



Candidate Pack

Executive Principal

Haileybury Tianjin, China

HAILEYBURY



Global Haileybury

Acclaimed as a group of great private schools, Haileybury offers uniquely rewarding educational experiences. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when Australia's Haileybury first opened in Melbourne with five staff and 17 students in attendance, the School has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

Haileybury now has global enrolments exceeding 7,000 across its campuses in Berwick, Brighton, Keysborough and Melbourne City in Victoria, Australia, and separate but closely allied operations in Darwin (Northern Territory, Australia) and across Southeast Asia and the Pacific region in China, Vietnam, the Philippines, Timor-Leste and Vanuatu.

Across Haileybury we hold to the principle that 'Every student matters every day', and this resonates through everything that we do, both in and out of the classroom.

Discover more about the wider Haileybury family of schools at www.haileybury.com.au , www.haileybury.cn and www.haileyburyrendall.com.au .

This Candidate Information pack relates to the position of Executive Principal at Haileybury Tianjin, registered as two schools (Haileybury Senior School Tianjin & Tianjin Haileybury Elite School) and operating in the People's Republic of China. It is important to note that in order to comply with the PRC's employment legislation, the successful applicant will be employed wholly by the Chinese-registered entities.

Haileybury in Tianjin, China



An exceptional opportunity has arisen to join Haileybury Senior School Tianjin and Tianjin Haileybury Elite School. The schools have a strong partnership in education delivery with Haileybury Melbourne.



Haileybury Senior School Tianjin teaches both the Australian VCE and Chinese curricula. It caters to Chinese students seeking an international future. The school was established and fully registered in 2013 as a Chinese private school and currently enrolls 750 students in Grades 1-12 now operating as Haileybury Senior School Tianjin and Tianjin Haileybury Elite School. Most students board at the School and are generally seeking a pathway to overseas universities upon graduation. The staff is a mixture of international and bilingual local teachers.

Haileybury is an unusual international school combining Chinese education with international Australian programs. Elements of the School are very familiar to western teachers, in particular the Senior School program and its pedagogy, but there are times when a more Chinese approach is adopted, such as in the boarding houses. International teachers are drawn from Australia and other western countries and work alongside bilingual Chinese teachers.

The School year is set by government regulation and starts around September 1. It is divided into two semesters, separated by the Chinese New Year (Spring Festival) in January/February. There are one-week teaching breaks for National Day (October 1), Christmas-New Year and in mid-Semester 2 (usually in May), and longer winter and summer vacations (around Chinese New Year in January-February and in July/August respectively). There are several other lunar festivals during the year, for which a day's holiday is granted. (The lunar festival calendar sometimes requires China's working week to be modified, so the occasional weekend working day is possible).

The Schools are located on a single purpose-built site (see p10) in the Peninsula International Town, a satellite town near the borders of greater Beijing, greater Tianjin and Hebei province, known as JingJinJi (the national capital region with a current population exceeding 110 million). The School is near the main expressway between the two cities in a semi-rural area undergoing rapid development. It is about an hour by car from Beijing CBD and from Beijing International Airport, and 75 minutes from the Tianjin CBD.

Staff usually live in school-supplied, furnished, two-bedroom apartments in Taitou village, about 20 minutes' walk from the School (or a much quicker electric scooter ride, or very short school bus or car journey). The apartments are air-conditioned and connected to the internet, with the school-provided WiFi suitable for Cable TV. The village offers basic village shops and restaurants, but our regular shuttle busses also provide access to the Beijing expatriate shopping district and supermarkets in surrounding towns like Lang Fang and Wuqing. Though the School has its own doctors and clinic, most expatriates prefer to use their school-provided medical insurance to access high-quality western medical facilities in Beijing when needed.

Staff are employed by Haileybury Senior School Tianjin or Tianjin Haileybury Elite School on a Chinese contract for their time in China and will be helped to get a Work Permit (applicants should be under 58yo), which will also allow dependants to accompany them. They are paid their net salary (less income tax and statutory social insurance) in local currency (Renminbi, Yuan) by direct deposit into their local bank account and may be withdrawn as cash by debit card through the ATM system. If desired, the School will assist in remitting all or part of this salary overseas. A gratuity will be paid upon successful completion of the full term of the contract and the Chinese government will return social insurance payments to the teacher when he/she finally departs from China.



Staff are well supported by the Schools and opportunities for professional development are available. A laptop and teaching resources are supplied for professional use, meals are subsidised and there are teacher workrooms and a teachers' lounge within the main teaching building. The expatriate community is strong, and well supported by management.

For most westerners, however, working in China, especially in a Sino-Australian school, is full of new, often unexpected but fulfilling experiences. Be prepared for surprises when two cultures come together, and enjoy the learning that goes with them.



Working with us

Haileybury Tianjin is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Our vision and mission

At Haileybury our vision is to be recognised as a great world school.

Leading to our mission to develop high-achieving students who are connected globally, to each other and to the communities in which they live and which they will serve. A Haileybury education will focus on the complete development of the student and will be characterised by a commitment to academic excellence, social justice, an international outlook and enterprise and entrepreneurship.



Our core values

Everything that we do is centred around our vision, striving for and achieving more than the expected. Our eight values support and shape this in our daily work:

- Excellence
- Knowledge and skills
- Integrity and respect
- Diversity and cultural global awareness
- Connectedness
- A sense of compassion and caring
- Child safety*
- One school

* zero tolerance for child abuse



Position Details

Position title	Executive Principal
School	Haileybury Tianjin – China (Haileybury Senior School Tianjin & The Haileybury Elite School)
Employed by & Reports to	The Haileybury Senior School Tianjin and Tianjin Haileybury Elite School Board
Tenure	5-year fixed term position with possibility of extension
	Competitive executive salary based on qualifications and experience.
Salary range	The full package includes accommodation (2-bedroom apartment or as applicable for family), comprehensive medical insurance, visa and onboard costs, free tuition for children, flight costs as applicable, relocation allowance, gratuity allowance on successful completion of contract; and a number of other benefits



Position Context, Strategy, and Future Development

With the impending retirement after a distinguished career in Australia and China of the Tianjin school's long-serving Executive Principal, the opportunity arises to recruit a visionary education executive to this critically important role.

The new Executive Principal of the constituent schools of Haileybury Tianjin will have an exciting opportunity to contribute, alongside colleagues on the Leadership Team, to the creation of a new strategic plan that will guide the development of the Schools over the next five years.

Several strategic priorities have been identified but the strategic plan, like all good strategies, will necessarily evolve over time as the Schools meets new challenges and seizes new possibilities.

The strategic priorities include:

- maintaining high academic standards across the Schools, and developing further the School's unique areas of expertise
- ensuring exceptional post-school study pathways to leading universities around the world
- continuing to improve the alignment of Chinese and international curricula and teaching approaches and the integration of teaching staff from different backgrounds as leading bilingual practitioners;
- identifying approaches and channels for developing and coaching rising leaders within the Schools to ensure sustainability and succession planning;
- developing exceptional and unique programmes in new areas including STEM, and others;
- positioning and promoting the Schools as thought and practice leaders in the bilingual educational field, both nationally as well as internationally, including through the development of relevant relationships, exchanges and/or partnerships with schools overseas when conditions allow
- ensuring the long-term finances of the Schools remain sustainable through outstanding operational management; and
- ensuring students' emotional and psychological wellness are supported through comprehensive programs.

Key Responsibilities

- Lead the Senior Executive team in the formulation of school strategic plans and overall work plans for semesters and the overall academic year; and oversee the implementation and continuous review of the school's programs
- Lead the Senior Executive team in the daily management of academic and corporate services departments
- Ensure the ongoing maintenance of the Schools' registrations and excellent standing with local, district and national authorities
- Oversee the Schools' brand management, business development and associated strategic



planning and work closely with the Board to achieve the long-term strategic aims of the Schools as outlined above.

- Drive continuous improvement in Teaching and Learning, ensure outstanding pathway provisions for all students, and act as figurehead to represent the Schools to all stakeholders, in particular the parent community.
- Guide the Senior Executive team in workforce planning, staff rotation planning and performance management, and take a leading role in the continuation of a highly collaborative and positive school culture
- Any other duties as determined by the Board



The person

The next Executive Principal of Haileybury Tianjin is likely to possess all or most of the following experience, skills, knowledge, and personal characteristics

Knowledge and Experience

- A track record of headship or substantial senior leadership experience.
- Experience of leadership in a diverse, large scale and complex setting.
- Proven experience of leading and developing teams with a clear commitment to the continuing professional development of all colleagues.
- A strong personal academic profile with the intellectual acuity needed to contribute significantly to educational and strategic debate within the Schools.
- An empathy and understanding, not necessarily gained through direct experience, of the nature of leadership in a boarding school and the opportunities boarding creates in terms of first-class pastoral care.



Skills

- Excellent strategic planning skills with the capacity to translate vision into clear, coherent plans.
- Forward-thinking, with an appetite for innovation and improvement, and a clear understanding of the opportunities and challenges for Haileybury.
- A keen interest in pedagogical improvement and the use of data
- Strong, inclusive team management skills, combining effective delegation with the capacity to set clear objectives for staff.
- Well-developed communication skills with the capacity to address a range of stakeholders from the School's Board of Governors to staff from different national, cultural and educational backgrounds as well as parents and government authorities.
- Appreciation of, and willingness to, work within the complexities of the current geopolitical environment.
- An appreciation of the business aspects of school leadership and a willingness to work effectively with the Leadership Team and the Board.

Leadership Style and Personal Attributes

- A highly visible, hands-on and sensitive style of leadership with the charisma, energy, adaptability and resilience to build strong relationships across Haileybury and the broader external community.
- A broad, creative thinker who is also rigorously solution-focused.
- The ability to thrive in a fast-paced, rapidly developing environment and enable others to thrive.
- High levels of emotional and social intelligence and comfort with complexity and ambiguity.
- A global outlook and strong resonance with Haileybury's vision to instil in its students an appreciation of both Chinese and international cultures.
- A demonstrable interest in the progress and development of China, and the crucial role that Haileybury will play in this.

Academic qualifications

- Minimum of Bachelor's degree, with postgraduate qualifications considered highly favourably
- Education/teacher qualification and registration, or ability to obtain registration
- VCE (or equivalent international IB / iGCSE / AP /A-Level)) experience preferred



Commitment to child safety

The Schools comprising Haileybury Tianjin are committed to the safety and wellbeing of all children, including those under the care and supervision of the Schools. The Schools recognise the importance of, and their responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury Tianjin's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. Haileybury's overall mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks and their local equivalents to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury Tianjin has zero tolerance for child abuse in any form.

How to apply

Applicants should submit a Business CV (focussing on details of key achievements rather than lengthy lists of responsibilities) along with a covering letter which addresses the competencies outlined in the job description and person specification and outlines their interest in Haileybury.

The cover letter should not exceed 2 pages in length and should provide a holistic picture of the applicant's leadership qualities, expertise, and experience rather than addressing each specific dot point in the position description at length.

Longlisted candidates will be invited to interview with members of the Schools' Executive and a shortlist of candidates will be invited to participate in second-round interviews. Those selected to progress to the final round of the appointment process will be invited to interviews involving members of the School's Board and Haileybury International's Board.

Further information

For further information about this position, please contact Dr Stephan Muller (Deputy Principal International at Haileybury Melbourne) at stephan.muller@haileybury.vic.edu.au



Haileybury Senior School Tianjin & Tianjin Haileybury Elite School

This position description was prepared by: Dr Stephan Muller on 5 November 2022