



HURTWOOD HOUSE  
CHINA

HD NINGBO

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DEPUTY HEAD OF PRIMARY

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Appointment for August 2018

# CONTENTS

- 1. Executive Summary**
- 2. Hurtwood House China**
  - 2.1 Our Vision and Story
  - 2.2 Our Founding School - Hurtwood House UK
  - 2.3 Our Network of Schools
  - 2.4 Our Chief Academic Directors
- 3. HD Ningbo**
  - 3.1 Introduction
  - 3.2 Curriculum Structure
  - 3.3 Pastoral Care and Boarding
  - 3.4 Facilities
- 4. Appointment**
  - 4.1 Key Responsibilities
  - 4.2 Person Specification
  - 4.3 Salary and Benefits
- 5. Living in Ningbo**
- 6. Living in China**
- 7. How to Apply**

# EXECUTIVE SUMMARY

- Following a successful opening in August 2014, HD Ningbo has quickly grown into one of the City's leading bilingual schools.
- Located in the district of Yinzhou, HD Ningbo sits on an outstanding 140,000m<sup>2</sup> site and will grow to accommodate 2,000 students aged 3-18.
- HD Ningbo not only benefits from being part of the successful network of HD Schools in China, but also from its strong relationship with Hurtwood House, our partner school in the UK.
- HD Ningbo draws on Hurtwood's experience and expertise at providing an all-round education. Students not only achieve excellent academic results but also develop interests and skills to prepare them for the challenges of life beyond school.
- Like the other schools within the Hurtwood House China family (Beijing, Shanghai & Qingdao), HD Ningbo delivers a unique dual immersion curriculum, blending the best of the Chinese National Curriculum with British education. Students not only retain a profound knowledge of, and respect for, their own culture, but also develop the ambition and drive to become global bilingual citizens.
- HD Ningbo is seeking to appoint an outstanding leader to be our Deputy Head of Primary. This is a unique opportunity to join a prestigious Primary School, in an inspiring environment, and with the collegiate support of the Hurtwood House family in China and the UK.
- The successful candidate will have a track record of highly successful British curriculum leadership experience in the UK or internationally. They will have the gravitas to set high expectations throughout the Primary School and a genuine commitment to HD Ningbo's distinctive mission and values.



[2]

# HURTWOOD HOUSE CHINA

## 2.1 Our Vision and Story

Known within China as the HD Schools, the first Hurtwood House China campus opened in August 2014 in the city of Ningbo. We now have schools in Shanghai and Beijing, with a new Qingdao campus set to open in August 2018. Our story will not stop here. Our existing schools will continue to grow rapidly, and plans are already afoot to open new schools in other Chinese cities.

The development of Hurtwood House China can be seen as an extension of Hurtwood House's commitment to quality and its spirit of ingenuity, which has seen it break new ground educationally for well over half a century. Amongst international brand transfers, Hurtwood House China is a pioneer. We were the first UK brand to introduce a dual immersion curriculum, enabling Chinese passport holders to benefit from our unique educational offering. We are leading the way in what we believe to be one of the most exciting educational projects of our time – namely the education of Chinese nationals, in a Chinese context, but with a bilingual vision.

Through our bilingual and bicultural approach, we aim to nurture global Chinese citizens – individuals who retain a profound respect and knowledge of their own Chinese culture and language, while also possessing the linguistic skills, cultural awareness, and qualifications to be successful in an increasingly globalised environment.

Underpinning this aim and our broad approach is our motto – Education Creates Character. We are respectful of the need for academic rigour, but also recognise that education is broader than this: it is about the individual students and their enjoyment of school; it is about creating an environment where creativity is fostered, collaboration is encouraged, and critical thinking nurtured; it is about providing opportunities for students to develop new skills and interests outside the core academic curriculum. We firmly believe that a broad, balanced, and caring approach is required for education to succeed in creating character.



## 2.2 Our Founding School - Hurtwood House UK

Set on a beautiful two-hundred acre site in the Surrey Hills, Hurtwood House is one of the UK's leading independent, co-educational boarding schools. The School is driven by a passion for creativity and a respect for academic rigour, offering its students a truly holistic learning experience that prepares them for university and life beyond.

Hurtwood House has an outstanding academic track record. For the last two decades, the A-level results have put Hurtwood 'among the cream of the country's best schools' (Financial Times), consistently appearing at the top of the league table for co-educational boarding schools ahead of many of its most illustrious rivals. With over twenty subjects offered at A-Level, students benefit from a broad and balanced curriculum. The range of subjects available stands as testament to the importance

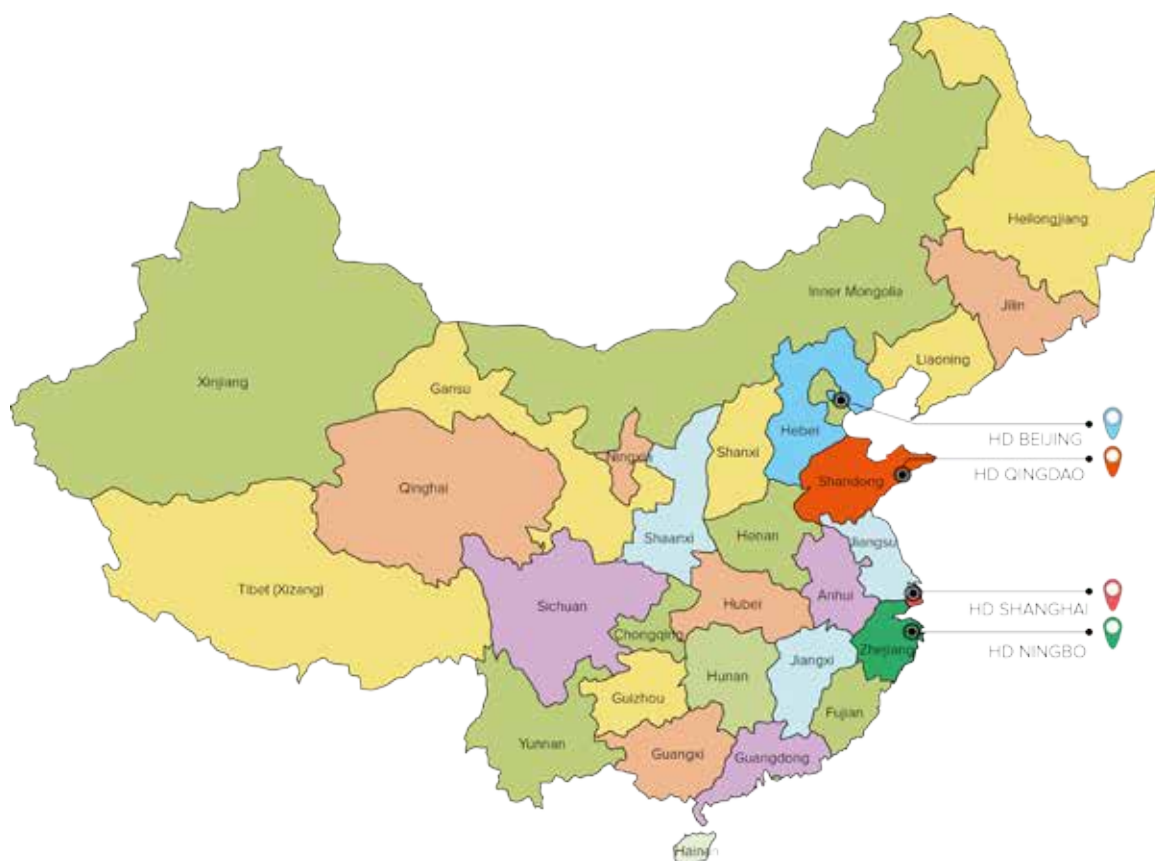
Hurtwood places on empowering individual students in their decision making and learning. Students at Hurtwood achieve more than just excellent academic results. The School's commitment to providing an all-round education ensures that students leave equipped with the skills, interests and confidence to succeed at university and beyond. Hurtwood, for instance, is a centre of excellence for the performing and creative arts, providing unrivalled opportunities for the aspiring actor, singer, artist, fashion designer, composer or filmmaker.

Alongside Hurtwood's academic results, the achievements of its alumni illustrate the strength of the School's holistic curriculum. The Hollywood actress Emily Blunt and the composer Hans Zimmer are just two examples of former students who have gone on to reach the top of their field.

Our link with Hurtwood permeates our schools at all levels from governance and management to classroom practice, extra-curricular vision and the staff appointment process.



## 2.3 Our Network of Schools



### HD Beijing

HD Beijing is superbly located in the Dongba area, northeast of Beijing City. Dongba is found within the City's Chaoyang District, which is developing into Beijing's new international CBD, complete with high-end commercial and recreational spaces. The School opened in August 2016 and will eventually grow to accommodate 600 students aged 3 – 10. Work is underway to try to establish an additional campus close by to enable HD Beijing to offer a complete K12 bilingual solution for parents.

### HD Qingdao

Opening in September 2018, HD Qingdao is located on Xingguang Island, in the West Coast area of Qingdao. The School is part of the new Wanda Oriental Movie Metropolis, a US\$7billion project which is creating a new economic centre for the region and the world's largest entertainment infrastructure development. The School, located on a premium 70,000m2 site, is designed in the style of a British boarding school and will grow to accommodate up to 2000 students aged 3 -18. Boarding will be available to students in both Primary and Secondary sections of the school.

### HD Shanghai

HD Shanghai is located in the City's Songjiang District, widely regarded as the cultural root of Shanghai. The School opened in August 2015, and will eventually grow to accommodate 1800 students aged 3 – 18. Work is currently underway on the second phase of development, which will see the introduction of specialist upper-secondary teaching spaces and facilities, as well as boarding houses.

## 2.4 Our Chief Academic Directors



**Robert Holroyd**

Robert Holroyd is a graduate of Oxford University and an internationalist with over twenty-five years' management experience in worldwide education. After spells at Oakham School and the Colegio Anglo Colombiano, Bogota, where he pioneered the School's introduction of the International Baccalaureate, Robert was an Assistant Master, Head of Department and Housemaster at Radley College before becoming Headmaster of Repton, one of the UK's leading co-educational K-12 day and boarding schools in 2003. During his tenure of this post, Robert was privileged to internationalize the Repton brand in a variety of locations worldwide before joining the Hurtwood House China team as Chief Academic Director (CAD) in 2017. In his capacity as CAD, Robert provides a range of consultancy and support services across the Hurtwood House China Schools, and would be pleased to be contacted by any leaders and teachers interested in joining this fascinating educational journey.



**Warren Johnston**

Warren Johnston, a graduate of Victoria University, brings over thirty years' experience and an outstanding track record of success in bilingual curriculum schools to Hurtwood House China. Prior to joining Hurtwood House China, Warren spent six very successful years as Executive Principal of YK Pao School in Shanghai. During his time there, Warren was instrumental in increasing the student roll and creating a culture of success within the school. Warren started his career in education as a Primary Teacher in New Zealand, before taking on senior advisory roles in mathematics at the Wellington College of Education and the Ministry of Education. In these roles, Warren had regional responsibility for developing Maths and Science curricula, planning and implementing professional development programmes for teachers, and drafting influential curriculum policy papers. On leaving New Zealand, Warren took on senior leadership positions in Hong Kong, before moving to China in 2007.

[3]

HD NINGBO







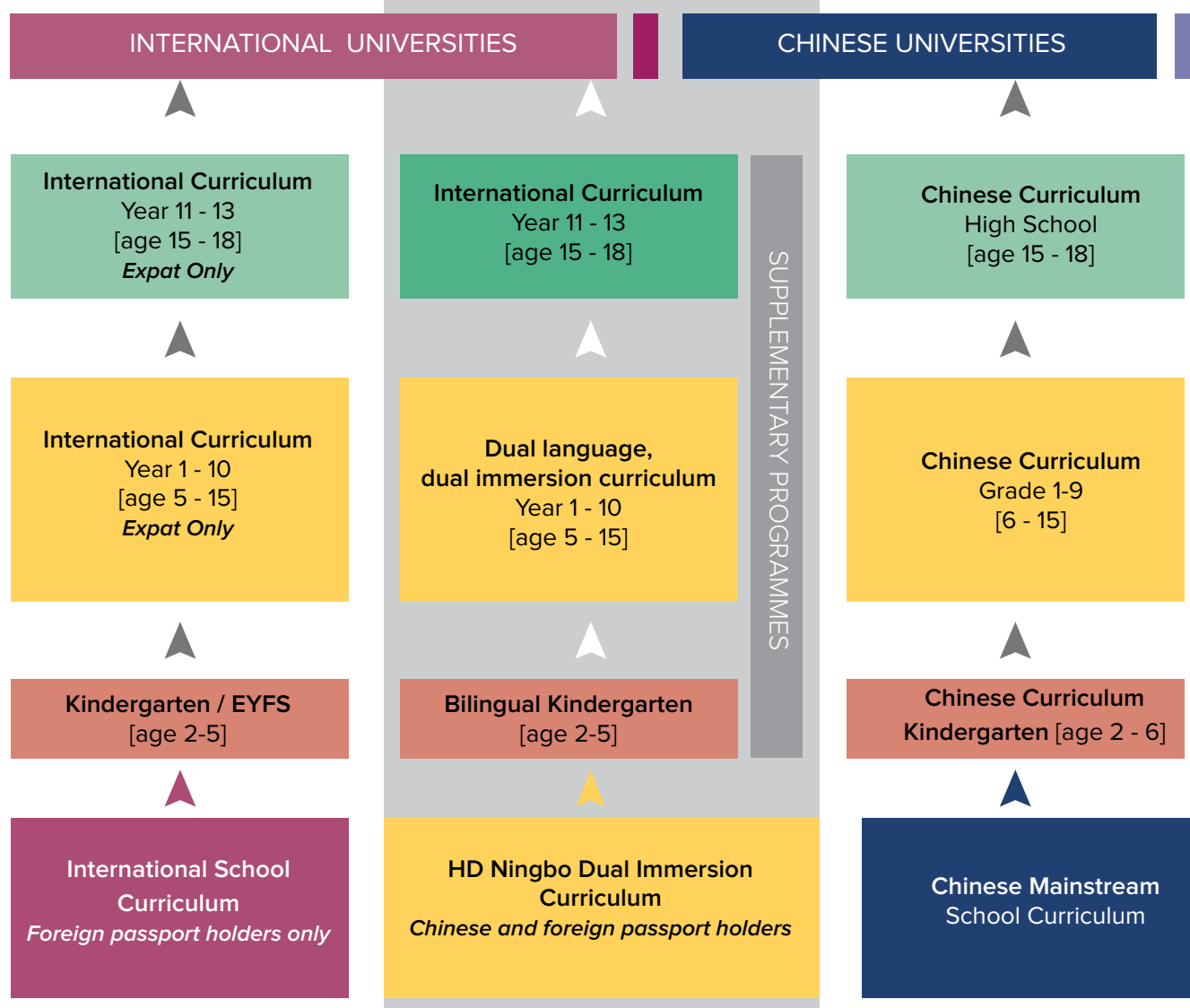
### 3.1 Introduction

Following its high-profile launch in 2014, HD Ningbo School has quickly become the City's leading bilingual school. Set on a first-class campus in the Yinzhou district of Ningbo, the School offers a genuinely outstanding bilingual education that blends the best of British with the best of Chinese. The curriculum provides students with a broad and balanced learning experience – one in which tradition meets creativity, and East meets West.

HD Ningbo not only benefits from being part of the successful network of HD Schools in China (HD Shanghai, HD Beijing & HD Qingdao), but also from its strong relationship with Hurtwood House, our UK partner school. HD Ningbo draws on Hurtwood's experience and expertise at providing an all-round education. Children not only achieve excellent academic results but also develop interests and skills to prepare them for the challenges of life beyond school.

With this in mind, the curriculum at HD Ningbo offers a broad range of opportunities designed to develop intellectual growth, physical and emotional health, artistic endeavours, creativity and service to others.

The School is committed to fostering genuinely bilingual and bicultural students, enabling them to gain competency in Mandarin and English, as well as preparing them culturally for life in an increasingly interconnected world. The curriculum is taught using a dual-language immersion approach – students benefit from lessons delivered by native speakers of English and Chinese. As well as supporting students to become bilingual, the low pupil to teacher ratio enables HD Ningbo to deliver a highly personalised approach to learning.



## 3.2 Curriculum Structure

Unlike traditional international schools in China, HD Ningbo's bilingual curriculum is designed to ensure that it meets the regulatory requirements for admitting students with Chinese passports. Using a dual-language immersion approach, our students cover the compulsory elements of the Chinese curriculum, alongside international curricula. As a result of our unique programme of study, by the time students reach the age of fifteen they have the breadth of academic knowledge and linguistic skill to tackle IGCSE and then A Level examinations. Through an HD Ningbo education, therefore, Chinese nationals increase their chances of gaining a place at top international universities, without losing touch with the Chinese curriculum, culture or language.

We measure the success of our curriculum in broader terms than the simple academic success of our students. In keeping with our motto, our balanced co-curricular programme ensures that all students develop interests, skills, and character traits through a wide range of activities outside the classroom. These activities are seen as part of the overall curriculum, not an extension of it.

Working with the Head of Primary and expert Chinese colleagues, the Deputy Head of Primary will have the opportunity to develop the existing Hurtwood House China model to respond best to local expectations.







### 3.3 Pastoral Care and Boarding

A strong pastoral care system is the foundation of each student's experience at HD Ningbo. We understand that students fulfil their potential when they feel happy, supported and at ease in their surroundings. We emphasise the importance of building a sense of community and promoting supportive relationships, ensuring students know that they always have a peer or an adult to whom they can talk.

Our house system provides a strong framework upon which the school community is built. It encourages students of different ages to interact as well as creating opportunities for students and teachers to work together outside the context of a formal lesson. In addition, inter-house competitions serve as a platform for students to learn new skills and develop important character traits such as perseverance, social intelligence tolerance and self-control.

In the Primary School, the students' international and Chinese class teachers are their immediate point of contact. However, our school communities recognise that every member of staff is responsible for ensuring outstanding pastoral care – this understanding and attitude is nurtured at HD Ningbo.

Boarding, which is at the heart of life at Hurtwood House UK, is also be an integral part of life at HD Ningbo. All teaching staff, even those without specific responsibility for boarding, contribute to the full life of the School and help to build the strength of community that is such a hallmark of top UK boarding schools.



### 3.4 Facilities

The layout of the HD Ningbo campus is informed by the desire to deliver an innovative and contemporary bilingual curriculum in line with the School's vision. Each space is seen as being able to provide teaching and learning opportunities and promoting interaction between all users and visitors to the School.

Students and teachers benefit from outstanding facilities, which support learning both inside and outside the classroom. These include

- a bilingual library
- specialist teaching classrooms such as science laboratories, art and design studios and computer laboratories
- a multi-functional theatre
- an indoor swimming pool
- excellent indoor and outdoor sports areas, including tennis courts, football pitches, basketball courts, a 400-metre athletics track, a golf driving range, and an indoor golf practice zone.

**All of HD Ningbo's indoor facilities are equipped with excellent air purification systems. The School has a state of the art Anti-Pollution Dome, which is just one of HD Ningbo's outstanding indoor sports facilities. HD Ningbo is fully committed to enhancing air quality on campus and playing our part in the drive towards greater environmental protection in China.**



# APPOINTMENT DETAILS

The Deputy Head of Primary, HD Ningbo will work closely with the Head of Primary who is directly responsible to the Head of School for all aspects of the running of HD Ningbo, from Prep (age 5) through to Grade 6 (age 11).

## 4.1 Key Responsibilities

### Teaching and Learning

- to have a thorough understanding of the purpose and aims of the School's curriculum, and ensure this is communicated effectively to all staff
- to ensure that teaching and learning are appropriately aligned with the School's value-added measures
- to foster a passion for learning, an excellent work ethic, and a culture of high expectations in which both staff and students are driven to fulfil their potential
- to oversee curriculum development, lesson planning and schemes of work
- to monitor and evaluate curriculum provision, and liaise with Heads of Department, as appropriate, to implement departmental action plans
- to ensure a personalised approach to learning is adopted throughout the Primary School, and a variety of learning models and groupings are used by teachers (including PBL, flipped learning, and integrated approaches)
- to liaise with Heads of Department to ensure continuity with students learning, especially between key transition points such as between early years and Year 1
- to liaise with the Learning Support Department regarding the development and collation of Individual Education Plans for students
- to develop the best combination of British and Chinese approaches to deliver a personalised bi-lingual curriculum
- to ensure that technology is used effectively to support learning
- to ensure a consistent and high-quality approach to assessment and reporting throughout the Primary School
- to create and update curriculum handbooks and policy documents
- to plan and deliver lessons on a reduced timetable as required
- to participate fully in the HD Ningbo School co-curricular and school activity programme

**We are seeking an individual who can articulate and develop the vision, ethos and values of HD Ningbo by helping to inspire and empower staff, students and parents within the community.**



## Communication and Co-operation

- to work co-operatively and supportively with all staff
- to develop a collaborative and supportive culture amongst all staff, in which information, ideas and resources are shared between colleagues
- to work with Chinese colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner
- to take on direct line management responsibility for teaching staff as directed by the Head of Primary
- to ensure Heads of Department carry out staff appraisals and develop in line with School policy
- to ensure that each classroom is an attractive orderly place where equipment and resources are well managed
- to co-ordinate staff cover and liaise with office staff regarding staff absences
- to identify opportunities for staff CPD and to ensure a strong professional development framework is in place
- to assist the Head of Primary in the strategic vision for the Primary School

## ☐ Administrative Function

- to assist the Head of Primary in the day-to-day running of the School
- to liaise with the Head of Primary to agree a timetable structure and to ensure it is clearly understood by all staff
- to lead on data management functions associated with Teaching and Learning (including, but not limited to, assessment data, student progress data and teacher performance data)
- to oversee the process of reporting to parents on student progress
- as required, to oversee various administrative functions associated with classroom management eg attendance registers, homework diaries and involvement of students in the School House system
- to participate in leadership, department and parent meetings
- to liaise with Heads of Department and the School's finance team to monitor all budgets related to Teaching and Learning
- to actively promote, strengthen and nurture the HD School ethos and values, and ensuring that integrity, compassion and tolerance are evident throughout the School community
- to play a full part in the corporate life of the School
- to support the School's image in the community
- to attend meetings and undertake duties as reasonably requested by the Head of Primary

## ☐ Connections with Students

- when teaching
  - to create an effective, challenging learning environment for each student
  - to provide appropriate and timely feedback on work
  - to acknowledge each student's improvement and effort
  - to encourage and monitor the progress of individual students
- to lead and participate in school activities outside the classroom, helping to deliver a broad curriculum and build a strong sense of school community
- to establish a rapport which enhances learning

## 4.2 Person Specification

### Experience and Knowledge

- A minimum of two years' relevant leadership experience (required)
- Excellent working knowledge of the UK National Curriculum (required)
- High levels of subject knowledge (required)
- At least eight years of relevant teaching experience (desirable)
- Experience of working with children who have English as a Second Language (desirable)
- Experience working in the independent sector (desirable)

### Qualifications

- A good degree from an established university
- PGCE or QTS

### Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team-working skills

- Ability to use ICT to enhance learning
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

## 4.3 Salary and Benefits

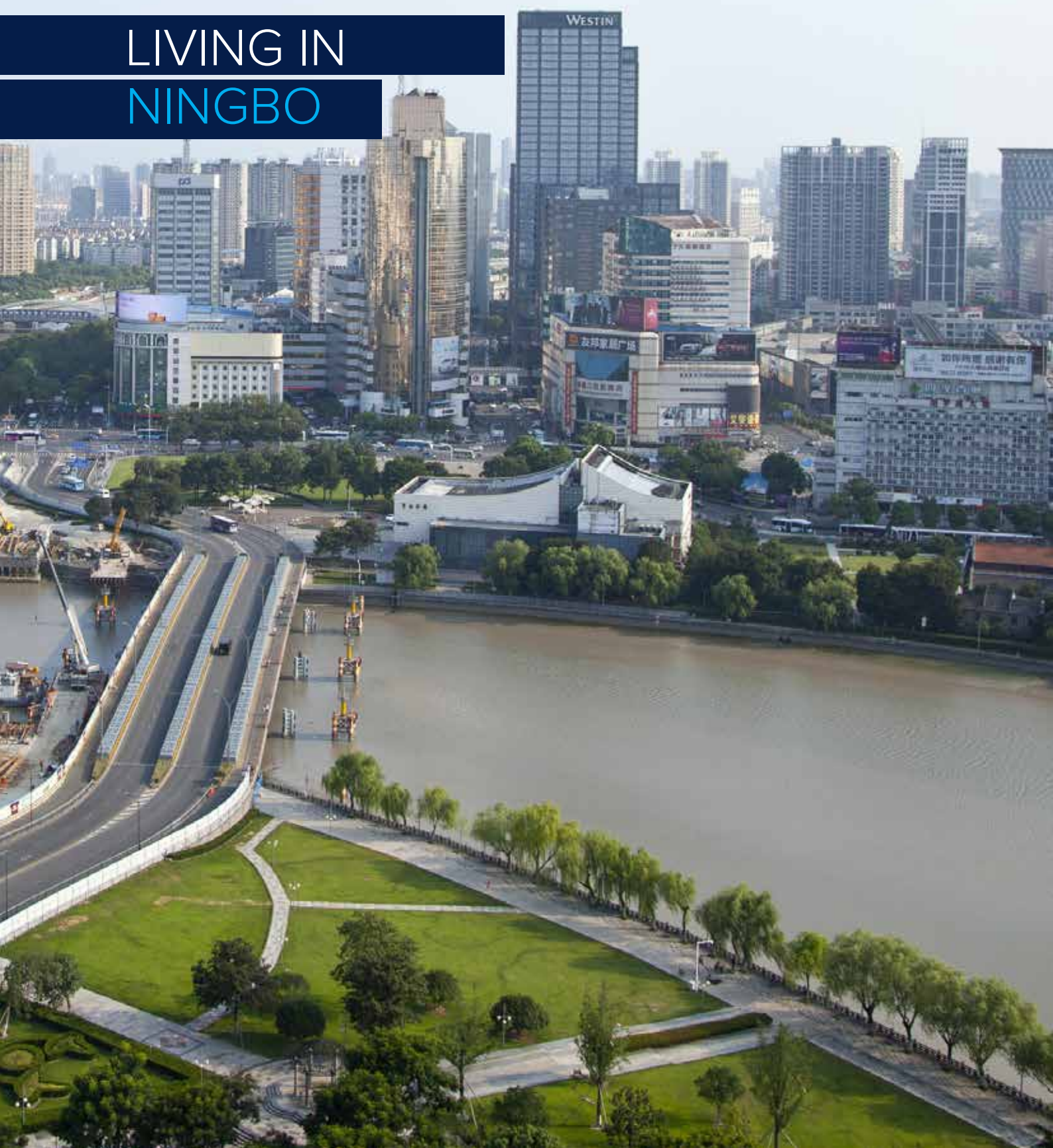
The successful candidate will receive excellent salary and benefits commensurate with their experience. This will include:

- Competitive, low tax salary
- Accommodation allowance
- Start and end of contract flights for employee and immediate family members
- Relocation allowance
- Excess baggage allowance
- Medical insurance for employee and immediate family members
- Annual flight allowance for employee and immediate family members
- 100% Tuition fees contribution for up to two children
- Annual bonus
- Contract renewal bonus
- Visa and legal documents sponsorship for employee and immediate family members



[5]

# LIVING IN NINGBO







Ningbo sits at the mid-point of the Chinese coastline, towards the South of the Yantzee delta. It is an economically developed, modern city, with a profound cultural foundation. The City is one of China's oldest and, despite now being a highly developed economic centre, it retains its traditions and a culture that dates back many centuries.

Ningbo has a significant expat population, drawn to the city for several reasons:

- Its status as a modern economic centre means that there is a wide range of well-paid jobs within large, internationally minded companies.
- It's a city complete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping areas, coffee shops, supermarkets, an efficient health system, five-star hotels, to name but a few.
- Despite being a modern western city, Ningbo retains many charming aspects of traditional Chinese architecture and ways of life. From the cobbled streets, lined by small streams, to traditional Chinese markets and magnificent temples, Ningbo is full of interesting sights and sounds.
- Ningbo offers much to those who enjoy green spaces, water and the proximity of nature. Three rivers run through Ningbo, with many bridges linking the islands and outlying districts. Water is of considerable significance – Ningbo means serene-wave in Mandarin, and many of the city's green spaces contain large lakes on which to enjoy water sports.



[6]

# LIVING IN CHINA

## Career Development

China is a land of opportunity. Nowhere is this truer than within the education sector. For us, the education of Chinese nationals, through a bilingual and bicultural approach, is one of the most exciting educational projects of our time. We have been amazed by the thirst for our style of education, and inspired by the challenge of delivering our pioneering curriculum effectively. Taking on a job in China is an opportunity to work at the cutting edge of educational progress, and will unquestionably offer the environment and challenge required to learn new skills and further a career in teaching. Indeed, as the world turns East, an understanding of China and, even better, experience living and working there, can be hugely beneficial for career progression - the 2017 HSBC expat explorer survey ranked China second in the career progression category.

## Adventure

China is unique. The rate of economic growth, industrial development and infrastructural progress in China is a story often told. However, there is more to China

than this. As the world's oldest continuous civilisation, there is unrivalled history to discover and culture to experience. There is the country's vast natural beauty: mountains, deserts, mighty rivers, jungles, grassland, and coastline. There are vibrant cities, where the traditions and custom of millennia past collide with China's irrepressible drive for modernity.

## Convenience

All of the Hurtwood House China schools are located within highly developed cities, complete with all the conveniences one would hope for when settling down in a new location: intra-city, inter-city and international transport links are excellent; there are international standard grocery stores, malls and shopping districts; high-class healthcare and accommodation, in line with expatriate expectations, is easily accessible; and the telecommunications network is among the most sophisticated in the world – several channels are available to make communication with friends and family outside China simple.

[7]

## HOW TO APPLY

To apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to [ibbs.philippa@hurtwoodhousecn.com](mailto:ibbs.philippa@hurtwoodhousecn.com) by the closing date.

The closing date for applications is Sunday 17<sup>th</sup> December 2017

Preliminary discussions with candidates will take place during November and early December.

First round interviews will take place on a rolling basis and early application is therefore advised. Shortlisted candidates will be notified, and final round interviews arranged accordingly.

Hurtwood House China reserve the right to appoint before the closing date.

Please contact **Philippa Ibbs** on **+44 207 788 7937** or [ibbs.philippa@hurtwoodhousecn.com](mailto:ibbs.philippa@hurtwoodhousecn.com) should you wish to arrange an informal discussion about this role.

HD Ningbo is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks.