



TAIPEI EUROPEAN SCHOOL RECRUITMENT INFORMATION

Taipei European School

🏠 **Swire European Primary Campus**
99 FuGuo Road, Shilin District, Taipei 11158,
Taiwan R.O.C.

Swire European Secondary Campus
31 Jianye Road, Shilin District, Taipei 11193,
Taiwan R.O.C.

☎ +886-2-8145-9007

🌐 www.taipeieuropeanschool.com

Vacancy Information

Job Vacancy: Head of British Primary Section

Job ID: 2018-1233

Effective Date: August 1st 2019

Department: British Primary Section

Location: Swire European Primary Campus

Application Deadline: November 23th 2018

Are you an experienced yet dynamic and collaborative leader excited by the opportunity of becoming Headteacher at one of the most celebrated British international schools in South East Asia? The British Primary Section at Taipei European School (TES), Taiwan is looking for a Headteacher to lead our full primary school, to further our successes in delivering quality and excellence in education, in a unique setting.

This post becomes available from August 2019 after the current Headteacher relocates back to his family home in New Zealand, leaving a school with a strong teaching and learning focus for a creative and future-focussed curriculum.



Taipei European School

In the heart of Taiwan's capital city, Taipei European School (TES) offers educational excellence, coupled with European culture and values, in the context of Taiwanese society. The simplest way of describing our school is as 'a piece of Europe in Taiwan'.

Taipei European School consists of four sections: British, French, German and the High School with each running a national programme. It is home to 1,700 students and 400 staff members from over 50 different nationalities. The unique nature of our school is founded in its diversity. Around the school, students from different sections can be heard chatting and playing in English, French, German and Chinese all at the same time. In essence, it is the celebration of our differences, but also the love of our commonality, that makes TES such a unique and rewarding place. We are an extended family of multi-nationals linked together by our love of learning.



TES provides quality education for international students from age 3 to 18 – students can start with us in kindergarten/nursery and stay until they are ready to go to university. TES is a non-profit organisation that operates a 180-day calendar running from mid-August to mid-June. The school year is divided into three terms: summer to winter, winter to spring, and spring to summer.

We operate on two campuses: Swire European Primary Campus at Fuguo Road, ShiLin, and Swire European Secondary Campus at JianYe Road, Yang Ming Shan.

Our growing reputation in Taiwan and Asia has seen demand for places reach record levels. We are hugely proud of the fact that our graduates consistently win places at universities that are among the best in the world.



At TES, excellence in education is at the forefront of our objectives. We provide a rigorous yet nurturing and happy environment in which our students become responsible, culturally-rich, well-intentioned global citizens who are able to contribute positively and constructively to the world they will inherit. We create opportunities within and outside of the classroom that allow our students to develop enquiring, challenging and open minds.

At TES, we consider the whole child. We aim to provide the foundation and structure that will allow each child to develop a love of learning that will stay with them throughout their life. This is combined with an extensive programme that allows each child to find his or her own areas of expertise. Our students are encouraged to develop their own learning pathways, through the promotion of a curriculum that enriches their development by allowing their enquiring minds to explore.

At TES, we pride ourselves in giving young people the platform they need to develop their confidence, extend their learning, and allow them the room they need to grow. By creating a learning environment that promotes adaptation, critical thinking and creativity, TES students are prepared for the brightest of tomorrows.

British Primary Section

At the British Primary Section we are committed to the development of the whole child, challenging children to be the best that they can be academically, but also preparing them to be independent, thoughtful and responsible global citizens. Recent work on developing the section's Learner Profile has created a vision for what is expected of children as they move through the primary phase.



At the British Primary Section we use the 2014 English National Curriculum as our framework for learning, using a mastery-based approach. This provides children's learning with a clear progression in skill development and, alongside our inquiry approach, ensures that learning and assessment is meaningful, challenging and engaging. We provide experiences that are personalised, allowing us to meet children's needs and develop critical and creative thinkers.

All our staff are committed to a learning focused approach and plan engaging, differentiated activities. We focus on the development of the whole child in the classroom but also in the world outside, making educational visits an integral part of curriculum. Through a range of 'real' experiences children extend, consolidate and enhance their learning.

Our Community

Our growing reputation and image in Taiwan and across Asia has seen demand for places reach record levels, particularly in our High School. We are hugely proud of the fact that our graduating students consistently win places at universities that are among the best across the world.

We feel that this "school as a village rather than a city" approach is best for our students, as in a village everyone knows each other and works together for the benefit of the entire community. For this reason, enrolment growth will be carefully controlled into the future so that we will always be in a position to personally know and support each of our students.

Future Opportunities and Challenges

The school has undergone a period of rapid expansion, with enrolment growth across all sections. This has created a demand on facilities. The European Secondary Campus in Yangminshan mountain has currently embarked upon a multi-million dollar new build, with the first phase ready for completion in 2019-2020. This will create world class facilities for our students.

The current restructuring of the central administration system, and the review of the board and governance structures within Taipei European School allows the opportunity to establish a clear strategic plan for the future of Taipei European School, and with this the British Primary School's place in this one school approach. This will be a unique opportunity for the Headteacher of the British Primary Section to be involved in the development of the mission and vision of the new school governance structure.



Our Staff

TES employs almost 500 full and part-time staff. They come from all over the world, though the largest number of teachers in the British Primary Section are from the UK - bringing considerable experience with the English National Curriculum. A significant number, especially support staff, are recruited locally.

Management Structure

The CEO leads the management of TES and all four sections. Each section is led by a Headteacher (each Headteacher reports to the CEO). A professionally staffed Central Administration team provide strong support for school facilities, operations and development in the areas of Human Resources, Marketing and Admissions, Property, Information Technology and Finance.



Finance

TES is financially strong, and finances are managed by the Chief Administrative Officer, who reports to the CEO. We are very proud of our status as a non-profit organisation, as all funds generated at the school are reinvested into supporting the school's further development of teaching and learning. We receive no government grants, therefore the majority of income to the school is with school fees.

Accreditation

Taipei European School (TES) is fully accredited by two of the world's leading accreditation bodies: the Council of International Schools (CIS), based in Europe, and the Western Association of Schools and Colleges (WASC), based in the USA. This joint accreditation is evidence of our commitment to academic excellence.

TES is authorised by the International Baccalaureate Organisation to deliver the IB Diploma Programme and is classed as an IB World School. We are also a recognised Cambridge International Examinations Centre (CIE).

TES is a member of FOBISIA (Federation of British International Schools in Asia). FOBISIA is a membership association founded in 1988. FOBISIA aims to promote a British style education system in schools throughout Asia and gives students the opportunity for collaboration and friendly competition through its annual sporting, musical and other events. Today FOBISIA has 52 member schools from all of the major Asian countries. All FOBISIA schools must hold at least one of the accreditations above and schools can only join the Federation by way of a vote from a member school at the Regional Heads Conference. TES was one of the very first FOBISIA schools.



The Person

This is a fabulous opportunity for an established and experienced leader to work within a unique environment, in the heart of South-east Asia. An approachable and inclusive leader, with a passion and vision for future focussed education will enjoy working in this dynamic school. The ideal candidate will not only lead and inspire, but be a true people person.

Attainments and background required:

- Up to Masters Degree as a minimum.
- At least 15 years in teaching with International school and English National Curriculum experience.
- A minimum of 5 years in a leadership post as a Head or Deputy Head, committed to delivering excellence in academic achievement, extra-curricular activities, personal development in a primary school setting.

Attainments and background preferred:

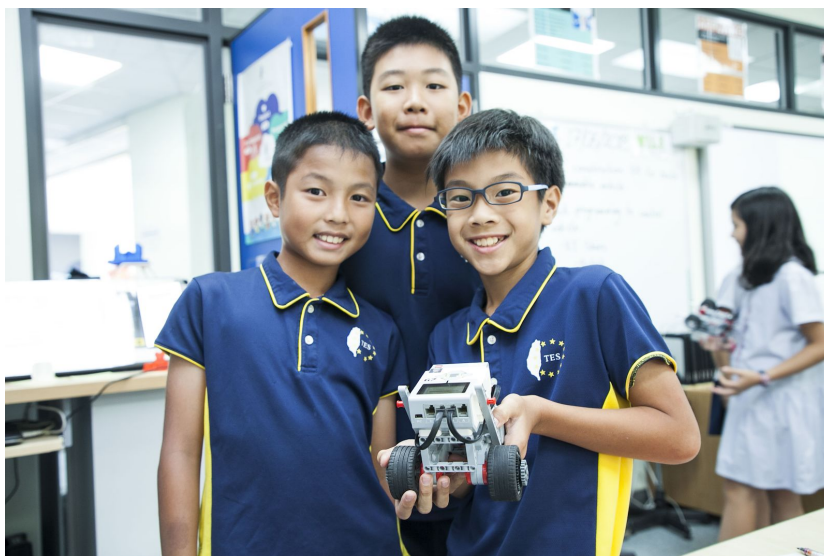
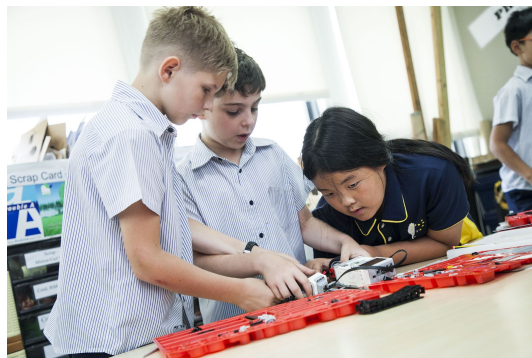
- A Masters in Educational Leadership or similar field.
- Previous Head of Primary school experience.
- Previous experience working in Asia.

Personal Traits required:

- a child-centred approach.
- excellent listener.
- fair and consistent, building cohesion and alignment among teams
- demonstrate determination, with the willpower and patience to see things through
- Up-to-date with current research.
- Diligent and efficient.
- Good public speaker who is optimistic and motivating.
- creates a positive ethos and staff culture within school.

Personal Traits preferred:

- Sense of humour.
- Patient and understanding.



Life in Taipei

Enjoy living in Taiwan, as its friendliness, clean air, safety, health care system and the overall quality of life have helped put it above the likes of the U.S., Australia and Hong Kong as the best place in the world for expats to live.

Taipei is a developed, vibrant city of around three million people. Described earlier this year by the International Herald Tribune as the "world's most underrated capital city", it is not especially large by Asian standards and rather less congested and polluted than most other Asian cities. The city offers many opportunities for recreation, both sporting and cultural. It enjoys many theatres, nightclubs and concert halls, museums and temples, and an active social life can be led. Its restaurants are remarkably varied and offer outstanding cuisine. The mountains surrounding Taipei offer a quick and scenic getaway, and the rest of Taiwan and its surrounding islands are well worth exploring. As a country, Taiwan is also well situated for excursions to other attractive locations in S.E. Asia such as Thailand, Vietnam and Malaysia.

The people of Taiwan are extremely friendly, helpful and interested in foreigners. The expatriate population is smaller than in some other Asian cities, but the community is close-knit and welcoming to newcomers. As a city, Taipei is a safe place to live, where teenagers can enjoy a considerable degree of independence. There is excellent public transport, both in Taipei and across the island with the newly opened high-speed rail system. English is widely spoken, particularly among the younger population.

Both campuses are located towards the northern edge of the city.



How to Apply

The deadline for the receipt of applications is **(CST) 6.00 p.m. on Friday, 23 November 2018**.

An initial Skype interview will be followed by a three day interview schedule **Wednesday, 28, Thursday, 29 and Friday, 30 November 2018**.

Interviews to take place on **Monday, 10, Tuesday, 11 and Wednesday, 12 December 2018** at Taipei European School, Taiwan.

Applications

Your application should consist of:

- A completed application form and supporting statement.
- A covering letter and CV.

As an employer committed to safeguarding the welfare of children, it is necessary that when completing your application form there are no gaps shown in your career history. Any breaks of service must be accounted for.

Police Checks

We are a school committed to child protection and expect all adults on our campuses to follow strict guidelines. We expect full police checks for all candidates.

Referees

We require written references from at least three people, one of which must be the head of the candidate's current or most recent school. Please note that unless you expressly request otherwise we will contact your referees prior to interview to verify the information you provide in your application; we may also contact previous employers. We reserve the right to contact the referees by telephone.

Submitting your application

Preferably, your application should be submitted on online recruitment page:

<https://careers-taipeieuropeanschool.icims.com/jobs/1233/head-of-british-primary-section/job>

If this is not possible please send your application by email to chelsea.lee@tes.tp.edu.tw

