



HURTWOOD HOUSE  
CHINA

# Job Specification International Head of Department



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## Person Specification - International Head of Department

### Qualifications

- A relevant degree from an established university (required)
- PGCE/QTS or equivalent (required)

### Knowledge & Experience

- Excellent working knowledge of a range of standards-based curriculum appropriate to the primary school (required)
- Experience with respect to leading and managing staff (required)
- At least four years of teaching experience (desirable)
- Experience of working with children who have English as an additional language (desirable)
- Experience of working in the independent sector (desirable)
- Experience of working in the international sector (desirable)

### 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
- 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



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#### Package Details\*

- Appointments will generally be made on our main salary scale, ranging from 207000 RMB to 438000 RMB per annum with additional special responsibility allowances available based on experience and qualifications
- Comprehensive medical cover for teacher, spouse and dependents
- Annual flights for teacher, spouse and dependents
- Housing allowance
- Relocation allowance
- Full remission for tuition fees of staff children in accordance with our schools' policies

\*see main info pack for further details

#### Roles and Responsibilities - Leading, Teaching and Learning

- to foster an excellent work ethic and culture of high expectations in which both students and staff fulfil their potential
- to make use of professional knowledge and understanding to create a stimulating, challenging and supportive learning environment that promotes student success.
- to have a thorough understanding of the purpose and aims of the school's educational ethos
- when teaching, create an effective, challenging learning environment for each student, providing appropriate and timely feedback on work, acknowledging each student's improvement and effort and encouraging and monitoring the progress of individual students
- to teach a timetable as determined by the Principal, but one which reflects the leadership and co-ordination responsibility of the role
- to assess and maintain records of children's progress in learning, using this information to ensure that each child has the opportunity to succeed
- to always set high expectations, which inspire, motivate and



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challenge pupils

- to use all relevant technology to support learning, understanding and development
- to identify and select different instructional resources and methods to meet the children's varying needs
- to evaluate learning experiences and outcomes for children's continual improvement
- to provide meaningful feedback and assessment for learning in line with the school's policies
- to develop the best combination of international and Chinese approaches to deliver a personalised bi-lingual curriculum
- to ensure that the standards set out in the school's policies, including but not limited to behaviour, teaching and learning and safeguarding are followed
- to ensure that all children are treated with respect - fairly and equally
- to ensure outstanding pastoral care in line with the school's policies and expectations

Roles and Responsibilities - Communication and Co-operation

- to work co-operatively and supportively with all members of staff
- to share information, ideas and resources with colleagues
- to develop supportive and productive relationships with parents
- to maintain accurate and complete records of children's development
- to participate in departmental, school-based and parental meetings
- to share assessment data and ensure that it is appropriately archived
- to prepare required reports on children and their activities
- to participate in the supervisory duties shared by all members of staff
- to participate in the co-curricular life of the school
- to play a full part in the corporate life of the School



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- to support the school's image and profile in the community

#### Strategy and Stakeholder Relationships

- to work with the school leadership team, contributing to the school's development
- to remain alert and responsive to the local and wider external environment, adapting plans and strategies in response where necessary
- to develop and maintain links with the broader community to extend learning opportunities
- to be a first point of call for matters relating to the curriculum and keeping the school abreast of developments and current research in the curriculum field