

JOB DESCRIPTION

Company	Ambright Education Group		
Position Title	Foreign Principal	Team/Group	Nanjing Thomas School
Class & Grade	Senior academic officer	Working Location	Nanjing
Last Updated Date 最近更新日期			

JOB SUMMARY

The Foreign Principal will prepare high-calibre Chinese students to study at leading world universities, including top UK and US universities. He/She will work at Nanjing Thomas School, a K-12 boarding school. And he will work together with Chinese principals and focus on academic affairs. The successful candidate may also be appointed Deputy Principal of Nanjing Thomas School, or be invited to serve as International Principal of Nanjing Thomas School. (Due to Chinese regulations, the Principal of a Chinese school has to be a Chinese citizen.)

PRINCIPAL RESPONSIBILITIES

1. Administration of teaching affairs related to the international courses for high school sector;
2. Co- work on curriculum development;
3. Development of fusion courses, including British/American culture and contemporary approaches to learning;
4. Designing and Overseeing teacher' s PD programmes;
5. Coordinating school' s international affairs, ie. student exchange, foreign expert visit, transnational academic cooperation

RESPONSIBILITIES 1

1. Administration of teaching affairs related to the international courses for high school sector
 - 1.1 Establish academic rules and processes
 - 1.2 Faculty' s PLC building (Professional Learning Community)
 - 1.3 Monitoring the International programmes, including IGCSE and A-level/IB/AP
 - 1.4 Monitoring the mentor programmes

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RESPONSIBILITIES 2	2. Co- work on curriculum development (with Chinese principals) 2.1 Curriculum mapping 2.2 Curriculum review 2.3 Curriculum update
RESPONSIBILITIES 3	3. Development of fusion courses, including British/American culture and learning approaches 3.1 The integration of Chinese high school courses and I-GCSE courses 3.2 Incorporating trans-cultural understanding and learning approaches into the fusion courses 3.3 Facilitate short-term academic visit programmes at US/UK universities
RESPONSIBILITIES 4	4. Designing and overseeing teacher' s PD programmes 4.1 The operation of PD programmes 4.2 Enlarge the PD resources 4.3 Teacher evaluation
RESPONSIBILITIES 5	5. Coordinating school' s international affairs, ie. student exchange, foreign expert visit, transnational academic cooperation 5.1 Work together with colleagues in the UK/USA 5.2 Coordinating the international affairs related to Nanjing Thomas School 5.3 Public relation activities

QUALIFICATIONS

To perform this role effectively, an incumbent must have relevant qualifications for this position. Please provide evidence and specific examples of the skills/capabilities listed below, as well as educational credentials and professional background.

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| <ul style="list-style-type: none">1. Familiarity with the UK/USA education system, IGCSE and A-level, IB, AP curricula2. Experience of senior administration within US/UK leading/well-known high schools (at least 10 years)3. Principal/head teacher experience at one or multiple well-established and well-known US/UK schools is highly desired4. Education background from top UK/ US universities is highly desired5. Knowledge of the Chinese education system (preferable)6. Working experience in China (preferable) |
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