

APPLICATION PACK FOR THE POST OF

PRIMARY UK CURRICULUM COORDINATOR (Grades 1 - 6)

Rong Qiao Sedbergh School



3 - 18 years • Co-educational • Day and Boarding • UK and Chinese Curriculum



Required in advance of the school's opening in September 2018

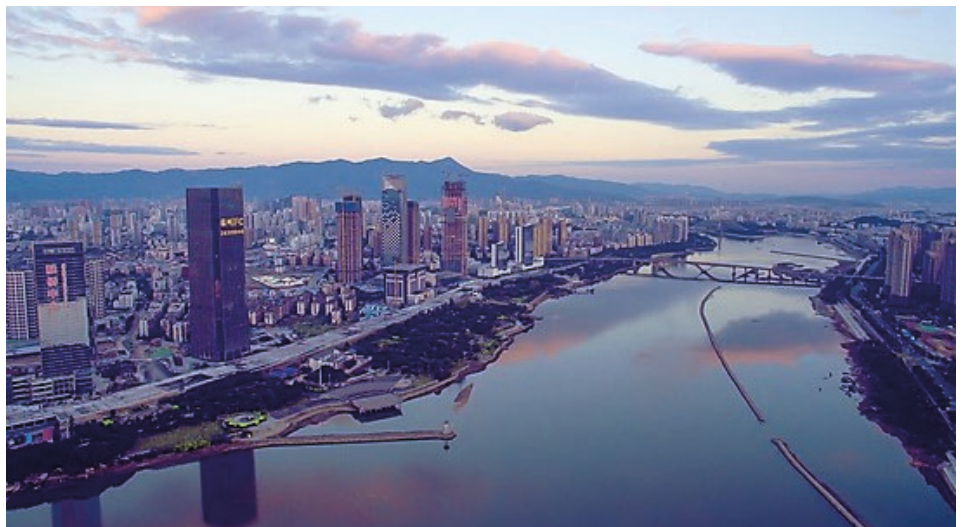


Introduction

This exciting post arises as a result of a joint project between Sedbergh School International Limited and The Rong Qiao Group. Rong Qiao's vision is to raise the standard of education in Fuzhou and China, investing in building a leading K-12 international day and boarding school in Fuzhou following the English EYFS curriculum in the Kindergarten. As one of the UK's strongest boarding schools, Sedbergh School is a natural choice for Rong Qiao and the distinctive values and culture of Sedbergh School will permeate the new school.

A Primary UK Curriculum Coordinator (Grades 1-6), and also Primary Teachers, for this new international school in China, Rong Qiao Sedbergh School, are required.

A highly attractive package will be offered to successful candidates including: a generous salary, accommodation, living allowance, flight allowance and medical insurance (for self and family) and fee allowance (free for up to two children).





The location and the school

The school is located in Fuzhou, Fujian Province, and planned to open in September 2018.

President Xi served as the head of Fuzhou City and Fujian Province in the 1990s and his vision for the province still exerts significant influence on local development, including development of Binhai New City, the location of the new school.

The development of local industry in the vicinity of the new school is generally high tech – big data, Virtual Reality and Artificial Intelligence, both software and hardware development. The levels of income for families are above Fujian Province and compare favourably with other cities in China.

The school is located at Binhai New City of Changle, a district in Fuzhou city within 20 minutes ride from Changle city centre and 50 minutes ride from Fuzhou city centre, Fuzhou International Airport, and Fuzhou

Railway Station East connect to other cities across the nation and are within 15 minutes ride.

The prestigious and highly successful Education Division within Rong Qiao has a well-deserved reputation for quality education, demonstrated in their acclaimed five kindergartens in Fuzhou, offering dual language teaching in Mandarin and English.

The school's design is both generous in size and aspirational in design, on an area of 16 hectares. A unique feature is the Chinese Culture Center building.

The maximum capacity for the school size will be 2732 pupils, aged from three to eighteen, with a Kindergarten, Elementary, Middle School and High School. It is expected that during Phase 1 the school will open with 320 pupils in September 2018, among which about 80 pupils at the Kindergarten.

Pupils will take examinations in IGCSE and A-level in preparation for accessing the world's leading universities.

The selection committee and Founding Principal are seeking to appoint an outstanding candidate who is an effective, dynamic and inspirational leader, passionate and knowledgeable about Primary education particularly within a bilingual/ international context. She or he must be an excellent teacher, and capable of delivering first-class outcomes for pupils.

As well as being a strong leader, he or she will need to possess the collegiate skills of a team-player, and be capable of assisting the Founding Principal in motivating and developing the staff. Cultural sensitivity and great communication skills are essential.

PRIMARY UK CURRICULUM COORDINATOR

Rong Qiao Sedbergh School



Key Tasks

The key responsibilities of the Primary UK Curriculum Coordinator:

- The Primary UK Curriculum Coordinator would have a key role in overseeing all aspects of the UK academic curriculum, within the Chinese compulsory stage of Grade 1-6.

Although we would wish to clarify these points with you, we envisage the key responsibilities of the Primary UK Curriculum Coordinator to be:

- To set up, with the leadership team, and oversee course design and development of the UK curriculum within the Chinese compulsory stage;
- To schedule the arrangement of these courses within the wider compulsory stage;
- Allocate staff to the subjects and timetable for the UK curriculum;
- Effective coordination with the Chinese Curriculum Coordinator

to ensure pupils' courses match requirements;

- Oversee and improve standards of teaching and learning within the UK curriculum;
- Liaise with the Principal/Leadership team for the training of staff;
- Discuss matters relating to policy and procedures and to attend regular meetings;
- Ensure that regular assessment and reporting takes place informing the school and parents of learning and progress.

Key qualities:

- Proven and highly successful experience in Primary leadership either as an outstanding and high-flying deputy or assistant head, or an experienced Head of Primary possessing the flair and energy to take on another major challenge.
- A visible and effective presence in the school community, setting an example in personal interactions with colleagues and pupils.

- Flexibility in responding to unplanned situations to ensure the best outcome for pupils, staff and parents.
- Reliability and trustworthiness in the practical running of the kindergarten including discipline, meetings, communication.
- Responsibility for effective and compliant safeguarding policies and good practice.
- Best practice as a confident and impressive teacher / communicator, in the classroom and beyond, who will command the interest and imagination of staff, pupils and parents.

Person specification

The successful candidate must have the following essential experience and skills:

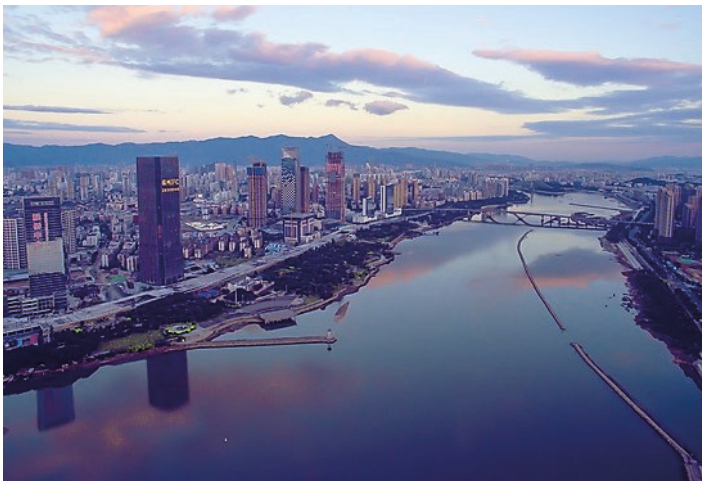
- A good degree and teaching qualification;
- Subject, phase or middle management experience;
- Experience of managing academic staff including in appraisal and performance management;
- Proven and highly successful experience in subject or wider leadership at primary level, with a track record of success;
- A commitment to continuing professional development for self and team;
- Flexibility in responding to changes to ensure the best outcomes for pupils, staff and parents;
- Responsibility for setting high academic standards, and monitoring and improving instruction standards;
- Best practice as a confident and impressive teacher / communicator, in the classroom and beyond, who will command the interest and imagination of staff, pupils and parents;
- Experience of working in a boarding environment, is recommended;
- It would be desirable for some Chinese language skills, but not essential.
- Hold a current DBS (Enhanced) certificate/ or equivalent, if from outside the UK. The school is committed to safeguarding and promoting the welfare of children, and expects all colleagues to share this commitment. We are extremely vigilant in our recruitment procedures, aiming to ensure all those who work with children are appropriate to do so. We follow our safer recruitment policy each time we recruit a new individual to join our team.

This post is subject to an Enhanced DBS check or International Child Protection Certificate.



PRIMARY UK CURRICULUM COORDINATOR

Rong Qiao Sedbergh School



HOW TO APPLY

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: nikki@anthonymillard.co.uk or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact Natasha Watson on +44 (0)7423 431132 or natasha@anthonymillard.co.uk.
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Principals, Heads, Bursars, Marketing and Development Directors, advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from top international and independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at www.anthonymillard.co.uk

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - www.amcteacher.co.uk