



BROMSGROVE

APPLICANT INFORMATION FOR THE POST OF

HEAD OF SENIOR SCHOOL

BROMSGROVE SCHOOL MISSION HILLS
SHENZHEN, CHINA



HEAD OF SENIOR SCHOOL, BROMSGROVE SCHOOL MISSION HILLS

The Board of Governors of Bromsgrove School Mission Hills, Shenzhen, are looking for the Founding Head of the Senior School to commence in August 2019, with the School opening to students in August 2020.

Bromsgrove School Mission Hills seek a forward-looking, globally-minded and collaborative educationalist to lead the Senior School through its next exciting period of growth. The successful candidate should value the importance of academic rigour in a bilingual context whilst also being firm in the belief that a broad, balanced and caring ethos and approach is required for education to succeed.

THE SCHOOL

Mission Hills Group has long been an enthusiastic supporter of education and in 2012, in honour of the Founding Chairman of the Group, established a Dr David Chu Memorial Fund in support of education, sports and disaster relief. In 2015, spearheaded by Dr Catherine Chu (Executive Director of Mission Hills Group and Mission Hills Education) Mission Hills International School joined in partnership with 500 year old Bromsgrove School and launched a not-for-profit Bromsgrove School Mission Hills.

Bromsgrove School Mission Hills, invested and built by the Mission Hills Group, is a bilingual, co-educational, day school for students from age 3 to grade 12 and boarding for Senior School pupils, from Pre-School to Pre-University entrance. Bromsgrove School Mission Hills is committed to the pursuit of excellence in education through a cross cultural approach, blending best practice from Western and Chinese approaches. At full capacity, the School will be expected to enroll 2,000 students.

The Pre-School (for 3 – 5 year olds) opened in September 2015, in a 4,000 square metre well-equipped and modern facility, designed for children's use with bright and comfortable indoor space, a well-resourced library, dedicated music and dance studio and spacious outdoor playground where children can enjoy many varieties of activities to enrich their development in a holistic manner.

Adjacent to the Pre-School is the BMH Prep School, which opened in 2017 with state-of-the-art facilities which encompass a well-resourced library, large multi-purpose room, advanced science and technology labs, spacious studios for music, art and dance, a recreation quad and playing area, playing fields, and a 400-metre outdoor track. The new Senior School opening at the end of August 2020 (Senior 7 to 12) will add student accommodation, an auditorium, indoor swimming pool, all weather gymnasiums and other specialist facilities to the overall development. The outstanding sporting facilities will include a 2000 square metre fully equipped triple-gym sports hall, a high calibre fitness

centre and a 25 metre 8-lane indoor aquatics centre. Bromsgrove School Mission Hills also leverage the Mission Hills' world-class golf and tennis facilities and have access to an NHL-size indoor ice rink. For students who wish to develop their golf, tennis or ice hockey game to a higher level, Elite Sports Academies are offered for these three sports.

Moreover, the School's proximity to Mission Hills' Eco & Sport Park, Mission Hills Tennis Academy, 12 professional golf courses, and Ice Castle NHL-sized ice rink further expands students' adjoining access to distinctive sports facilities and resources.

The campus is located in a tranquil, serene, and ecologically friendly environment.

By car, it is only 30 minutes from Shenzhen City Centre, 1 hour from Hong Kong and 1.5 hours from Guangzhou.



THE HEAD OF SENIOR SCHOOL

Overview

The Head of Senior School is responsible for providing a challenging, effective, well-rounded innovative educational experience for all students whilst retaining the traditional values, virtues and ethos of the School. The Head provides the leadership and management needed to ensure the success of the School in fulfilling its mission. The Head reports directly to the Board of Governors which oversees the School's academic standards and direction.

The Board of Governors is looking to appoint a Head of Senior School with the drive, energy, vision and dedication needed to lead the School towards a positive and successful future. The successful candidate will have outstanding professional skills and personal qualities, with a proven track record of success in School leadership. Experience of the IGCSE and A level curriculum is crucial. Experience of leadership within an international context would also be preferable, as would experience in boarding.

The post holder will be able to think strategically, make a positive contribution to the vision and leadership of the School and will join the Bromsgrove School Mission Hills Prep and Pre-Prep Headmistress on the Executive team. The successful candidate will work with the Prep and Pre-Prep Headmistress in ensuring the highest possible standards of bilingual education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for pupils and a rich extra-curricular programme which reflects the School's development priorities. The Head of the Senior School will play a major role under the direction of the Board in formulating the strategy and objectives of the Senior School, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the School and to monitor progress towards their achievement.

We are confident that the School will be a dynamic place to develop professionally and that it offers opportunities for teachers at a variety of stages in their career.



JOB DESCRIPTION

Overall

- To work with the Board to ensure that the School opens fully staffed and with optimal pupil numbers
- To lead and manage the Senior School SLT (comprising both Western and Chinese Senior Managers) and report to certain Governors' Committees as and when requested
- To have overall responsibility for academic standards and outcomes at the Senior School in IGCSE, A levels and Chinese compulsory education completion certificate
- To uphold the School's reputation as a School of excellence in the provision of holistic education
- To be responsible for the day to day running of the Senior School and in collaboration with the Headmistress of the Prep and Pre-Prep and Board determine term dates, main dates, start and end of term arrangements being aware of Government regulations
- To be responsible for all policies and procedures relating to the Senior School and all records
- To organise, facilitate, attend, preach and speak at all major School events and external events
- To fully support the marketing, admissions and commercial strategies and activities of the School

Pastoral

- To have overall responsibility for safeguarding in the Senior School, being mindful of the relevant cultural and regulatory context
- To be responsible for the pastoral care and discipline in the Senior School and to lead and manage those staff with delegated responsibilities in these areas.
- To lead and inspire boarding at Bromsgrove School Mission Hills and play an active role in the life of boarders (attending boarders' meals, evening activities, visits to houses, induction etc) and to be on call for boarding Houseparents during term-time.
- To ensure that pupils can prosper in a happy and supportive environment in which appropriate and timely action is taken to prevent bullying and unacceptable behaviour
- To ensure that all staff and pupils understand School rules and our values and ethos and to encourage respect and cooperation
- To lead, train and manage the Heads of School, School monitors and House monitors
- To oversee all staffing and performance of all boarding houses at Bromsgrove School Mission Hills and manage all Houseparents and tutors
- To be responsible for and ensure effective communication with all Senior School key stakeholders (weekly newsletter, notices for staff and pupils, School reports and bulletins, School liaison, forums, staff notices, calendar and main dates)

Academic

- To ensure that the School provides a challenging, broad and exciting academic curriculum to the pupil body and that all staff are appropriately trained, guided and appraised
- To have overall responsibility for academic standards and outcomes at the Senior School and manage those with delegated responsibilities in this area
- To have overall responsibility for all academic support services (Librarians, Lab technicians, Art/DT and Drama technicians, Housemothers, Health Centre nurses)

Co-Curricular

- To ensure that the School provides a challenging, broad and exciting extra-curricular programme to the pupil body and that all staff are appropriately trained, guided and appraised
- To have overall responsibility for all School trips

This job description is not exhaustive and the post holder may be required to undertake such duties as may be required by the Board and to show leadership through action and example. It will be reviewed once a year and may be subject to modification at any time after consultation with the post holder.



PERSON SPECIFICATION

1. Good honours degree or equivalent
2. Evidence of further professional development
3. Commitment to Professional Development
4. Experience of Teaching and Educational Management
5. Excellent classroom practitioner
6. A good understanding of whole School issues
7. Understanding of effective techniques and policies for behaviour management
8. Senior Leadership and management experience
9. Experience of planning for change, development and improvement
10. The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the School community
11. Ability to set and meet challenging targets, for pupils and the School, and to enable others to do this
12. Ability to analyse, prioritise and meet deadlines
13. Experience of conducting staff induction, mentoring and performance management
14. Experience of whole School self-review and evaluation
15. Knowledge of the role of Governors
16. Ability to demonstrate leadership qualities and people management skills
17. Ability to motivate, promote good relationships and effectively communicate with all stakeholders
18. Experience of having led whole School initiatives
19. Commitment to supporting community/external agencies' involvement in School
20. Commitment to safeguarding and promoting the welfare of children

PERSONAL & PROFESSIONAL QUALITIES & ATTRIBUTES

1. Good oral and written communication skills
2. Creative, enthusiastic and proactive, keen to embrace new ideas and challenges
3. Work well as part of a team
4. Embody and uphold the School's values, virtues and ethos
5. Flexible, able to listen and prepared to seek advice and support
6. Demonstrate a concern for the pastoral and cultural welfare of all in the School
7. Committed to continuing professional development for self and others
8. Committed to active parental involvement and an awareness to the needs of Chinese Nationals and international parents
9. Able to deal sensitively with people and resolve conflict
10. Ability to communicate to a range of audiences and in a range of media
11. Prioritise, plan and organise self and others
12. Able to promote and maintain effective relationships
13. Ability to foster an open, fair and equitable culture, managing conflict where necessary
14. Ability to be mindful of the complexities of communication across languages and possess the strategies and patience to achieve this

TERMS AND CONDITION OF THE APPOINTMENT

The initial contract offered to the successful candidate will be for three years, renewable thereafter by mutual agreement between the Head and the Board. The attractive compensation package will be commensurate with the responsibilities of the position.



SALARY AND BENEFITS

- Competitive International School salary with annual gratuity (paid in Chinese RMB)
- Responsibility allowances (expatriate hire)
- Relocation allowance (expatriate hire)
- Annual home leave with round-trip transportation (expatriate hire)
- Subsidised, furnished or partly furnished housing in an apartment on the School campus/Mission Hills Resort (expatriate hire)
- Furnished studio apartment in the Mission Hills staff accommodation
- Tuition discount for faculty children in accordance with School policy (expatriate hire)
- Chinese National staff will follow the government mandatory insurance programme, and expatriate staff will have a separate International Health Insurance Plan
- Professional development opportunities (expatriate hire)
- Sick, personal, maternity and paternity leave (expatriate hire)
- Support and costs associated with obtaining an employment visa in China

HOW TO APPLY

Application is by letter and CV. Your letter of interest should be clear, concise and address the criteria in the person specification. Please include a CV of no more than two pages, a statement of educational and leadership philosophy (no more than one page), the names and full contact details of at least three professional referees (one of which should, if possible, be the leader of the applicant's current organisation) and a good recent head-and-shoulders photo.

Applications should be sent by email to Sally Grant, Personnel Manager at Bromsgrove School UK:
personnel@bromsgrove-school.co.uk

The closing date for all applications **Friday 21st December 2018.**

Longlisted applicants will be invited to interview in the fortnight commencing 7th January 2019. Interviews will be held at Bromsgrove School UK or by skype for overseas applicants.

Shortlisted applicants will be invited to interview in the week commencing 18th February 2019, interviews will be held at Mission Hills, Shenzhen.





