



HURTWOOD HOUSE

CHINA

HD SHANGHAI SCHOOL
HEAD OF ENGLISH, PRIMARY
APPOINTMENT FOR AUGUST 2018



HURTWOOD HOUSE
CHINA

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1. HURTWOOD HOUSE CHINA

1.1 Our Vision and Story

The first of the schools operated by Hurtwood House China, (known locally as **HD Schools**), 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 is an extension of Hurtwood House UK's commitment to quality and to its spirit of ingenuity, which has seen the School 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-bicultural vision.

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

Underpinning this aim 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 individual students and their enjoyment of school; it is about creating an environment where creatively 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.



1.2 Our Founding School - Hurtwood House UK

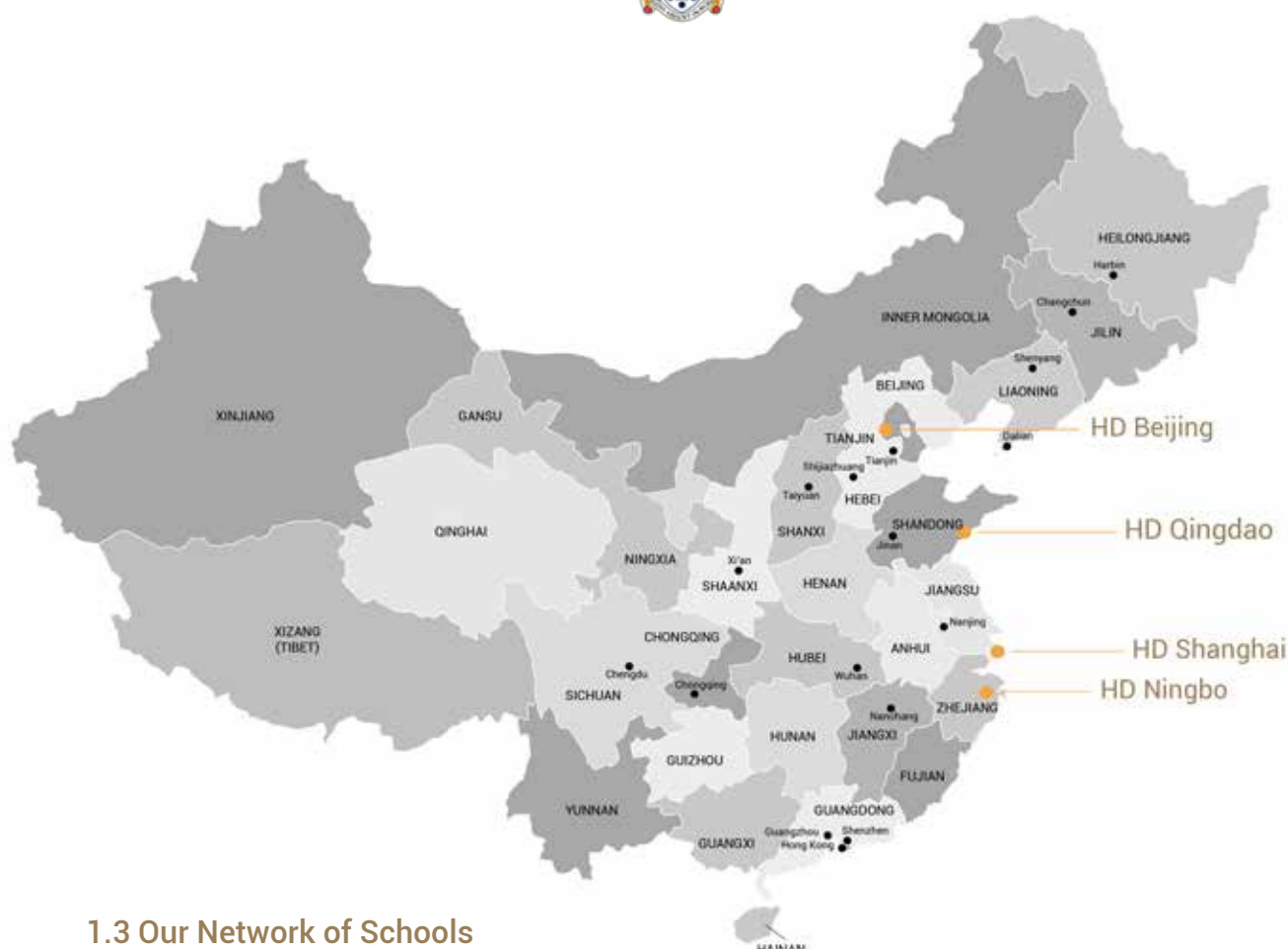
Set on a beautiful two-hundred acre site in the Surrey Hills, Hurtwood House is one of the UK's leading independent, co-educational boarding schools. The School is driven by a passion for creativity and by a respect for academic rigour, offering its students a truly holistic learning experience that 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 House '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, well 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 they 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 aspiring fashion designers, artists, composers, actors, singers and filmmaker.

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

The link with Hurtwood House permeates the HD Schools at all levels – from governance and management to classroom practice, extra-curricular vision and the staff appointment process.



1.3 Our Network of Schools

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 this academic year, 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.

HD Qingdao

Opening in September 2018, HD Qingdao is located on Xing-guang 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 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 2017 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.



1.4 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.



2. HD Shanghai

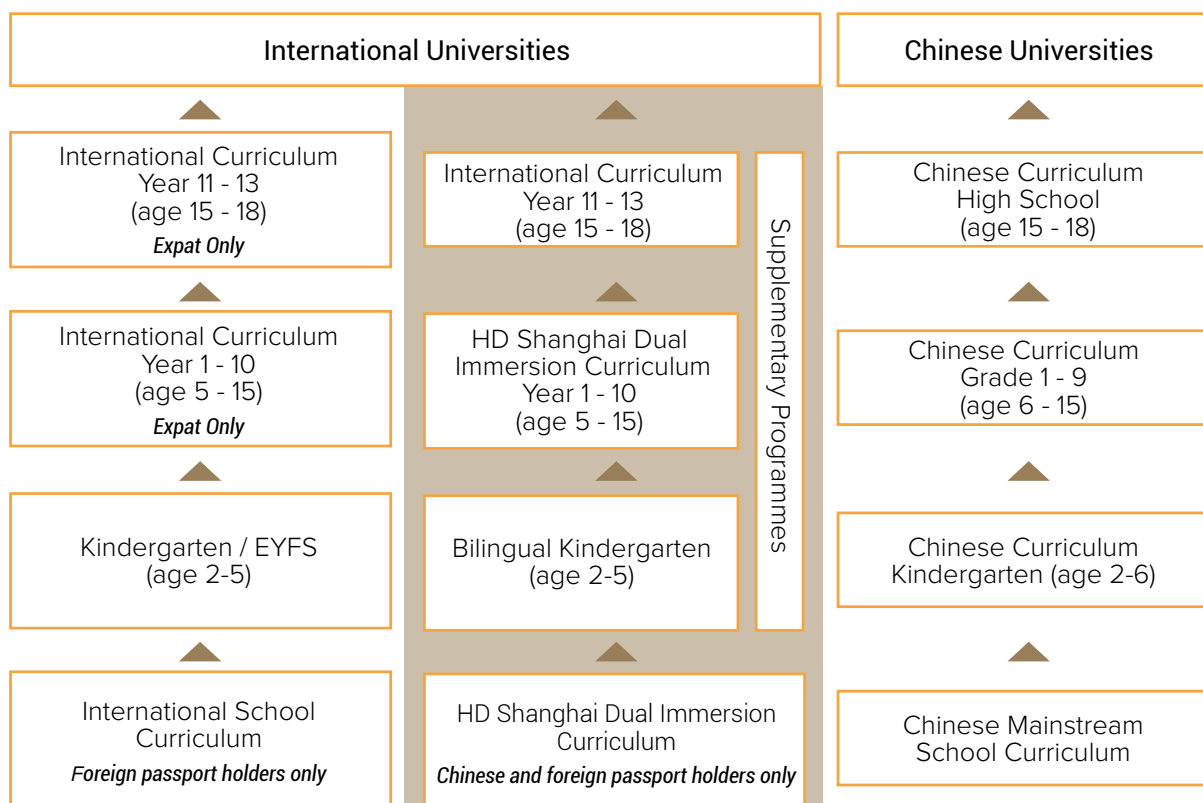
2.1 Introduction

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 2016, 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 our students to become bilingual, the low pupil to teacher ratio enables HD Shanghai to deliver a highly personalised approach to learning.



2.2 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 major, compulsory elements of the Chinese curriculum, alongside the international curricula. As a result of our unique programmes of study, by the time students reach the age of fifteen they have the breadth of academic knowledge and linguistic skill to tackle IGCSEs. They then go onto take a range of A level subjects in their final two years as part of a balanced curriculum focused on the development of the whole person. Through an HD Shanghai education, therefore, Chinese nationals increase their chance of gaining a place at a top international university, without losing touch with their own national curriculum, culture and 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.

Working closely with the School Heads of Department, Subject Specialists and expert Chinese colleagues, Class Teachers have the opportunity to develop the existing Hurtwood House China model to respond best to local expectations. As at other Hurtwood House China schools, Class Teachers at HD Shanghai are supported by a strong curriculum framework, while also having the flexibility to plan for the individual needs of their students.



2.3 Pastoral Care

A strong pastoral care system is the foundation of each student's experience at HD Shanghai. We understand that children will only fulfil their potential when they feel happy, supported and at ease in their surroundings. We emphasise the crucial importance of building a sense of community and promoting supportive relationships, ensuring that students know that they will always have someone trustworthy to whom they can talk. In the Primary School, the children's international and Chinese class teachers are their immediate point of contact.

Our House System provides a parallel framework for building community. It encourages children of different ages to interact, as well as creating opportunities for children and teachers to work together outside the context of a formal lesson. In addition, inter-House competitions serve as a platform for children to learn new skills and to develop important character traits such as perseverance, social intelligence tolerance and self-control.



2.4 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.



3. Appointment Details

The Head of English (Primary) supports the Primary School Principal and is responsible for the international curriculum and professional development of staff from Prep to Grade 5.

We are seeking an individual who can articulate and develop the vision and ethos of HD Shanghai, helping to inspire and empower staff, students and parents within the community. The role presents an outstanding opportunity to join a founding team that are establishing HD Shanghai as a world class bilingual-bicultural school, providing the best possible all-round education and care for every student.



3.1 Role And Responsibilities

Teaching and Learning

- Foster an excellent work ethic, and a culture of high expectations in which both students and staff fulfil their potential
- Make use of professional knowledge and understanding to create a stimulating, challenging and supportive learning environment that promotes student success.
- When teaching
 - create an effective, challenging learning environment for each student
 - provide appropriate and timely feedback on work
 - acknowledge each student's improvement and effort
 - encourage and monitor the progress of individual students
- Teaching a timetable as determined by the Principal, but one which reflects the leadership and co-ordination responsibility of the role

Curriculum Development and Delivery

- Make use of professional knowledge to improve the existing English curriculum, and build co-curriculum bridges to link with other subjects
- Broaden and improve the methods of teaching and learning and stimulate students' English learning through designing different English activities. Develop high quality, creative English activities
- Assist in sourcing and provision of resources materials for the International programmes
- Ensure vertical and horizontal articulation of the curriculum



Professional Leadership

- Coordinate with Principal and English teachers on planning and set up learning intentions according to the Subject Syllabi. Adjust teaching and learning content and strategies to meet students' needs. Promote teachers' professional development through weekly teacher trainings, class explanation, observation and feedback
- Attend and participate in weekly Year Group planning sessions
- Take the lead in exploring new ideas and teaching methods for HD Shanghai School. Plan ahead for the academic year and semester with well-grounded goals and prioritize some areas. Organise reflection with all delegated subject teachers and take the lead in appraisal of delegated teachers
- Set a good example as reflective learner. Continue learning and developing teaching practice under theoretical guidelines, so as to become a pioneering teacher in the subject group, and continuously create an academic atmosphere of learning and exploration
- Mentor junior English teachers in curriculum planning and classroom instruction to ensure student learning outcomes
- Check unit and planners and year overviews and weekly planning newsletters
- Check teacher's feedback to students and homework
- Oversee moderation sessions to look at work within and across year groups.
- From time to time provide reports on teaching and student attainment in English



Relationship Management

- Work closely with members of the English team to discuss/consult/report to Principal
- Develop a collaborative and supportive culture amongst International and Chinese colleagues, in which information, ideas and resources are shared
- Help new teachers to develop particular teaching skills in teaching English, so they can gain a thorough understanding of implementing and reviewing the Subject Scope and Sequences and organize effective assessment

Contribution to the School Community

- Play a full part in the corporate life of the school, including taking part in the after-school extra-curricular activities, weekend events (PD, Admissions, Testing, etc.), school organised social activities and parent information sessions
- Ensure outstanding pastoral care in line with HD Shanghai's policies and expectations
- Support the school's image in the community
- Support policies and procedures currently in place, including those in the Staff Handbook



Administrative Function

- Work closely with the Principal to supervise and manage the English team, including: budget management, resource purchasing and management
- Lead the set-up of both formative and summative assessments, the moderation of marking, and the recording of assessment data in PASS
- Implement and oversee standardised assessments
- Have oversight of all English assessment data and identify students who need support or extension. Work with relevant teachers to provide support or extension
- Attend and participate in Parent Information Evenings
- Develop an English Teaching Handbook to reflect the HD Shanghai way of teaching English including all relevant policies and procedures
- Contribute and help plan Parents as Learners sessions
- Contribute to the planning of Student Interview sessions
- Contribute to the development of new policies, ensuring alignment with the school mission and vision



3.2 Person Specification

Experience and Knowledge

- Excellent working knowledge of the UK National Curriculum or similar (required)
- High levels of subject knowledge (required)
- Knowledge of International Primary Curriculum (IPC) desired
- 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)
- Good 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 teamworking skills

Qualifications

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

Personal Qualities

- Emerging leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities

- 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



3.3 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

We recognise that the success of HD Shanghai depends on the quality, wellbeing, and motivation of our staff. In addition to the salary and package structure outlined above, therefore, staff can also expect:

- a commitment to professional development
- a dedicated and passionate human resources and support team, committed to making life in China as comfortable as possible
- outstanding career progression opportunities that arise from being part of a rapidly expanding education group in a dynamic market



4. 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 with 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 the City's 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 leafy backstreets of the former French Concession, Shanghai is a city that just begs for wandering. And eating. I love the fact 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.



5. Living in China

Career Development

China is a land of opportunity – and this is particularly true of the education sector. For us, the education of Chinese nationals, through a bilingual-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, as well as being 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 challenges required to learn new skills and to 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 very beneficial for career progression. The 2017 HSBC expat explorer survey ranked China second in the career progression category.

Adventure

China is totally unique. The rate of economic growth, industrial development and infrastructural progress in China is a story often told. However, there is far more to China than this. As the world's oldest continuous civilisation, there is unrivalled history to discover and culture to experience; the country's vast natural beauty; the mountains, deserts, mighty rivers, jungles, grassland, and coastline. There are vibrant cities where the traditions and the customs 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; 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.



6. How to Apply

To apply, please complete all the 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.

A completed application should be sent to lee.szeting@hurtwoodhousecn.com

The closing date for applications is **Friday 11th May 2018.**

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 references.