



HURTWOOD HOUSE
CHINA

HD SHANGHAI

HEAD OF SECONDARY

Appointment for August 2018

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EXECUTIVE SUMMARY

- Following a successful opening in August 2015, HD Shanghai has quickly grown into one of the City's leading bilingual schools.
- Located in the district of Songjiang, HD Shanghai sits on an outstanding 70,000m² site and will grow to accommodate 1,800 students aged 3-18.
- HD Shanghai not only benefits from being part of the successful network of HD Schools in China, but also from its strong relationship with Hurtwood House, our partner school in the UK.
- HD Shanghai draws on Hurtwood's experience and expertise at providing an all-round education. Students not only achieve excellent academic results but also develop interests and skills to prepare them for the challenges of life beyond school.
- Like the other schools within the Hurtwood House China family (Beijing, Ningbo & Qingdao), HD Shanghai delivers a unique dual immersion curriculum, blending the best of the Chinese National Curriculum with British education. Students not only retain a profound knowledge of, and respect for, their own culture, but also develop the ambition and drive to become global bilingual citizens.
- HD Shanghai is seeking to appoint an outstanding leader to be our Head of Secondary. This is a unique opportunity to lead a prestigious Secondary School, in an inspiring environment, and with the collegiate support of the Hurtwood House family in China and the UK.
- The successful candidate will have a track record of highly successful British curriculum leadership experience in the UK or internationally. They will have the gravitas to act as a compelling ambassador in an increasingly competitive market and a genuine commitment to HD Shanghai's distinctive mission and values.



[2]

HURTWOOD

HOUSE

CHINA

2.1 Our Vision and Story

Known within China as the HD Schools, the first Hurtwood House China campus opened in August 2014 in the city of Ningbo. We now have schools in Shanghai and Beijing, with a new Qingdao campus set to open in August 2018. Our story will not stop here. Our existing schools will continue to grow rapidly, and plans are already afoot to open new schools in other Chinese cities.

The development of Hurtwood House China can be seen as an extension of Hurtwood House's commitment to quality and its spirit of ingenuity, which has seen it break new ground educationally for well over half a century. Amongst international brand transfers, Hurtwood House China is a pioneer. We were the first UK brand to introduce a dual immersion curriculum, enabling Chinese passport holders to benefit from our unique educational offering. We are leading the way in what we believe to be one of the most exciting educational projects of our time – namely the education of Chinese nationals, in a Chinese context, but with a bilingual vision.

Through our bilingual and bicultural approach, we aim to nurture global Chinese citizens – individuals who retain a profound respect and knowledge of their own Chinese culture and language, while also possessing the linguistic skills, cultural awareness, and qualifications to be successful in an increasingly globalised environment.

Underpinning this aim and our broad approach is our motto – Education Creates Character. We are respectful of the need for academic rigour, but also recognise that education is broader than this: it is about the individual students and their enjoyment of school; it is about creating an environment where creativity is fostered, collaboration is encouraged, and critical thinking nurtured; it is about providing opportunities for students to develop new skills and interests outside the core academic curriculum. We firmly believe that a broad, balanced, and caring approach is required for education to succeed in creating character.



2.2 Our Founding School - Hurtwood House UK

Set on a beautiful two-hundred acre site in the Surrey Hills, Hurtwood House is one of the UK's leading independent, co-educational boarding schools. The School is driven by a passion for creativity and a respect for academic rigour, offering its students a truly holistic learning experience that prepares them for university and life beyond.

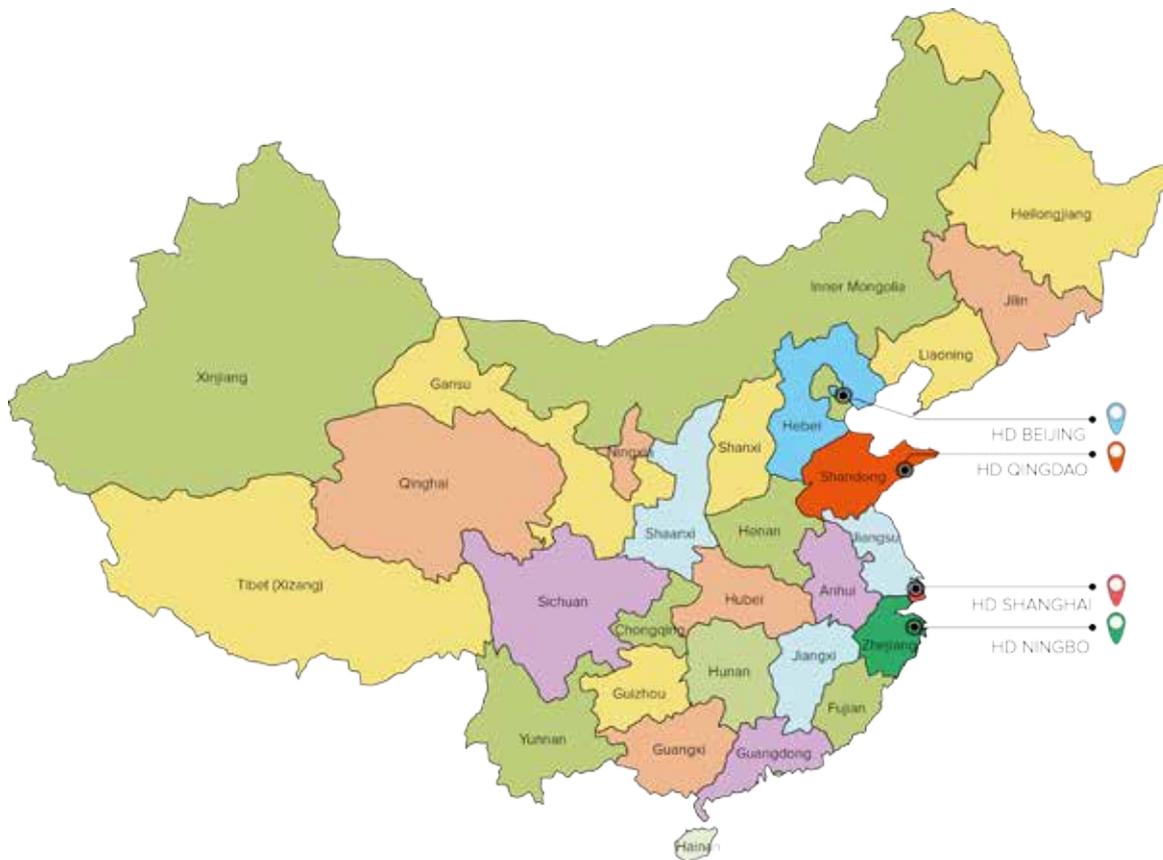
Hurtwood House has an outstanding academic track record. For the last two decades, the A-level results have put Hurtwood 'among the cream of the country's best schools' (Financial Times), consistently appearing at the top of the league table for co-educational boarding schools ahead of many of its most illustrious rivals. With over twenty subjects offered at A-Level, students benefit from a broad and balanced curriculum. The range of subjects available stands as testament to the importance

Hurtwood places on empowering individual students in their decision making and learning. Students at Hurtwood achieve more than just excellent academic results. The School's commitment to providing an all-round education ensures that students leave equipped with the skills, interests and confidence to succeed at university and beyond. Hurtwood, for instance, is a centre of excellence for the performing and creative arts, providing unrivalled opportunities for the aspiring actor, singer, artist, fashion designer, composer or filmmaker.

Alongside Hurtwood's academic results, the achievements of its alumni illustrate the strength of the School's holistic curriculum. The Hollywood actress Emily Blunt and the composer Hans Zimmer are just two examples of former students who have gone on to reach the top of their field.

Our link with Hurtwood permeates our schools at all levels from governance and management to classroom practice, extra-curricular vision and the staff appointment process.

2.3 Our Network of Schools



HD Beijing

HD Beijing is superbly located in the Dongba area, northeast of Beijing City. Dongba is found within the City's Chaoyang District, which is developing into Beijing's new international CBD, complete with high-end commercial and recreational spaces. The School opened in August 2016 and will eventually grow to accommodate 600 students aged 3 – 10. Work is underway to try to establish an additional campus close by to enable HD Beijing to offer a complete K12 bilingual solution for parents.

HD Qingdao

Opening in September 2018, HD Qingdao is located on Xingguang Island, in the West Coast area of Qingdao. The School is part of the new Wanda Oriental Movie Metropolis, a US\$7billion project which is creating a new economic centre for the region and the world's largest entertainment infrastructure development. The School, located on a premium 70,000m² site, is designed in the style of a British boarding school and will grow to accommodate up to 2000 students aged 3 -18. Boarding will be available to students in both Primary and Secondary sections of the school.

HD Ningbo

After its high-profile launch in 2014, HD Ningbo School has quickly established itself as the City's leading bilingual school. The School is located in the Yinzhou district of Ningbo, a high-end residential and commercial area only thirty minutes from the city centre. As of September 2017, HD Ningbo has classes open in each year group, with its first group of students due to sit their A Level examinations. At capacity the School will accommodate 2000 students, with boarding available to students from Year 4.

2.4 Our Chief Academic Directors



Robert Holroyd

Robert Holroyd is a graduate of Oxford University and an internationalist with over twenty-five years' management experience in worldwide education. After spells at Oakham School and the Colegio Anglo Colombiano, Bogota, where he pioneered the School's introduction of the International Baccalaureate, Robert was an Assistant Master, Head of Department and Housemaster at Radley College before becoming Headmaster of Repton, one of the UK's leading co-educational K-12 day and boarding schools in 2003. During his tenure of this post, Robert was privileged to internationalize the Repton brand in a variety of locations worldwide before joining the Hurtwood House China team as Chief Academic Director (CAD) in 2017. In his capacity as CAD, Robert provides a range of consultancy and support services across the Hurtwood House China Schools, and would be pleased to be contacted by any leaders and teachers interested in joining this fascinating educational journey.



Warren Johnston

Warren Johnston, a graduate of Victoria University, brings over thirty years' experience and an outstanding track record of success in bilingual curriculum schools to Hurtwood House China. Prior to joining Hurtwood House China, Warren spent six very successful years as Executive Principal of YK Pao School in Shanghai. During his time there, Warren was instrumental in increasing the student roll and creating a culture of success within the school. Warren started his career in education as a Primary Teacher in New Zealand, before taking on senior advisory roles in mathematics at the Wellington College of Education and the Ministry of Education. In these roles, Warren had regional responsibility for developing Maths and Science curricula, planning and implementing professional development programmes for teachers, and drafting influential curriculum policy papers. On leaving New Zealand, Warren took on senior leadership positions in Hong Kong, before moving to China in 2007.

[3]

HD SHANGHAI





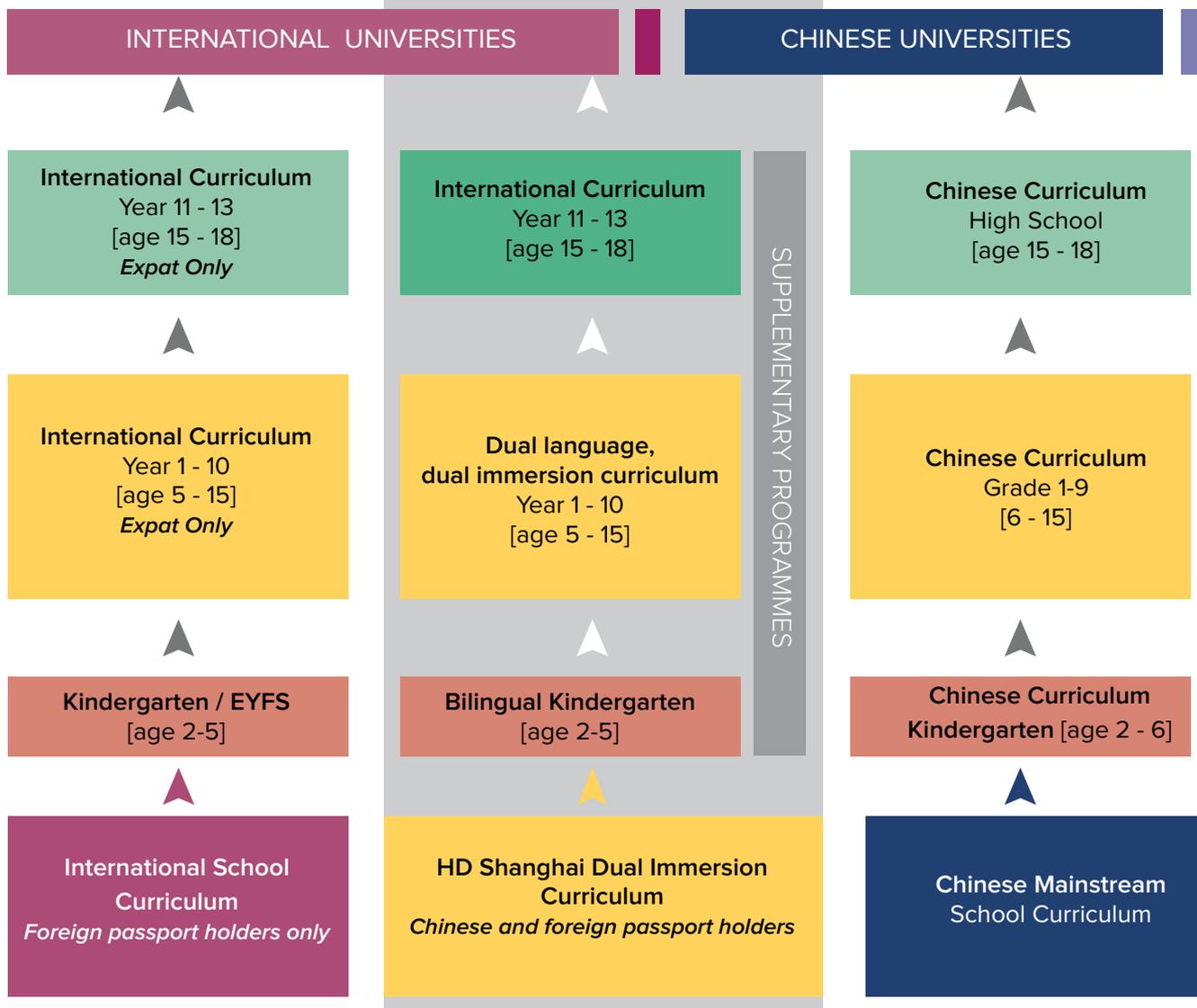
3.1 Introduction

HD Shanghai is located in the City's Songjiang district, widely regarded as the cultural root of the city of Shanghai itself. The School opened in August 2015, and will eventually grow to accommodate 1800 students aged 3-18. Work is currently under way on a new development phase, which will see the introduction of specialist upper-secondary teaching spaces and facilities, as well as boarding houses. Established on an impressive and imaginative campus, the School offers an outstanding bilingual education that blends the best of British with the best of Chinese. The curriculum allows students to access a broad and balanced learning experience – one in which tradition meets creativity, and East meets West.

HD Shanghai not only benefits from being part of the successful network of HD Schools in China (HD Ningbo, HD Beijing & HD Qingdao), but also from its strong relationship with Hurtwood House, our partner school in

the UK. HD Shanghai draws on Hurtwood's experience and expertise at providing an all-round education. Students not only achieve excellent academic results but also develop interests and skills to prepare them for the challenges of life beyond school. With this in mind, the curriculum at HD Shanghai offers a broad range of opportunities designed to develop intellectual growth, physical and emotional health, artistic endeavours, creativity and service to others.

The School is committed to fostering genuinely bilingual and bicultural students, enabling them to gain competency in Mandarin and English, as well as preparing them culturally for life in an increasingly interconnected world. The curriculum is taught using a dual-language immersion approach – students benefit from lessons delivered by native speakers of English and Chinese. As well as supporting students to become bilingual, the low pupil to teacher ratio enables HD Shanghai to deliver a highly personalised approach to learning.



3.2 Curriculum Structure

Unlike traditional international schools in China, HD Shanghai’s bilingual curriculum is designed to ensure that it meets the regulatory requirements for admitting students with Chinese passports. Using a dual-language immersion approach, our students cover the compulsory elements of the Chinese curriculum, alongside international curricula. As a result of our unique programme of study, by the time students reach the age of fifteen they have the breadth of academic knowledge and linguistic skill to tackle IGCSE and then A Level examinations. Through an HD Shanghai education, therefore, Chinese nationals increase their chances of gaining a place at top international universities, without losing touch with the Chinese curriculum, culture or language.

We measure the success of our curriculum in broader terms than the simple academic success of our students. In keeping with our motto, our balanced co-curricular programme ensures that all students develop interests, skills, and character traits through a wide range of activities outside the classroom. These activities are seen as part of the overall curriculum, not an extension of it.

The Head of Secondary will have the opportunity to develop the existing Hurtwood House China model to respond best to local expectations, needs and resources, working alongside and with expert Chinese colleagues.





3.3 Pastoral Care and Boarding

A strong pastoral care system is the foundation of each student's experience at HD Shanghai. We understand that students fulfil their potential when they feel happy, supported and at ease in their surroundings. We emphasise the importance of building a sense of community and promoting supportive relationships, ensuring students know that they always have a peer or an adult to whom they can talk.

Our house system provides a strong framework upon which the school community is built. It encourages students of different ages to interact as well as creating opportunities for students and teachers to work together outside the context of a formal lesson. In addition, inter-house competitions serve as a platform for students to learn new skills and develop important character traits such as perseverance, social intelligence tolerance and self-control.

In the Secondary School, the students' international and Chinese tutors are their immediate point of contact. However, our school communities recognise that every member of staff is responsible for ensuring outstanding pastoral care – this understanding and attitude is nurtured at HD Shanghai.

Boarding, which is at the heart of life at Hurtwood House UK, will also be an integral part of life at HD Shanghai. Along with enhanced Secondary School specialist teaching facilities, Boarding Houses will be built as part of HD Shanghai's next phase of development. The Houses will open in 2020, and present an interesting and exciting project for the Head of Secondary to influence.



3.4 Facilities

The layout of HD Shanghai is informed by the desire to deliver an innovative and contemporary bilingual curriculum in line with the School's vision and values. Each space is considered as being able to provide teaching and learning opportunities and promoting interaction between all users and visitors to the School.

Students and teachers benefit from outstanding facilities, which support learning both inside and outside the classroom. These facilities include

- a bilingual library
- specialist teaching classrooms such as science laboratories, art and design studios and computer laboratories
- a multi-functional theatre
- excellent indoor and outdoor sports areas, including tennis courts, football pitches and basketball courts. A 400-metre athletics track and a golf driving range are also being developed.

All of HD Shanghai's indoor facilities are equipped with excellent air purification systems. Indeed, the School's state of the art Anti-Pollution Dome is the first air purifying sports facility in South East China. HD Shanghai is fully committed to enhancing air quality on campus and playing our part in the drive towards greater environmental protection in China.

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APPOINTMENT DETAILS

The Head of Secondary, HD Shanghai will be directly responsible, alongside their Chinese counterpart, for all aspects of running the School from Grade 7 (age 12) through to Grade 12 (age 17). The successful candidate will report through the Head of School/Chief Academic Director's Office to the Board and Chairman of the HD Schools.

We are seeking an individual who can articulate and develop the vision, ethos and values of HD Shanghai by inspiring and empowering staff, students and parents within the community.

4.1 Key Responsibilities

Teaching and Learning

- to develop and maintain an outstanding learning environment that enables all pupils to fulfil their potential
- to ensure the highest standards of pupil safety and welfare at all times
- to enrich all pupils' experiences through an extensive co-curricular programme
- to assess, monitor and evaluate teaching standards in order to continuously improve practice and maintain first-class learning throughout the School
- to ensure that teachers use appropriate methods of assessment and data to enhance pupil progress
- to ensure pupils receive the best possible preparation for significant external examinations in Grade 10 and 12
- to work with Chinese colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner
- to ensure pupils receive excellent support and advice when applying to international universities



□ Leadership and Management

- to implement the School's vision and aims with conviction and clarity and in doing so foster a strong and supportive school community
- to embed a school-wide commitment to high standards and success for all pupils
- to develop and oversee the pastoral life of HD Shanghai, ensuring that pupils and staff are cared for, supported and nurtured
- to be responsible for establishing and maintaining good discipline
- to deploy resources effectively and efficiently to ensure high standards in the day-to-day running of HD Shanghai
- to work closely and collaboratively with Chinese colleagues, both academic and bursarial, setting an example for other international staff
- to lead, motivate and challenge staff to be reflective practitioners committed to continuous improvement and developing teaching and learning strategies
- to ensure robust administrative and support structures are in place to enable operational matters to be dealt with efficiently and effectively
- to ensure that staff roles and responsibilities are clearly defined and communicated, and to ensure that appraisals are carried out regularly and professionally

□ Stakeholder Relationships

- to ensure that strong partnerships are built and maintained with existing, prospective and former parents
- to be highly visible and take personal responsibility for attending school events and activities
- to develop and maintain links with the broader community to extend learning opportunities

□ Strategy

- to work with the Head of School and the Board of HD Schools to develop a programme of continuous improvement and plan for the School's future development
- to work with the Head of School and the Board of HD Schools to set the annual budget, making sure that money is deployed in a way that takes into account the School's strategic vision and priorities
- to ensure that the School's budget targets are met, that funds are expended wisely and productively and that the School's finances remain in good order
- to remain alert and responsive to the local and wider external environment, adapting plans and strategies in response where necessary

□ Recruitment and Public Relations

- to lead parent engagement, marketing and PR activities to ensure that enrolment targets are met
- to take a lead role in the admissions process to ensure that enrolment targets are met
- to take full responsibility for the recruitment of staff, making sure that the school has a high-quality leadership and teaching team committed to the School's ethos, values and standards
- to ensure that all recruitment is carried out in line with the highest possible standards for safer recruitment

4.2 Person Specification

Experience and Knowledge

- A proven track record of successful whole-school leadership at the Senior Leadership or Management Level (required)
- Experience (required) with respect to
 - leading and managing staff
 - curriculum development
 - the management of change
- Excellent working knowledge of the UK National Curriculum (required)
- High levels of subject knowledge (required)
- At least eight years of relevant teaching experience (desirable)
- Experience of working with children who have English as a Second Language (desirable)
- Experience of working in the independent sector (desirable)
- Experience of working in the international sector (desirable)

Qualifications

- A good degree from an established university
- PGCE or QTS

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community

- Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team-working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

4.3 Salary and Benefits

The successful candidate will receive excellent salary and benefits commensurate with their experience. This will include:

- Competitive, low tax salary
- Accommodation allowance
- Start and end of contract flights for employee and immediate family members
- Relocation allowance
- Excess baggage allowance
- Medical insurance for employee and immediate family members
- Annual flight allowance for employee and immediate family members
- 100% Tuition fees contribution for up to two children
- Annual bonus
- Contract renewal bonus
- Visa and legal documents sponsorship for employee and immediate family members

[5]

LIVING IN
SHANGHAI





Shanghai is an inspiring and exciting city in which to live. Located in the delta of the mighty Yangtze River, approximately equidistant to Beijing and Hong Kong, Shanghai has been growing from a small market town in imperial China to a twenty-first century megalopolis. Shanghai is spearheading China's rapid business development. As well as being one of China's most significant industrial centres, Shanghai is home to China's main stock exchange and has also placed a strong emphasis on the high-tech industry and services sector.

As Lonely Planet states, few cities in the world evoke so much history, excess, glamour, mystique and exotic promise in name alone. The metropolis is often described in the most evocative and romantic terms – Pearl of the Orient, Gateway to the World and Paris of the East, to name but a few.

When its vibrant economy is taken alongside its beauty and history, it is unsurprising that Shanghai is one of the world's most attractive and popular destinations for expats. The writer Kate Morgan sums up the charm, thrill and variety of Shanghai in a paragraph that captures some of the essence of the city.

From the architectural landmarks lining the Bund and the rickety charm of the Old Town to the leafy backstreets of the former French Concession, Shanghai is a city that just begs for wandering. And eating. I love that you can slurp a bowl of hand-pulled noodles or bite into soupy dumplings for next to nothing, then splurge on cocktails and fusion fare while gazing out from a rooftop bar on the Bund, over the Huangpu River to Pudong's space-age night scene.

The City caters extremely well for expat life. There is history, culture, and sensational food. There is luxury and convenience – five-star hotels, fine-dining restaurants, unbeatable shopping malls, supermarkets and first-class transport links to provide you with everything you would expect in a leading global city.



[6]

LIVING IN CHINA

Career Development

China is a land of opportunity. Nowhere is this truer than within the education sector. For us, the education of Chinese nationals, through a bilingual and bicultural approach, is one of the most exciting educational projects of our time. We have been amazed by the thirst for our style of education, and inspired by the challenge of delivering our pioneering curriculum effectively. Taking on a job in China is an opportunity to work at the cutting edge of educational progress, and will unquestionably offer the environment and challenge required to learn new skills and further a career in teaching. Indeed, as the world turns East, an understanding of China and, even better, experience living and working there, can be hugely beneficial for career progression - the 2017 HSBC expat explorer survey ranked China second in the career progression category.

Adventure

China is unique. The rate of economic growth, industrial development and infrastructural progress in China is a story often told. However, there is more to China

than this. As the world's oldest continuous civilisation, there is unrivalled history to discover and culture to experience. There is the country's vast natural beauty: mountains, deserts, mighty rivers, jungles, grassland, and coastline. There are vibrant cities, where the traditions and custom of millennia past collide with China's irrepressible drive for modernity.

Convenience

All of the Hurtwood House China schools are located within highly developed cities, complete with all the conveniences one would hope for when settling down in a new location: intra-city, inter-city and international transport links are excellent; there are international standard grocery stores, malls and shopping districts; high-class healthcare and accommodation, in line with expatriate expectations, is easily accessible; and the telecommunications network is among the most sophisticated in the world – several channels are available to make communication with friends and family outside China simple.



HOW TO APPLY

To apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to ibbs.philippa@hurtwoodhousecn.com by the closing date.

The closing date for applications is Sunday 17th December 2017

Preliminary discussions with candidates will take place during November and early December.

First round interviews will take place on a rolling basis and early application is therefore advised. Shortlisted candidates will be notified, and final round interviews arranged accordingly.

Hurtwood House China reserve the right to appoint before the closing date.

Please contact **Philippa Ibbs** on **+44 207 788 7937** or ibbs.philippa@hurtwoodhousecn.com should you wish to arrange an informal discussion about this role.

HD Shanghai is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks.