November 2016

Dear Candidate

Thank you for showing an initial interest in the position of Secondary Assistant Headteacher/IB Diploma Coordinator at the British School of Beijing, Shunyi, one of the 43-strong Nord Anglia Education family of premium international schools.

If you choose to apply, and are appointed, you will join what I believe is a quite exceptional school, to which I am proud to send my own daughter. At BSB we are, quite simply, passionate about education and believe that our young people can achieve amazing things whilst they are with us. Our students are outstanding; coming from approximately sixty different nationalities, they fully embody the principles on which our school is based: high academic standards, exemplary respect and good manners towards others, getting involved in everything the school has to offer, and, perhaps above all, enjoying their time with us to the full. BSB is a dynamic and happy place to be. We refer to ourselves as ‘the BSB family’ and we mean it!

If appointed, you will be part of a strong Secondary Leadership Team of three, leading a wonderful Secondary school of approximately 400 students, including over 100 studying for the IB Diploma, who love their school and love learning, and a team of staff whose passion and commitment is second to none. You will also be a key member of the school’s Executive Leadership Team, incorporating Primary Leadership Team and our Director of Admissions and Marketing as well as the Principal.

I hope the various attachments and our school website will give you a clear flavour of our school and an understanding of whether you would like to be part of our continued success and our quest to develop even further.

If you feel that BSB is for you, and you meet the criteria in the attached documents, I very much look forward to reading your application.

With best wishes

Yours sincerely



Andy Puttock

Principal