



## **Head of School**

### **JOB DESCRIPTION**

<b>DEPARTMENT</b>	TIANLI SHENZHEN Management
<b>JOB TITLE</b>	Head of School
<b>LINE MANAGER</b>	General Manager

#### **WORKING TIME**

40 Hours per week, Monday-Friday (Detailed schedule is subject to the school arrangement).

#### **JOB SUMMARY**

We are seeking a dynamic and experienced Principal from the United Kingdom or the United States with extensive private school management experience and an international perspective. The Headmaster will oversee academic affairs, student affairs, education quality, and operational excellence. The ideal candidate should have a background as a principal in an international or private school, hold PGCE, QTS, or a U.S. teaching certificate, and possess an NPQH or U.S. principal certification. A deep understanding of A-Level, IB, and AP curricula is essential, along with the ability to effectively lead and inspire teaching staff, support admissions, and drive academic and operational innovation.

#### **KEY RESPONSIBILITIES**

##### **Academic Leadership**

1. **Build and Lead a high quality Teaching Team** – Recruit, mentor, and retain top international educators to establish a strong and stable academic team.
2. **Develop and Oversee a Transparent Evaluation System** – Work with the Senior Leadership Team (SLT) to implement a fair and structured performance appraisal process that fosters continuous professional growth.
3. **Drive Academic Research and Innovation** – Establish dedicated teams to conduct in-depth educational research, ensuring a cutting-edge and dynamic learning environment.
4. **Curriculum Excellence** – Design and refine a well-structured curriculum that aligns with the school's vision, ensuring it meets international standards and student needs.
5. **Monitor and Enhance Teaching Quality** – Oversee the planning, execution, and continuous improvement of IB, IGCSE, and A-Level teaching, maintaining high academic standards.
6. **Develop Professional Training Programs** – Design and implement training modules, materials, and strategies to enhance the professional development of both teachers and students.

##### **School Development & Operations**

1. **Support Admissions and Branding** – Work closely with the marketing and admissions teams to

enhance the school's reputation, ensuring sustainable growth and a strong market presence.

2. **Ensure Seamless School Operations** – Coordinate with all functional departments to optimize daily operations, creating a well-structured and efficient learning environment.

#### **Leadership & Stakeholder Engagement**

1. **Inspire and Motivate Educators** – Lead by example, fostering a culture of excellence, collaboration, and continuous improvement among teachers and coordinators.
2. **Lead High-Performing Teams** – Guide and support academic coordinators and teachers to achieve outstanding educational outcomes.
3. **Develop Strategic Working Groups** – Establish specialized committees for academics, examinations, and other key areas to drive school success.
4. **Enhance Stakeholder Communication** – Strengthen collaboration and engagement with all stakeholders

#### **Others**

1. Undertake relative assignments as requested by the General Manager.

#### **REQUIREMENTS**

1. Minimum of 10 to 15 years of teaching experience.
2. Master's degree or above in any discipline, with a B.Ed./M.Ed./MA in Education.
3. Hold a recognized leadership qualification: NPQH or equivalent.
4. Passionate about teaching and student learning.
5. Strong leadership qualities with excellent communication skills.
6. Proven experience in designing and implementing curriculum strategies.

#### **PERSONAL ATTRIBUTES**

1. Ability to work independently
2. High level of personal integrity
3. Conscientious and consistently focused on completing work to a high standard
4. Flexible and positive approach to work
5. Excellent organizational and time-management skills with high attention to detail
6. Adaptable to working in a fast-paced, ever-changing environment
7. Ability to work under pressure and remain calm
8. Proactive with a willingness to take on multiple tasks
9. Self-motivated and enthusiastic
10. Team player, willing to help and be flexible
11. Continually striving for improvement
12. Willingness to support students in various areas

## REMUNERATION PACKAGE

1. Competitive annual salary package depending on qualifications and experience
2. Housing allowance per month provided
3. Flight reimbursement provided
4. High-end commercial insurance provided
5. Chinese public holidays, Christmas/Winter/Summer holidays in accordance with the school calendar
6. Free meals are provided free of charge for employees during term-time
7. Free tuition for your children
8. Team building activities and holiday gifts
9. Other benefits

## ABOUT TIANLI SHENZHEN INTERNATIONAL SCHOOL

### About TIANLI EDUCATION

**TIANLI Education Group (HKEX: 01773)** is a publicly listed education company with over 23 years of experience in delivering high-quality education. With nearly 60 well-established campuses across 17 provinces and regions—including Shanghai, Sichuan, Chongqing, Shandong, Zhejiang, Shenzhen, Guangdong, Hubei, and Hunan—TIANLI serves over **130,000 students nationwide**, making it a leading comprehensive education service provider in China.

### About TIANLI SHENZHEN INTERNATIONAL SCHOOL

Established in 2023, the Bao'an Campus (located at No. 2, North 7th Road, Hezhou Community, Bao'an District, Shenzhen) spans nearly 30,000 square meters with over 50% green coverage. The campus features six laboratories, a large library, and can accommodate 1,000 students, with boarding facilities for over 500 students. In addition to standard classrooms, the campus includes multi-functional classrooms, laboratories, and a small theater. Outdoor sports facilities feature a rooftop soccer field, tennis courts, multiple outdoor basketball courts, and a running track surrounding the teaching buildings.

As a newly established and rapidly growing campus, the Bao'an Campus currently serves around 100 students. With our expansion in full swing, we are looking for passionate and talented professionals to join our team. This is a unique opportunity to be part of a dynamic and forward-thinking educational institution where you can grow with us.

### At TIANLI SHENZHEN, we offer:

1. **Exciting Career Growth** – Fast-track promotion opportunities as the campus expands.
2. **Competitive Salary Package & Benefits** – Recognizing and rewarding your contributions.

3. **Innovative & Supportive Work Environment** – A collaborative culture that values new ideas and professional development.
4. **International Curriculum Experience** – Work within a globally recognized academic framework.

**Join us and be a part of shaping the future of international education in Shenzhen!**







