



LUCTON
SCHOOL est. 1708
SHANGHAI

Information Pack for the post of
DEPUTY HEAD, ACADEMIC



Lucton School Shanghai

Lucton School Shanghai is a co-educational 100% boarding school for 300 students aged between 15 and 18. All classes are taught in English. Students arrive after a rigorous entry test and interview to take up a one year IGCSE course, followed by the first year of an A level course. They then transfer to the 300 year old Lucton School UK for their final A level year and placement at top Universities in the UK, USA and other destinations.

Lucton School Shanghai is situated in Pudong New District, close to the Pudong International Airport and is purpose built to open in September 2018. All students have single rooms; there is an extensive co-curricular programme and a super curriculum providing academic enrichment. There is teaching on Saturday and a full weekend programme.





LUCTON
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Lucton School

United Kingdom

Lucton is a thriving, co-educational, independent day and boarding school and offers education for pupils aged between 6 months and 18 years of age. Set in historic buildings and idyllic countryside, we build on our 300 years of heritage and traditions to provide a stimulating and forward-looking environment.

Lucton provides an exciting setting for young people to flourish academically and socially. The dedicated and enthusiastic teachers are committed to bringing out the full potential of each pupil whether in the class, on the sports field, in music, drama or through the many extra-curricular activities.

Small classes, a family atmosphere and a boarding house at the heart of the school, all combine to create a warm and homely place in which pupils feel accepted, valued and secure.

At Lucton, we recognise the enormity of the trust the pupils place in us, and our responsibility to build firm foundations, instil moral values and bring out the very best in each pupil.





Employment details

The Appointment

Candidates will have an appropriate degree and extensive experience of teaching IGCSE and A level as well as being familiar with the demands of a boarding school. They will be ambitious, possess significant management skills and be experienced at placing students in English speaking Universities.

Terms and conditions are generous including an attractive salary, accommodation for the successful candidate and family, pension provision, one return flight per year for the DHA and family plus flights to take up and relinquish the post, health insurance and help with children's education.

Remuneration Package

This important position will offer the candidate:

- A competitive salary and significant benefits including:
- Comfortable flat (approx. 100 m², 2-3 bedrooms and a living room) provided free of charge
- Teacher's pension in the UK
- Economy return flight for FAMILY * 1 per year - reimbursement
- Health insurance
- Concession for children's education by negotiation



Employment details

Job Description

The Deputy Head Academic (DHA) will work alongside the Director of Boarding in supporting the Head in the effective day-to-day running of the school. He/she will, on occasion, deputise for the Head. The DHA will be a member of the Senior Leadership Team. He/she will be directly responsible to the Head.

The DHA will be responsible for the quality of teaching and learning and the standards of academic achievement at Lucton School Shanghai (LSS).

The DHA will co-ordinate the transfer of pupils from Lucton School Shanghai to Lucton School UK for their A level year ensuring a seamless academic transition from Lucton School Shanghai.

While the specific duties of the DHA will evolve to suit the particular strengths and interest of the successful candidate they will include most, if not all, of the following.

The DHA will:

1. Teaching, Learning and Achievement

1.1. Be responsible for all Heads of academic departments (including the Library and the careers and Higher Education department) and oversee their work in maintaining high standards of teaching, learning and achievement.

1.2. Be responsible for those members of staff who manage the supercurriculum and the gifted and talented programme.

1.3. Manage baseline testing and the analysis of examination results.

1.4. Oversee target setting and the tracking of pupil's performance.

1.5. Manage school internal examinations.

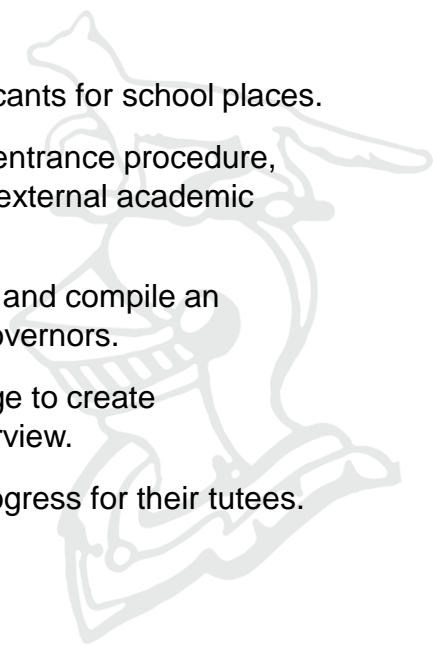
1.6. Liaise with the Admissions Director on suitability of applicants for school places.

1.7. Oversee all entrance testing including the School's own entrance procedure, and scholarship testing and advise the Head on internal and external academic awards.

1.8. Commission annual reports from academic departments and compile an annual report on academic achievement to go to the School Governors.

1.9. Liaise with the Head of English as an Additional Language to create programme offers to students following entrance tests and interview.

1.10. Hold regular meetings with Tutors to ensure smooth progress for their tutees.



Employment details

Job Description

2. Administration

2.1. Commission and/or draw up the academic timetable each year.

2.2 Manage subject choices and the allocation of students in all year groups.

2.3. Manage and, in the absence of the Head, chair heads of departments meetings and attend other meetings and conferences, both in and out of the school, as appropriate.

2.4. Attend meetings of the School Governors, liaising closely with the School Managing Governor.

2.5 Ensure the School is prepared for inspection and lead the School's response to inspections.

3. Staff

3.1. Manage the staffing of all academic lessons and advise the Head on staffing requirements.

3.2. Manage the interview timetable and interview all applicants for teaching posts, and advise the Head on appointments.

3.3. Be responsible for the induction of new staff and for the development of the teaching abilities of all staff.

3.4. Be responsible for the regular professional review of all teaching staff through appraisal.

3.5. Be responsible for the development of NQTs and other academic support staff.

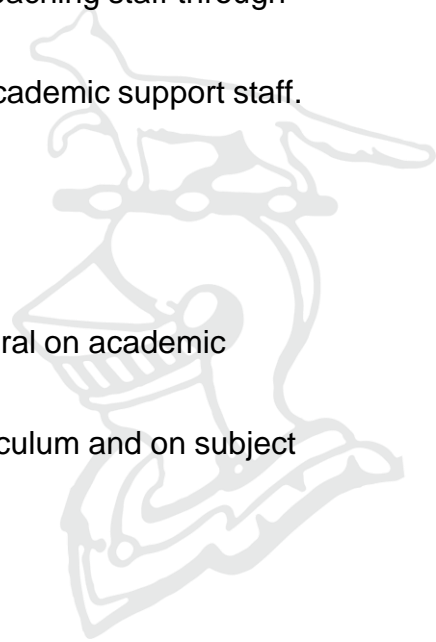
4. Communication

4.1. Manage the reporting of academic progress to parents.

4.2. Organise the programme of teacher/parent meetings.

4.3. Communicate with parents both individually and in general on academic matters, explaining school policies and decisions.

4.4. Compile and publish information as required on the curriculum and on subject choices and content.



Employment details

Job Description

5. Finance and Facilities

5.1. Take an overall responsibility for the annual budgets of the academic departments, working closely with the heads of department and the School Financial Officer.

5.2. Monitor and advise on the provision and maintenance of suitable teaching facilities, working closely with heads of departments and operations staff.

6. Strategic

6.1. Draw up, maintain and implement on academic curriculum development plan.

6.2. Keep abreast of changes in curriculum policy and thinking and advise the Head on how best to respond to changes.

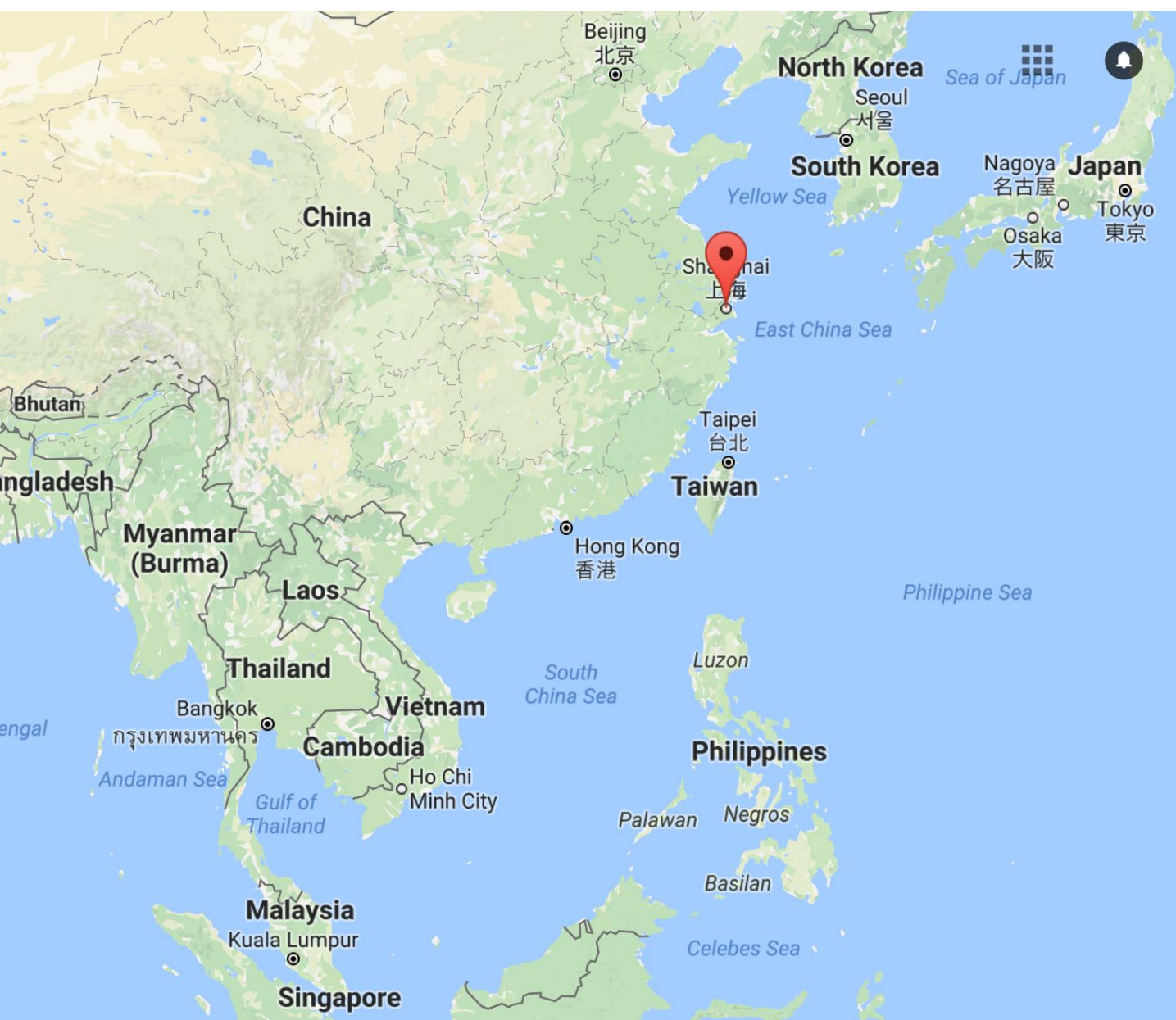
6.3. Work closely with the Head and other senior colleagues on the general development of the School.

6.4. Work, with the Head, in establishing the School as a leader locally, nationally and internationally in educational innovation and thinking.



Living in Shanghai

Shanghai is one of the most pleasant cities to live in the Far East. It is very well developed and has a significant overseas community. It also has very easy transport access to the rest of China as well as to the rest of the world making both weekend breaks and longer trips possible. It takes 2 hours to fly from Shanghai to the capital city Beijing, Hong Kong, Xi'an (where the Terra-cotta Warriors are found), Sanya (nicest beach in China), Korea or Japan; 4 hours to fly to Malaysia, Singapore, Vietnam or Thailand; and 8 hours to Sydney or Melbourne.



Population and space of living

Although Shanghai has a population of 24 million, because of its much larger size, its population density is less than 1/3 of that of Hong Kong. Shanghai also has large amounts of parks and green space.



Yu Garden



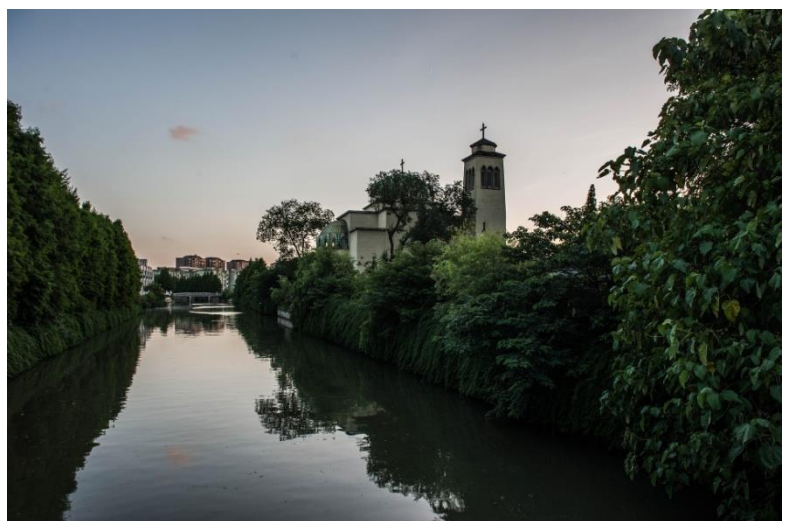
Morning Park View

Religion

Due to its cosmopolitan history, Shanghai has a blend of religious heritage as shown by the religious buildings and institutions still scattered around the city. According to a 2012 survey only around 13% of the population of Shanghai belongs to organised religions, the largest groups being Buddhists with 10.4%, followed by Protestants with 1.9%, Catholics with 0.7% and other faiths with 0.1%. Around 87% of the population may be either irreligious or involved in worship of nature deities and ancestors, Confucian churches, Taoism and folk religious sects.



City God Temple



Catholic Country Church, Shanghai

Architecture

Shanghai has a rich collection of buildings and structures of various architectural styles. The Bund, located by the bank of the Huangpu River, contains a rich collection of early 20th-century architecture, ranging in style from neoclassical HSBC Building to the art deco Sassoon House.

In recent years, a large number of architecturally distinctive and even eccentric buildings have sprung up throughout Shanghai. Notable examples of contemporary architecture include the Shanghai Museum, Shanghai Grand Theatre in the People's Square precinct and Shanghai Oriental Art Center.

The Pudong district of Shanghai is home to a number of skyscrapers, many of which rank among the tallest in the world. Among the most prominent examples are the Jin Mao Tower and the taller Shanghai World Financial Center, which at 492 metres (1,614 ft) tall is the third tallest skyscraper in mainland China and ranks tenth in the world. The Shanghai Tower, completed in 2015, is the tallest building in China, as well as the second tallest in the world.



Shanghai Museum



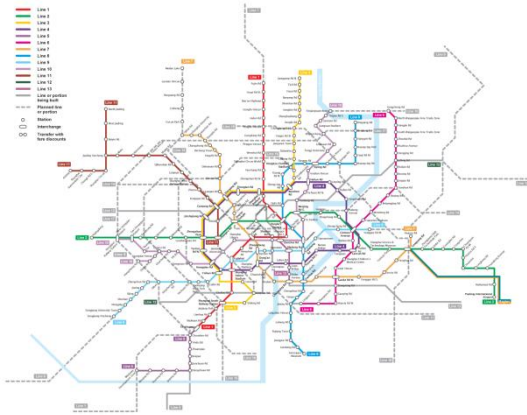
A building on the Bund



The Pudong Skyline

Transport

Shanghai has an extensive public transport system, largely based on metros, buses and taxis. It also connects to China's domestic high speed railways system with trains travelling at 350 km/h. Shanghai is also home to the world's fastest commercial train – the Shanghai Airport Maglev, with its top speed of 432 km/h.



Shanghai Tube Map



Pudong Airport

Sports

Shanghai is home to several football teams, including two in the Chinese Super League – Shanghai Greenland Shenhua and Shanghai SIPG. Another professional team, Shanghai Shenxin, is currently in China League One. China's top tier basketball team, the Shanghai Sharks of the Chinese Basketball Association, developed Yao Ming before he entered the NBA. Shanghai also has an ice hockey team, China Dragon, and a baseball team, the Shanghai Golden Eagles, which plays in the China Baseball League.

Shanghai is the hometown of many outstanding and well-known Chinese professional athletes, such as Yao Ming, the 110-meter hurdler Liu Xiang, the table-tennis player Wang Liqin and the former world women's single champion and current Olympic silver medalist badminton player Wang Yihan.



A Shanghai Shenhua Poster in 2016



Shanghai Disneyland

How to Apply

To apply for the Deputy Head, Academic position, please follow the timetable.

1st December 2017. Candidates to have submitted a letter of application, CV and names of three referees including the current employer to admin@luctonschool.cn

1st January 2018. Short listed candidates undergo Skype interviews

10th January 2018. Final two candidates interviewed, if practical

12th January 2018. Appointment made.

Further Information

Please contact Mr Paddy Armstrong, Governor (International Development), at Paddy.Armstrong@luctonschool.cn should you wish to arrange an informal discussion about this role.

Lucton is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening background checks as part of their pre-employment enquiries.



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