

APPLICATION PACK FOR THE POST OF

# PRINCIPAL OF KINDERGARTEN

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

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## 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 Principal of Kindergarten for this new international school in China, Rong Qiao Sedbergh School, is required.



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## 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 Early Years 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.

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## Key Tasks

The Principal of Kindergarten would have a key role in overseeing all aspects of the development of the kindergarten at RQSS.

### The key responsibilities of the Principal of Kindergarten:

- You will be motivated and able to ensure highly positive outcomes across the breadth of the Early Years Framework.
- You will have a genuine understanding of, and commitment to, the aims and values of the RQSS Kindergarten and work effectively alongside the leadership of the school in managing the Kindergarten.
- You will be responsible for effective liaison with RQ Kindergartens to ensure that the excellent provision and outcomes in these settings are ensured at RQSS.
- You will keep yourself and your team up to date on current early childhood thinking/trends, responding to any developments in a proactive way.
- You will ensure a team approach, where input from practitioners is welcomed.
- You will contribute to the strategic planning, monitoring, evaluation and development of the Kindergarten.
- You will liaise with the Principal routinely and with other RQSS staff as appropriate.
- You will ensure that the Kindergarten policies and procedures are developed and implemented as well as ensure that they are followed throughout the setting once the Kindergarten is open.
- You will have good people management skills with experience of managing staff performance.
- You will provide leadership in training staff and deliver high quality practice within the Kindergarten to ensure that children's needs are met.
- You will have day to day responsibility and accountability for all aspects of the RQSS Kindergarten which will include the creation of management reports, and maintenance of staff and child records, communicating frequently through the designated learning platform.
- You will be able to demonstrate excellent communication skills and the ability to build strong, positive partnerships with parents, children and other Early Years providers in the area.
- You will be responsible for the promotion and encouragement of children to apply and attend the RQSS Kindergarten through marketing events as required.



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**Key qualities:**

- Proven and highly successful experience in Early Years leadership either as an outstanding and high-flying deputy or assistant head, or an experienced Head of Early Years/Kindergarten 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.

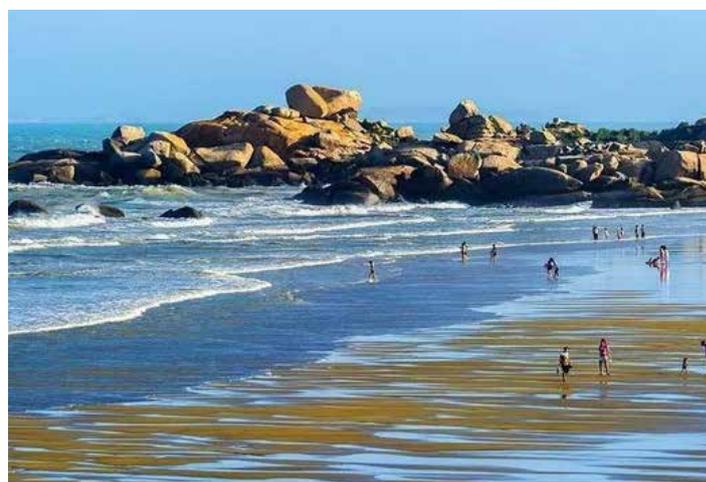
**Person specification**

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

- An Early Childhood Education or EYFS qualification or NVQ Level 4&5 or be a qualified teacher with substantial experience in Early Years;
- Have strong knowledge of the Early Years Foundation Stage (EYFS) as well as OFSTED/ISI standards;
- A track record of success as a Manager or Deputy Manager in a Nursery/ Crèche / Kindergarten;
- Experience of setting up a Kindergarten in an international school or independent school in the UK;
- A commitment to continuing professional development;
- Experience of developing and reviewing school-wide policies to improve children's standards and deliver school objectives;
- An effective communicator with strong supervisory and leadership skills;

- Strong understanding of safeguarding regulations;
- 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.*



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## HOW TO APPLY

**Closing date: 30 November 2017 at 16:00 GMT**

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](mailto:nikki@anthonymillard.co.uk) or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact Simon Dweck on +44 (0)7890 708850 or [simon@anthonymillard.co.uk](mailto:simon@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](http://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](http://www.amcteacher.co.uk)