

BRIEF FOR THE POSITION OF

# FOUNDING HEAD

Wycombe Abbey School Nanjing, China



Kindergarten to Grade 12 (Year 13) • Co-educational • Boarding and Day



Required for January 2021

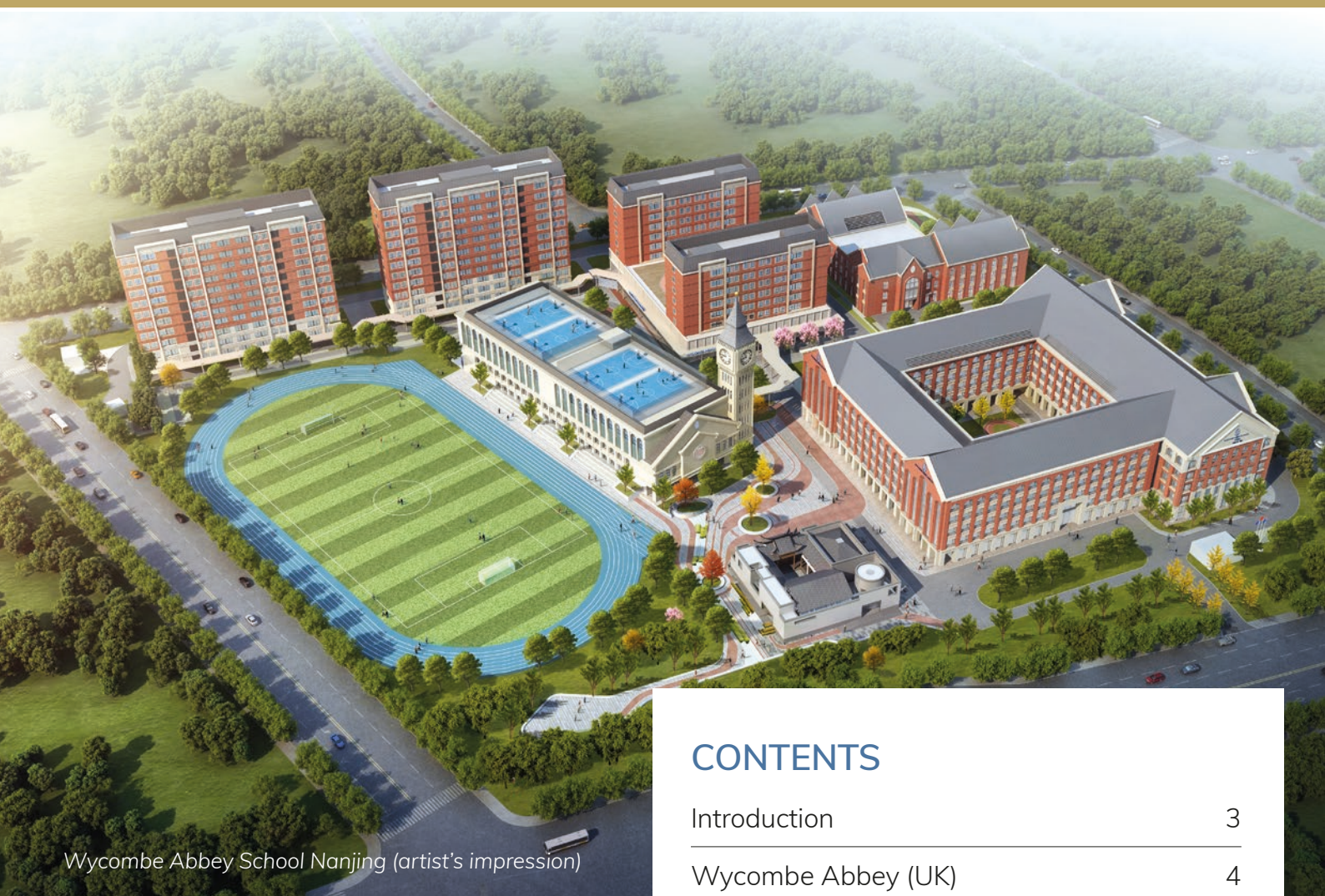
[www.wycombeabbey.cn](http://www.wycombeabbey.cn)

a3c  
Anthony Millard  
CONSULTING



## FOUNDING HEAD

Wycombe Abbey School Nanjing, China



Wycombe Abbey School Nanjing (artist's impression)



Wycombe Abbey School Nanjing (artist's impression)

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Wycombe Abbey School Nanjing (artist's impression)

## INTRODUCTION

Applications are invited for the Founding Head of Wycombe Abbey School Nanjing. When open, the school will represent a further significant development in the ambitious growth of Wycombe Abbey Schools in China, building on the success of the first school in Changzhou (2016), the opening of a second school in Hong Kong (2019) and commitments to open at least two more schools elsewhere in China by 2021, all operated in a strategic partnership between Wycombe Abbey and BE Education. Wycombe Abbey is recognised globally as one of the UK's leading independent academic boarding schools and its educational model has been carefully followed in China, shaped to meet local needs. Its reputation for excellence has resonated with aspirational local families and the development of Wycombe Abbey Schools in China has already shown great promise.

Following a significant investment by local government partners, Wycombe Abbey School Nanjing will open in 2021 with world-class facilities in what will be one of the largest, most attractive and most impressive UK-branded school campuses in China. When full, this coeducational school will cater for over 2000 students from Kindergarten to Grade 12/Year 13, offering a bilingual curriculum based on the Chinese National Curriculum and the IGCSE and A-level programmes.

Boarding will be at the very heart of the school and the successful candidate will embed into Wycombe Abbey School Nanjing the ethos, academic excellence and emphasis on a well-rounded, holistic education that is so well established at Wycombe Abbey in the UK.

The Founding Head will be steeped in British education and all that it stands for and will show the requisite inspirational leadership and intellect to articulate a compelling vision for this premium school in the dynamic and famously beautiful city of Nanjing. She or he will enjoy significant autonomy and will benefit from working collaboratively as part of a regional family of schools. As the number of Wycombe Abbey Schools in China grows, the Heads will be at the vanguard of shaping the practices to maximise the opportunities afforded a group of schools - embedding a shared approach to school development and a shared vision for education that is both academically rigorous and resolutely holistic. The Founding Head of Wycombe Abbey School Nanjing will contribute to the creation of an exceptional school and the development of the wider group.

The post is for January 2021, but an earlier or later start day may be considered for the right candidate.

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### WYCOMBE ABBEY (UK)

Wycombe Abbey was founded in 1896 and is now one of the world's leading boarding schools. Situated on the outskirts of High Wycombe, Buckinghamshire, the school is set within 170 acres of landscaped grounds, Grade II listed on the Register of Historic Parks and Gardens. Amid these exceptional surroundings sits the distinctive greystone, castellated and turreted Abbey Building that is the heart of the school. The grandeur of this architecture meshes seamlessly with the modern buildings such as the Lancaster Performing Arts Centre overlooking the lake, comprising a 430-seat theatre.

Wycombe Abbey prides itself on providing a learning environment where intellectual curiosity can flourish. The school's ethos is rooted in a simple principle: that a holistic and rounded education, which incorporates a diverse co-curricular programme, fosters the skills required to succeed, including creativity, emotional intelligence, teamwork and leadership. Boarding provides opportunities, time and space for 630 girls aged 11-18 to open their minds, develop their personal passions and maximise their potential.

The school's reputation for academic rigour is well established and results are consistently outstanding. Very many graduates move on to Oxford and Cambridge (in fact, about a third of leavers receive Oxbridge offers each year), Russell Group universities and top universities in the USA,

such as Columbia, Harvard, MIT, Princeton and Stanford.

Whilst academic attainment is the hallmark of a Wycombe Abbey education, the school places a strong emphasis on a broad education and there is great commitment to other areas such as sport, music, the performing arts, leadership and entrepreneurship. Public speaking and debating are extremely popular with Junior and Senior teams often winning external competitions. Leadership skills are developed to enable girls to become active and responsible global citizens. Wycombe Abbey's international development marks an exciting new phase in the evolution of an exceptional school with a proud heritage and a bright future.

Wycombe Abbey is a member of the following organisations:

The Headmasters' and Headmistresses' Conference (HMC)

Council of British International Schools (COBIS)

Boarding Schools Association (BSA)

Independent Schools Council (ISC)

Independent Schools Bursars Association (ISBA)



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## WYCOMBE ABBEY SCHOOLS IN CHINA

Although the Wycombe Abbey Schools in China share the traditional values and teaching methodology and the same vision for providing an outstanding education, Wycombe Abbey Schools in China operate independently of Wycombe Abbey in the UK. Each Wycombe Abbey School in China will be opened and managed by BE Education, Wycombe Abbey's exclusive partner. The goal of the Wycombe Abbey Schools in China is to transfer the UK school's distinctive ethos and its commitment to academic excellence and truly holistic education to a co-educational setting in a family of schools in China and Hong Kong.

## BE EDUCATION

Established in 2003, BE Education is a leading educational consultancy with specialist expertise in the Chinese education market. There are many strands to its highly successful operation which span the tutoring market, international holiday programmes, US College applications and a study abroad consultancy business placing international pupils in leading boarding schools and universities around the world.

BE Education counts many elite schools in the UK and US as clients. BE Education takes an active role in school management: in particular, in representing and providing advocacy for the schools at local and national government level.



Wycombe Abbey School Hong Kong



Wycombe abbey School Hangzhou

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### Wycombe Abbey School Changzhou

In September 2016, Wycombe Abbey opened its first overseas school - Wycombe Abbey School Changzhou. A co-educational boarding and day school for children aged 3-18, the school draws heavily on the best of British independent boarding school traditions and therefore shares many features with its UK sister school Wycombe Abbey. The academic results within the school are outstanding and students matriculate to leading universities in the UK and US.

The school boasts outstanding facilities that stand as testimony to the enormous ambition and commitment to excellence that is shared by Wycombe Abbey in the UK, BE Education and the school's investors. These facilities include a Performing Arts Complex, specialist laboratories and libraries and a water sports centre. More than 700 of the school's 1,000 pupils board and all pupils join a House; the House system is an important expression of the school's ethos.

Wycombe Abbey School Changzhou has been particularly successful in recruiting high-quality teaching staff, often with British independent school experience, who are willing to make a wider contribution to the life of the school. The school has teacher retention rates which surpass international school norms.

### Wycombe Abbey School Hong Kong

Wycombe Abbey School, Hong Kong opened its doors to its first intake of pupils in September 2019. The new school is a coeducational Primary School located on Hong Kong Island for pupils aged 5-11 years. The school offers the English National Curriculum underpinned by a rigorous Mandarin Chinese language programme and drawing on the best aspects of the highly successful Chinese approach to learning Mathematics.

### Continued Development

In the coming years, in addition to Wycombe Abbey School Nanjing, a minimum of two more schools will open, bringing the total to at least five schools across China. The development of a family of schools provides great opportunities for collaboration and the appointed candidate will contribute to the evolution of this partnership. There will be a close relationship between the schools in China, grounded in a spirit of mutual support and the shared pursuit of consistently high standards.

Although each school is a stand-alone institution, they will work collaboratively to achieve mutually agreed objectives. Amongst other aims, it is planned that Wycombe Abbey Schools in China will coordinate admissions and that there will be a shared effort to recruit and develop a team of high-quality staff and to provide further career opportunities for talented staff either within one school or across the group.



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## WYCOMBE ABBEY SCHOOL NANJING

Opening in September 2021, Wycombe Abbey School, Nanjing, will take pupils from kindergarten to 18 years of age, with boarding for pupils in both the primary and secondary schools.

The connection with British independent education, including boarding, will remain an important one and care will be taken to recruit a team of staff with experience of the boarding environment.

### Campus

Construction work started in January 2020 to build a world-class campus.

The campus is located in Tangshan Hot-spring Resort Area of Nanjing, with mountains, lakes and many hot-spring resorts nearby. With approximately 20 acres of land, 80,000 square metres of building area, and £90 million of investment, this will be one of the largest overseas branded bilingual schools in China. It will also be one of the most modern school campuses built to date in Asia. The campus facilities include two indoor gyms, a 25-metre swimming pool, a modern theatre and art centre, a STEM centre, boarding houses, state-of-the-art laboratories and libraries, and plenty of outdoor space.

### Teachers

A majority of the teaching staff will be expatriates. British teachers or teachers experienced in British schools will make up a significant proportion of the overall staff body.

### Admissions

The school will cater for Chinese nationals and therefore will operate under a local private school licence. Pupils will need to have, or show the aptitude to quickly get to, a level of proficiency in English that will allow them to access the demanding curriculum. The Founding Head will take a lead in promoting and representing the school and meeting prospective pupils and their families. Nanjing has a thriving middle class; however, the extensive boarding provision will serve to extend the catchment well beyond the confines of the city.

### Boarding

It is envisaged that a high proportion of pupils will board, including the majority of the senior school. A significant number of the teaching staff will live on campus and the entire staff community will contribute to the creation of a rich and varied school life, centred on the boarding houses. Pastoral care will be delivered through the boarding provision and House structure.

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### The Curriculum

Between Grades 1 - 9 (Years 2 to 10) the school will offer a blended curriculum that offers the best of British education and meets all the requirements of the Chinese National Curriculum. Pupils will access a bilingual curriculum in the early years. In the senior school, the primary language of instruction will be English, and most of the teaching will be aligned to the British syllabus, culminating in IGCSEs and A levels. Class sizes will be small - typically no more than 20 - to enable high-quality teaching and ample opportunity to help pupils individually.

In addition to the main syllabus, pupils will be prepared for IELTS (required for UK visas and university entrance), TOEFL, ACT, SAT, Common App (for US applications) and UCAS (for UK university admission). The school will offer personalised information, advice and guidance to support pupils in choosing their subjects at school and for university degree courses.

### The Wider Curriculum

An extensive extra-curricular offering, both within and beyond the campus, will ensure that pupils develop the skills needed to excel at leading universities throughout the world, and in their personal and professional lives beyond - very much in the tradition of Wycombe Abbey in the UK. To complement excellent academic achievement, pupils will be encouraged to take well-considered risks, build resilience, think creatively and develop independence through the many extra-curricular opportunities on offer.

## GOVERNANCE ARRANGEMENTS

The Head will report to BE Education, with a Joint Advisory Board providing guidance and representing the interests of both BE Education and Wycombe Abbey. This Joint Advisory Board is comprised of three members nominated by BE Education and two Members drawn from Wycombe Abbey's Governing Council.

Wycombe Abbey will undertake an annual quality assurance inspection of the school.



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## NANJING

Nanjing is situated in the lower reaches of the Yangtze River, and is one of the most delightful destinations in China. A thriving city of over 8 million people, Nanjing boasts a rich and impressive historical heritage. It's also one of the least polluted and best-looking cities in China.

Nanjing has served as the capital city of Jiangsu province in East China and, as one of the nation's most important cities for over a thousand years, is recognized as one of the Four Great Ancient Capitals of China. It has many important heritage sites, including the Presidential Palace and Sun Yat-sen Mausoleum, and the well-preserved Ming Dynasty gardens and pagodas and temples blend seamlessly with the modern city.

Like most major cities in the country, Nanjing is developing rapidly and great changes have taken place in the city. Modern highways and railways connect the city with most major cities throughout the country and it is becoming a sparkling metropolis akin to Shanghai and Beijing with skyscrapers, luxury hotels, fashion shopping malls, supermarkets and highly-developed economic zones throughout the city. Local hospitals have some English-speaking staff.

Transportation by bus, train and plane can take you to nearly every city of China. A short trip by air may take you to other big cities of China, such as Beijing and Guangzhou. It only takes about 1.5 hours from Nanjing to Shanghai or

Hangzhou by train. Nanjing Lukou International Airport offers routes to major destinations in China, Asia and around the world.

Nanjing lies within China's subtropical monsoon climate zone and the weather is mostly subtropical and humid; however, it's four seasons are distinct with hot summers and cold winters. With an average temperature in the summer months of 30 degrees, spring and autumn are the most comfortable seasons, and this is when most people can be found outdoors, enjoying the city's fine landscape of lakes, forested parks and rivers.

Nanjing has many high-quality universities and research institutes, and its famous university town atmosphere is both cultured and relaxed, with wide, tree-lined boulevards and excellent museums. Although Nanjing is developing rapidly, the pace of life in Nanjing is much slower and more relaxed than in Beijing or Shanghai. It has a large international community, with a thriving expatriate population of around 20,000 people.

The school campus is located in the scenically beautiful Tangshan Hot Spring Resort area, but with excellent access to central Nanjing, Nanjing International Airport and Nanjing high-speed railway station.

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### JOB DESCRIPTION

Although reporting formally to BE Education, the Head will work closely with the Joint Advisory Board, keeping its members informed about the work of the school, submitting updates and progress reports and consulting and drawing on its advice and guidance when appropriate. In addition, the Head's working relationships with BE Education's leadership team, colleagues at Wycombe Abbey in the UK, and the Heads of Wycombe Abbey Schools in Changzhou, Hong Kong and Hangzhou, will be essential to the development of the school and a strong school ethos. In common with all such schools in China, there will be a Chinese Co-Principal and the school's success will depend to a significant extent on an excellent working relationship between the Head and this colleague. The Head's vision, inspiration and management will be fundamental in creating a climate which enables every member of the school community to flourish.

The Head will promote the ethos and philosophy of the school and the vision and values set out by the Board. The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake a process of performance management.

Specific duties include:

### Pre-Opening

- Work closely with colleagues at BE Education and Wycombe Abbey to assume appropriate responsibility for the school opening on time, to budget and with the projected numbers of staff and students.
- Become fully familiar with Wycombe Abbey's ethos and approach to education and, with the Joint Advisory Board and colleagues as appropriate, build an understanding of how to implement this ethos within the particular context of Nanjing.
- Devise an effective staffing structure, including an appropriate leadership team structure, recruit senior staff and oversee the recruitment of all teaching staff.
- Develop an excellent working relationship with the Chinese Co-Principal.
- Put in place marketing and student recruitment systems and processes to meet the enrolment projections for the first and subsequent years of the school's operation.
- Shape the curriculum, pastoral support programme and co-curricular programme.
- Ensure that appropriate systems, resources and staffing are in place to support the school's boarding provision.
- Put in place the policies, procedures and systems that will be required when the school opens.
- Develop an excellent working relationship with the sponsors and leadership team at BE Education and Wycombe Abbey Changzhou and Hangzhou, developing plans for collaboration and the delivery of the group's aims.

### Academic

- Develop and embed, in cooperation with the Joint Advisory Board, the senior leadership team and relevant colleagues in the UK and China, an inspiring educational vision that takes account of Wycombe Abbey's ethos, the Chinese context and the school's particular circumstances.
- Oversee the development of the academic curriculum and co-curricular life of the school, ensuring that the school is able to meet the requirements of the Chinese National Curriculum while also offering an education that is distinctively British and true to Wycombe Abbey's traditions.
- Ensure that there are appropriate policies, procedures, guidelines and systems in place to support the educational vision.
- Foster a culture of continual improvement in teaching and learning.



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- Develop and implement systems to maintain the quality of teaching and learning, and to prepare the school for its annual Wycombe Abbey inspection and any other relevant quality assurance and school improvement processes.

### Admissions

- Working with relevant colleagues, draw up the school's marketing and student recruitment strategies and annual plans to ensure that student enrolment objectives are met.
- Keep under review the desired student profile and ensure that marketing and recruitment strategies are adapted accordingly.
- Continually develop the school's profile in Nanjing and the wider area, for the purposes of effective student recruitment and reputation management, working with other colleagues as appropriate.

### Organisational Leadership & Management

- Work with BE Education and the school's leadership team to ensure that the school maintains a constructive relationship with relevant governmental authorities.
- Work with the Joint Advisory Board to set the vision and ensure that strategies are up-to-date, relevant and in line with the school's stage of development.
- Keep under review and, when necessary, further develop management and organisational structures to enable the school to fulfil the strategies and objectives set by BE and the Joint Advisory Board.
- Establish policies, systems and processes to enable the smooth opening and running of the school.
- Prepare the school for all required inspection and accreditation regimes.
- Working with relevant colleagues, keep under review and develop financial management, reporting and budgetary systems.
- Work with relevant colleagues to ensure that expenditure is controlled in line with the budget and that fee income meets expectations.

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Wycombe Abbey School Hong Kong

### Leading People

- Recruit, develop and retain an able leadership team, motivated and equipped to deliver the school's vision.
- Promote a culture of high expectations underpinned by continual personal and professional development.
- Promote effective communication, cooperation and constructive relationships within the faculty and staff teams.
- Develop and implement effective systems for quality assurance, including robust performance management.
- In line with the ethos, practices and standards established within Wycombe Abbey schools, oversee the recruitment of all staff, seeking to appoint teaching staff who will contribute to high standards of teaching and learning and the wider co-curricular and community activities.

### Community

- Engage readily with the wider school community.
- Assure the well-being of students through outstanding pastoral care delivered via the boarding provision and House systems as well as the implementation of health, safety, safeguarding and security policies.
- Ensure that the school's boarding provision is managed in line with best practice boarding at Wycombe Abbey (UK), Wycombe Abbey Changzhou and Hangzhou, and other leading British boarding schools.
- Assure the well-being of students, faculty and staff.
- Establish mechanisms for engagement with parents.



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### PERSON SPECIFICATION

The Founding Head may be an existing or aspiring Head. The qualities, experience and qualifications sought, and which will enable the Founding Head to excel, are summarised below. The successful candidate will be an academically strong graduate and a first-rate Teacher with a proven leadership track record. He or she will have had several years' leadership experience within a relevant context. He or she will possess, and be able to demonstrate, the following:

#### Qualifications

- Academically well-qualified having graduated from a leading university.
- Master's degree (desirable).
- Strong track record of recent and relevant professional development .

#### Experience

- A strong track record of school leadership success gained within the British educational system in the UK or internationally.
- Experience of a boarding environment and a passionate advocate for boarding.
- Experience of leading school growth and development underpinned by robust systems and processes.
- Experience of and demonstrable enthusiasm for a truly holistic approach to education.
- Commercial experience or a strong understanding of commercial imperatives.

### Skills & Understanding

- A strategic thinker, able to get the best from an experienced and diverse Board.
- A clear vision for an exceptional internationally focused education that blends British and Chinese traditions.
- An understanding of Asia generally and, preferably, China specifically.
- In-depth understanding of the entire K-12 age range.
- A broad-minded educationalist who is keen and able to keep abreast of curriculum development and co-curricular programmes and select appropriately for the school's students, ensuring a breadth of education and opportunity with a culture of learning at its heart.
- A team player with a collaborative approach to leadership, engendering trust, managing others effectively, delegating skilfully and empowering all colleagues.



Wycombe Abbey School Hong Kong

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Wycombe Abbey School Nanjing (artist's impression)

### Personal Qualities

- A commitment to high academic standards and a passion for all that is best in a British education, shaped for the Chinese context.
- A resilient and emotionally intelligent leader.
- Culturally sensitive, curious and adept at cross-cultural communication.
- A positive role model, able to inspire and lead all sections of the school community.
- A powerful and effective communicator, with the ability to win the confidence of all stakeholders.
- A confident ambassador, comfortable engaging with influential stakeholders.
- Economically, commercially and financially astute.
- A diplomat, with the intellect, emotional intelligence, empathy and cultural sensitivity to understand leadership in the context of differing cultural norms.
- Enthused by the rich heritage, dynamism, challenge and potential of China.
- Self-confident and possessing of a strong belief in personal effectiveness.
- Committed to safeguarding students and complying with statutory, regulatory and inspection requirements.

### REMUNERATION PACKAGE

A competitive salary will be offered, which will reflect the importance of the post.

Additional benefits include: access to school cars and drivers; annual return flights for self, spouse and dependant school-age children to country of abode; medical insurance; 100% fee remission (if applicable); entertainment expenses and a mobile phone.

A sizable, purpose-built Head's apartment is situated on-site with ample space to accommodate a family.

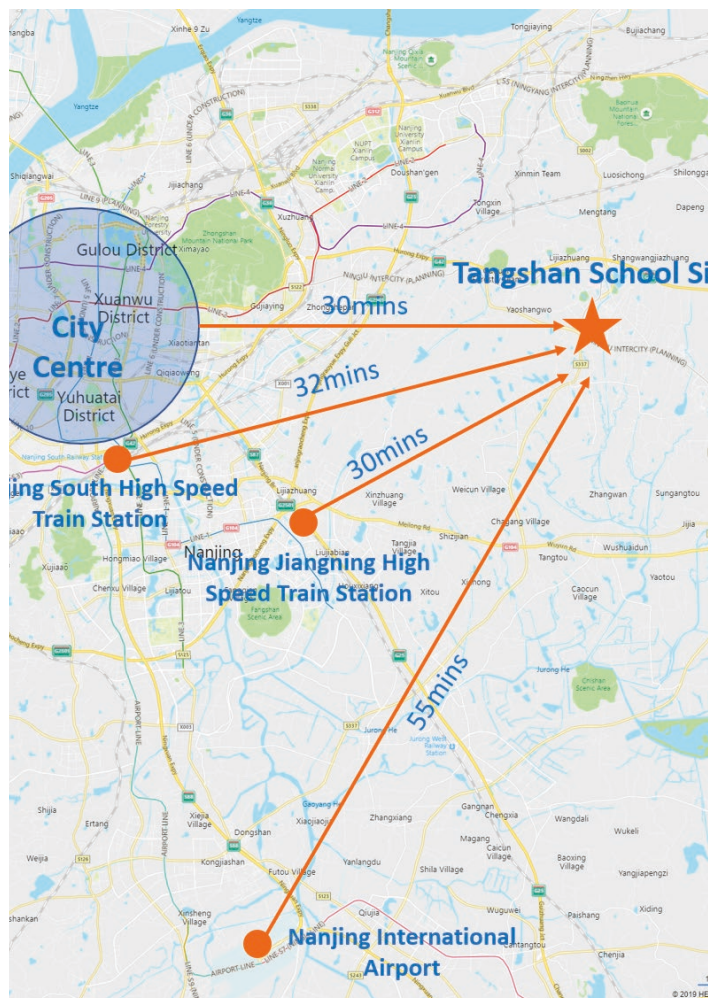


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Wycombe Abbey School Nanjing (artist's impression)



## APPLICATION PROCESS

The recruitment process is being managed by Anthony Millard Consulting on behalf of BE Education and Wycombe Abbey. The following three members of the AMC team are engaged on this process:

**Natasha Watson** - AMC Operations Director  
+44 (0)7423 431132 - [natasha@anthonymillard.co.uk](mailto:natasha@anthonymillard.co.uk)

**Benedict Dunhill** - AMC Associate Consultant  
+44 (0)7878 993322 - [benedict@anthonymillard.co.uk](mailto:benedict@anthonymillard.co.uk)

**Wendy Ellis** - AMC Associate Consultant  
+44 (0)7934 037602 - [wendy@anthonymillard.co.uk](mailto:wendy@anthonymillard.co.uk)

For an informal discussion about the post please contact Benedict Dunhill or Wendy Ellis.

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### HOW TO APPLY

**Please ensure your application is received by 25th March 2020 at 10:00am (GMT)**

**Long List interviews will be held at Wycombe Abbey School (UK) during the week 30th March 2020**

**Final interviews will be held in Nanjing during the week of 6th April 2020**

*The dates for longlist interviews and shortlist interviews, might be subject to change (both in terms of dates and location given the current situation).*

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Submit a completed application form.
- Upload a CV and covering letter, addressed to Nigel Hadfield, MD of Wycombe Abbey Schools Greater China.
- If you encounter difficulty with the online procedure, please contact: [nikki@anthonymillard.co.uk](mailto:nikki@anthonymillard.co.uk) or telephone +44(0)203 4275414.
- 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 up 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 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 nationally known 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](http://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](http://www.amcteacher.co.uk)