

Vice-Principal and head of Danish at LFPH

Start Date: August 1, 2025 (or as soon as possible)

Organization: Prins Henrik School – a French-Danish private school (from kindergarten to the 3rd year of upper secondary school)

Location: Frederiksberg, Denmark

Would you like to be part of an exciting, international environment where communication, innovation, and education are central? Prins Henrik School (LFPH) in Copenhagen is looking to hire a new vice-principal.

We are a uniquely multicultural and exciting school in Copenhagen with more than 800 students from preschool to the final year of secondary school (corresponding to Danish "3.g", and French Terminale).

Become part of a committed educational environment where high French academic standards meet Scandinavian openness. LFPH is:

- A member of the AEFÉ network
- French curriculum, along with qualifying Danish exams
- A new state of the art school building situated Rolighedsvej 39, Frederiksberg
- A historic school with Danish-French ties since 1954
- Her Royal Highness Princess Marie, patron since June 2024
- Students who are curious, multilingual, and open to the world

About the School

Prins Henrik School is a French-Danish private school, located in Frederiksberg, that offers schooling from the kindergarten level to the 3rd year of upper secondary school. The school is a part of the AEFÉ-network (Agence pour l'enseignement français à l'étranger) with a multi-cultural and polylingual environment.

About the Position

The vice-principal will be responsible for the school's Danish department and curriculum, in addition to being part of the school administration. The purpose of the position is to promote Danish language learning and Danish pedagogy at the school. The vice-principal is the primary contact person for the administration and the board on all matters concerning:

- Institutions and schools and Danish legislation;
- Danish language instruction and the dissemination of Danish culture in general;
- follow-up on cases concerning the adapted curriculum for students with special needs.

Key Tasks

1. Pedagogical Leadership

- Contribute to the long-term and strategic development of the school.
- Promote and defend the school's values and culture, in accordance with Danish and French educational principles.
- Ensure clear and consistent communication with staff and parents.
- Collaborate with the administration on all school activities, including budget monitoring.

JOB DESCRIPTION

1. Head Danish liaison to Danish Authorities and Educational Institutions

- Ensure compliance with Danish legislation for education and administration.
- Ensure contact with public authorities, submit reports, and respond to inquiries.
- Obtain and apply for state grants for the school.
- Provide assistance regarding Danish legislation for education and Danish labor laws for schools.
- Collaborate with the school's various departments to collect the data required by Danish authorities.
- Be the head liaison between the school and Danish institutions and partners in collaboration with the administration.

2. Administration of activities connected to the Danish curriculum

- Supervise Danish language instruction at all levels.
- Coordinate Danish exams in cooperation with the principal, administrative staff, and teachers.
- Lead initiatives related to special education and inclusion.
- Lead the Danish teachers and the teachers responsible for special education.
- Lead internal bodies concerning special education in cooperation with members of the management.

Qualifications and Experience

- Teaching qualifications in at least one of the subjects taught in the Danish upper secondary school curriculum, including completed pedagogical training (pædagogikum).
- At least 5 years of teaching experience.
- In-depth knowledge of the Danish educational system and legislation regarding employment at schools.
- Experience with personnel management and pedagogical leadership.
- Experience with the coordination of special education.

Personal Competencies

We are looking for a leader who:

- Has a strong strategic vision and who can inspire others.
- Has excellent interpersonal skills, both with listening and communicating.
- Works in a structured manner and adheres to deadlines.
- Is fluent in Danish and English. A working knowledge of French is an advantage, but not obligatory.

We Offer

- A unique opportunity to work in an international multicultural environment with more than 40 nationalities.
- A key management position at a dynamic and developing school.
- A collaborative and ambitious corporate culture.

Application:

Email your application and CV to hr@lfph.dk. Applications are reviewed on a rolling basis.

We will close the application deadline when we have found the right candidate.

If you have any questions about the position, please feel free to contact the principal at the following address:
proviseur@lfph.dk.