school owns the land under the campus. Tuition is relatively low given the extraordinary value of a St. Mary's education. The school's leadership has developed a prudent financial plan to meet the priorities of the school over the coming years. The next Head of School will inherit a school in strong financial position.

Fundraising at St. Mary's is reasonably active but still evolving. There have been fundraisers, galas, carnivals, and funding opportunities for parents to place their name on a seat in the theatre. However there has not been a comprehensive capital campaign, nor has there been a concerted effort to establish a robust annual fund or an endowment. Many St. Mary's alumni are very loyal to the school. There is significant potential to raise funds from its alumni and from past and present parents. The expectation is that the new Head of School will advise, nurture, and help to create a high functioning development program to generate funds beyond tuition to support the school's aspirations and strategic priorities.



## FACILITIES

Set in a secure and modern nine-acre campus, St. Mary's provides well-equipped world class facilities to house its ambitious academic and co-curricular programs. Classrooms are supported with a robust investment in information technology. Ninety-eight percent of parents polled agree or strongly agree that the facilities at St. Mary's are excellent. The campus is state-of-the-art, built to withstand earthquakes, and is environmentally sustainable and friendly.





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### THE OPPORTUNITIES AND EXPECTATIONS FOR THE NEXT HEAD

This is a special leadership opportunity for an experienced educator to lead a thriving school into its next era of success. St. Mary's is Tokyo's most prestigious international school for boys, steeped in a Catholic tradition, where each boy is known, nurtured, and challenged within a rigorous and caring school community. St. Mary's enjoys a strong academic reputation with exceptional co-curricular offerings, along with strong demand for enrollment, excellent financial strength, outstanding facilities, dedicated and supportive teachers, loyal alumni and parents, and stable top leadership.

The city of Tokyo is clearly an attractive feature of this leadership opportunity - known globally for its leading companies, outstanding transportation system, excellent public safety, its cleanliness, and great food. Tokyo is the cultural, financial, commercial, and educational center of Japan. The school is located in Setagaya Ward, a suburban residential area close to central Tokyo and conveniently served by major train stations.

St. Mary's International School is at an important inflection point in its history as it seeks a leader to build upon this healthy foundation to lead the school through its next stage of evolution and maturity. Expectations for the next Head of School will include the following:

- Clarify and establish the school's identity and vision.
- Create an effective and high functioning governance structure and Board based on best governance practices.
- Create and sustain a school culture of continuous instructional innovation that is forward-looking while using best educational practices.
- Clarify and communicate systems, processes and decision-making to ensure effective school operations and to allow for greater faculty voice.
- Become one K-12 school in order to align policies, priorities, programs, and curriculum.
- Position the school favorably within Tokyo's competitive international school environment.
- Increase and sustain fundraising to support the school's aspirations and priorities.





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### ATTRIBUTES AND QUALITIES OF THE NEXT HEAD OF SCHOOL

- Significant leadership experience in national and international schools.
- An educational visionary with demonstrated capacity to implement a vision.
- A forward-thinking educator and curricular leader who knows the classroom and who actively encourages new ideas and best practices.
- An energetic and articulate advocate for educating the whole person.
- An effective and inspiring communicator.
- A leadership style that is transparent, inclusive, and culturally sensitive.
- A unifier and a builder of community who is personable, approachable, and visible.
- A firm decision-maker willing to address challenging issues with transparency, compassion and sensitivity.
- A strategic thinker with a demonstrated capacity to execute strategy.
- Experience in financial management and fundraising.
- A willingness to make a long-term leadership commitment to St. Mary's.



### APPLICATION PROCESS

St. Mary's International School has retained Jim Scott and Ham Clark of Resource Group 175 to assist with their Head of School search. Start date will be July 2025.

Interested candidates should apply online at: <https://rg175.com/candidates/signup> to upload applications materials which should include: a cover letter; current resume; and a statement of educational philosophy.

**Application Deadline: FRIDAY, DECEMBER 15, 2023**

All questions can be emailed to:

Jim Scott ([jim.scott@rg175.com](mailto:jim.scott@rg175.com)) or

Ham Clark ([hamilton.clark@rg175.com](mailto:hamilton.clark@rg175.com))