

## **International Head of Primary, Junior and Middle Schools**

**[Grades 1-9, UK Years 2-10]**

**PLEASE ALSO SEE THE APPLICANT PACK FOR ALL TEACHERS**

### **Outline**

The opening and development of this prestigious UK-China Bilingual International School in Shenzhen, PRC, provides a unique opportunity and responsibility for an outstanding teacher and leader to help shape this important phase of the long and rich history of the King's School, Canterbury.

The International Head of the Primary, Junior and Middle Schools will work closely alongside the Chinese Head whose main responsibility is the delivery of the compulsory elements of the Chinese curriculum and fulfilling license requirements. Both Heads report to the Founding Executive Principal.

Along with the Founding Executive Principal and the Chinese Head, the International Head is responsible for establishing and maintaining the highest standards of education in line with the aims and ethos of the King's School. The role brings many wider responsibilities, and the Head will need to be in full sympathy with what it means to have a King's education.

This is a Senior Leadership Post and carries a range of responsibilities. The job description which follows provides a broad outline and in no way includes every detail of this important role.

The position will command a competitive salary to be discussed on appointment. Accommodation on site will be provided. The wider package will include family medical insurance and free schooling for two children plus other benefits.

Most candidate details usually include a list of virtues. However, everyone is different; we are simply looking for the 'right' person for this very prestigious and important role. That person should be a graduate, teacher, leader and manager, with an outstanding record, ideally in a prestigious UK or British-curriculum school internationally. Previous teaching or management experience in Asia might be an advantage. S/he must have cross-cultural sensitivity and be approachable and welcoming, willing to work within, as well as lead a team. S/he must also be firm and decisive, able to make strong but difficult decisions. S/he must be able to present and speak on public occasions with authority, fluency and humour. S/he must, of course, be willing to embrace new ideas and effect change if required.

**The starting date is August 2020, but earlier if possible.**

## Main Responsibilities

1. To ensure that the School environment is safe, welcoming and happy. This is achieved by:
  - creating and maintaining the right atmosphere and relationships within the School
  - being meticulous when it comes to reviewing policies and practice with regard to the safety of children
  - being a role model and visible presence for students, parents and all visitors
  - communicating effectively with parents, potential parents and interested parties
  - being able to make (sometimes) difficult decisions in the interests of the community
2. To help ensure that School meets all requirements for fully trained staff members in relation to safeguarding, child protection and health & safety; to take shared responsibility for pupils, visitors and work colleagues in accordance with King's requirements, regularly reviewing policies and procedures; to be one of the Designated Safeguarding Officers for the School.
3. To ensure that the international curriculum blends successfully with and sits around the Chinese curriculum in a way that is robust, challenging, creative and relevant. This is achieved through:
  - working closely with the Chinese Head and the Executive Principal
  - liaising with the King's School Canterbury
  - being line manager to the teachers with special attention to the lead teachers / heads of faculty
  - maintaining accurate and effective assessment and reporting structures
4. To ensure that the School's system of Pastoral Care is of the highest quality.
5. To ensure that the School's co-curricular programme is of the highest quality.
6. To be line-manager to the Heads of Section.
7. To assist the Admissions Department in helping to assess applicants (students and their families) with regard to their suitability for the School community and to make recommendations.
8. To assist the Marketing Department and be prepared to write WeChat and other publicity articles; to give presentations at conferences and to give media interviews as required.
9. To assist the Founding Executive Principal and the Chinese Head to recruit and build a high-quality teaching team, creating a stable and productive collaborative culture with a strong sense of community and common purpose; to share responsibility for staff induction in this respect.
10. To work closely with the Founding Executive Principal and other member of the Senior Leadership Team on the Strategic Development Plan of the whole School.
11. To attend whole school leadership and management meetings as required.
12. To complete other reasonable tasks assigned by the Founding Executive Principal.

## Application Procedures

There are two steps in the application process:

1. Forward a **Personal Statement** to [hr2@kings-school.com.cn](mailto:hr2@kings-school.com.cn). The statement should clearly deal with the following aspects in this order:
  - a) your personal educational philosophy
  - b) why this role at The King's School (Canterbury) in Shenzhen is the right move for you at this time;
  - c) how your academic and teaching qualifications/experience support this application
  - d) how your leadership and management experience support your application

Note, if you wish to include a detailed and more personal *curriculum vitae*, please include it as a separate attachment.

2. Complete **EITHER** the TES **application form** obtainable through the TES advertisement **OR** our own form found at <https://www.kings-school.com.cn/vacancies/>.

When **both** steps have been completed we shall acknowledge the application and inform you of the next steps. Enquiries or questions prior to application can also be addressed to [hr@kings-school.com.cn](mailto:hr@kings-school.com.cn). or to the Executive Principal's Assistant, Jessie Chen on [jessie.chen@kings-school.com.cn](mailto:jessie.chen@kings-school.com.cn).

**Deadline for applications: 08:00 (Beijing time) on Monday 15 December. Interviews will initially be via Zoom or Skype between 2-8 January and then in person in Shenzhen or Canterbury.**

### ***Safeguarding***

*The King's School Shenzhen International is committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, the School expects all staff and volunteers to share this commitment. All staff must understand and commit to safeguarding and promoting the welfare of children when carrying out their duties. New staff must sign to state they have read and understood all the required documents and policies. Staff must undertake Child Protection training soon after joining the School.*

### ***Equal Opportunities***

*The King's School Shenzhen International is an equal opportunities employer. Employees enjoy equal opportunities (recruitment, training, promotion and socialisation, etc.), regardless of race, nationality, religion, gender, age, disability, marital status and sexual orientation, etc.*

*The King's School promotes employment practice designed to eliminate discrimination. Therefore, our aim is*

- *To ensure that no job applicant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.*
- *All job applicants will be treated equally and fairly in the recruitment process as stated in this policy.*