

APPLICATION PACK FOR THE POST OF

DEPUTY HEAD PASTORAL

Rong Qiao Sedbergh Bilingual School



3 - 18 years • Co-educational • 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 boarding school in Fuzhou following the Cambridge IGCSE / A level curriculum. 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 Deputy Head Pastoral for this new international, bilingual school in China, Rong Qiao Sedbergh Bilingual 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 Changde, a district in Fuzhou city within 20 minutes ride from Changde 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.

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 about pastoral education, knowledgeable about boarding, safeguarding and wider aspects of the pastoral dimension. She or he must be an excellent teacher, 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 Deputy Head Pastoral would have a key role in overseeing all aspects of the pastoral care and boarding provision at RQSBS.

The key responsibilities of the Deputy Head Pastoral will be:

- To set up (with the Principal) and oversee all aspects of boarding and pastoral care of all pupils, boarding and day, reporting to the Principal;
- To line manage the House Masters/ Mistresses;
- To liaise with the Principal for the training of staff on pastoral matters;
- To be responsible to the Principal for the co-ordination of Personal, Social and Health Education provision in the school;
- To discuss matters to policy and procedures and to attend regular meetings;
- To liaise with the Medical Centre and act as the Safeguarding Designated Officer;
- To be responsible for matters of discipline concerning pupils and implementing any changes deemed necessary;
- To enforce the observance of the school's rules by all pupils;
- To oversee the standards of dress, appearance and behaviour of pupils;
- To oversee the operation of rewards and sanctions;
- To ensure that record keeping in Houses is maintained appropriately;
- To liaise with parents as required.

Key qualities:

- Proven and highly successful experience in school leadership either as an outstanding and high-flying head of department or as an experienced Housemaster / Housemistress 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;
- A collegiate and collaborative team-player capable when necessary of decisive management, with an instinctive feel for the correct relationship between senior leadership, the academic departments and Chinese leaders and staff;
- 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 school, 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.



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Person specification

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

- A good degree and teaching qualification;
- Senior or middle management experience;
- Experience of managing staff in a pastoral setting and promoting student welfare;
- A commitment to continuing professional development;
- Experience of developing and reviewing school-wide policies to improve pupil standards and deliver school objectives;
- An effective communicator with strong supervisory and leadership skills;
- Experience of working in a boarding environment;
- The stature and experience that will enable him/her to deputise for the Principal when required;
- A record of success in the skill set they bring to RQSBS.

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

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HOW TO APPLY

Closing date: 16 November 2017 at 16:00 BST

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 Dr Fiona Hammans on +44 (0)7730 693350 or fiona@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