

# **Zhongshan International Head of School Job Description**

Blue Valley Education Group, Ardingly College UK, and The Zhongshan School Board of Governors seek to recruit an International Head of School to lead their brand new Bilingual K-12 school in Zhongshan from September 2022. This position is a Founding Head position and will work alongside the Executive Head of School and report directly to the General Principal with overall strategic guidance from the Education Group and Ardingly College International Limited (ACIL).

Our Zhongshan Bilingual School will offer a complete 16-year education system (PN-G12) with a total planned area of 130,000 m<sup>2</sup> and expects to start admitting pupils in September of 2022. Having an enrolment capacity of over 3000, the School also offers boarding options for approximately 1620 pupils, starting from Primary School.

## **What to expect:**

This position will ensure all school standards are followed and be the key person in charge of the non-compulsory school elements, including management of the Boarding and Pastoral systems, Early Years and G10-G12 (International High School). The International Head of School is also in charge of Marketing & Admissions, Logistics & Support, Boarding, the Early Years programme and Grades 10-12 (International High School), but likewise will collaborate and seek input from the Chinese Executive Head of School. The International Head of School shall take a dominant role in International courses like IB, STEM, and other International Programmes and be responsible for building an international Boarding, Co-Curricular and Pastoral culture. The International Head of School is required to collaborate and consult with the Executive Head of School and take their suggestions into account in all matters to ensure a cohesive and collaborative operation. The International Head will also be entitled to a seat on the Board, and both the International and Executive Head of School will report directly to the General Principal.

## **Key Responsibilities:**

### **General:**

- Report and execute decisions decided by the General Principal and School Board of Governors.
- Provide strategic direction and leadership to the school.
- Believe in, publicly espouse and live the school ethos, providing an example through leadership.
- Lead and manage all functions of the Early Years and High School (G10-G12) departments and work in conjunction with the Executive Head of School with regards to the Boarding and Pastoral; Operations (including but not limited to: Academics, Facilities, Transport, outsourced service provisions (such as catering) Security, Health and Safety, Insurance and Technology infrastructure; Human Resources (recruitment, all aspects of salary and benefits, pension provision, contract renewal, talent management); Branding, Marketing and Communication; Admissions and Finance.
- Operations: Responsible for formation, implementation and review of Health and Safety Policy and practices including Risk Assessment; overall management and maintenance of buildings, facilities, grounds, fittings and furnishings; overseeing procurement, ensuring all purchases are made in accordance with the Group Procurement Policy; managing outsourced services- catering, facilities management, security, transport; overseeing operations of the School Health Care Centre; ensuring the purchase of adequate insurance coverage for the whole school; developing and monitoring budgets for Facilities Management, Catering, Transport, Medical Services and Capital Projects.
- Deployment and training: Recruiting and organizing high-quality International and Chinese teaching and operation teams to create a stable, high quality, and collaborative culture; develop, design, and implement training programmes for academic staff development.
- Marketing; Oversee branding, marketing and admissions, achieve the annual enrolment plan, and shape and enhance the brand influence of the school.
- Performance Management: establishing and administering a professional, positive appraisal system focused on staff development and talent management.

- Links to General Principal: actively communicate with the appropriate departments of the group headquarters to ensure the smooth operation of the school departments and achieve professional school operations.
- Support the General Principal and Executive Head of School in ensuring Compliance and Government Relations; actively communicate with related government departments, especially the Foreign & Overseas Affairs Bureau, Foreign Expert Bureau and Business Community, support and establish good relations, be up-to-date on policy.
- International Education: Support the department heads in organizing teaching teams to carry out curriculum research and integration, ensure that the compulsory Chinese National Curriculum is taught in a progressive way to international standards, and appropriately support the assurance of the teaching quality of all programmes related to IB, IGCSEs, A-Levels, and other International Programmes and Curriculum.
- Complete other related tasks assigned by the General Principal and the Board.

### **Academic:**

- Design the overall school curriculum according to the requirements and guidelines provided from headquarters and in accordance with the city of Zhongshan Education Bureau requirements, uphold educational policies and integrate the core guidelines into each class curriculum.
- Be the leader and expert in English-style and International courses, international teaching methodologies, best practices, IB requirements and instruct teachers on how to deliver lessons, share best practices, and train staff and teachers following school policies.
- Work closely with the Executive Head of School and HR to ensure a consistently high faculty quality across the whole school.
- Oversee the assessment and evaluation of teachers.
- Promote an atmosphere of continual personal and professional development and help to monitor the needs and opportunities for professional growth and improvement.
- Plan and coordinate faculty meetings as necessary.

- Implement programmes and support our pastoral programme in collaboration with the Executive Head of School effectively as our unique selling point to ensure that our holistic, bespoke programme and personalized learning approach is accessible to every student and family who enters our school.

### **Leadership:**

- Provide dynamic, holistic, forward-thinking and forward-looking leadership for the entire school and staff.
- Ensure successful delivery of the vision, ethos, aims, and objectives as determined by the Board and with input from the group headquarters.
- Take personal responsibility and be diligent in finding solutions to problems.
- Develop a collaborative, innovative, and effective school where all departments work to achieve success.
- Set the line and model the core values of the school and company.
- Provide clear guidelines for performance, review, and staff evaluation and ensure uniformity and fairness throughout the process.
- Provide timely updates to the General Principal, department heads, the Board, and the group headquarters.
- Develop a transparent and open collaboration method between the two Heads of School to ensure all students receive the same messages and develop a uniform and consistent leadership style.

### **Administrative:**

- Performance Management: Establishing and administering a professional, positive appraisal system focused on staff development and talent management.
- Maintain a strong, reassuring, and supportive presence within the school community.
- Ensure effective and efficient day-to-day operations through imaginative and creative planning and appropriate delegation.

## **Partnerships:**

- Be responsible for contacting and maintaining overseas partnerships and holding regular meetings; support the Executive Head of School in establishing and building local partnerships and relationships.
- Work in collaboration with parents to raise educational standards, promoting lifelong learning, and improving outcomes for all.
- Foster and enhance strong links and productive collaborations with the group headquarters of our UK School, other international schools, suitable overseas programmes, and other School Groups in China and abroad.
- Remain dedicated to the protection and promotion of the school's reputation at all times.
- Work to explore and work with other public, private, governmental, or non-governmental programmes and agencies in the local community to develop and extend our school's reach, our programmes and open the school to the public to access knowledge, skills, and other opportunities.

## **Students:**

- Ensure students moving from Early Years to primary, primary to middle, and middle to senior high are prepared for their move, and the transition is seamless, including sharing of data and support.
- Develop a continual and multi-layered student reporting system to ensure students are supported in all aspects of their school life.
- Develop and work closely with the Head of Boarding and Pastoral Care to ensure holistic practices are being followed.
- Monitor student performance, make recommendations to the board and increase student scores while keeping the best interest of the students as a priority.
- Take on residential responsibilities as required and play an active role in the residential life of the school.
- Ensure there is a high level of collaboration between the academic school and the residential life/ pastoral and boarding programme to support

cohesion between the students' day and boarding lives and take full advantage of the opportunities students have living on campus.

- Develop and maintain a robust English language and Internationally influenced co-curricular programme for students.
- Work with appropriate colleagues to ensure that school counselling provision can meet the needs of students.

## **Admissions and PR**

- Actively represent the school in the local community, business and networking, especially in the expat or overseas community, including Chamber of Commerce, Consul/Consulates, multinational corporations and other international groups and brands.
- Develop charitable or public service opportunities and projects that are built into the school culture.
- In collaboration with the Director of Marketing, engage in social media activity to promote the School and develop strategies to promote the School in the local and especially within the wider community, including overseas platforms, conferences and social media outlets.
- Business travel may be required for some domestic or International fairs, seminars, conferences or other related events.

## **Qualifications**

The successful candidate will have a Bachelor's Degree in a related field as a minimum and will have a PGCE/QTS or related Master's Degree in a related field. In addition, the candidate is likely to have:

- At least eight years' experience in K-12 education (preferably international) and demonstrate a track record in educational and/or operational management, including finance.
- A minimum of 5 years' experience as a principal, deputy principal or senior manager of a well-regarded key public or private international/bilingual school.

- Extensive knowledge of IB (PYP, MYP, DP, A Levels, EYFS and International Education).
- Experience working in an international environment with preference given to experience in China or elsewhere in Asia.
- Leadership experience in a bilingual environment and with language immersion and acquisition programmes.
- Some knowledge of Chinese compulsory education or Chinese education is an advantage.
- Ability to communicate in Chinese is a strong plus but not a requirement.

### **Values, Attributes, Skills and Personality:**

The successful candidate will be excited about our mission and values and share the school's commitment to bringing together the Chinese, British and international pedagogical traditions. Beyond this, the successful candidate should be:

- Deeply culturally sensitive and able to work seamlessly in two or more cultures and with staff speaking two or more languages.
- Eager to learn more about and highly respectful of China, its culture, people, educational traditions and act in accordance with Chinese norms.
- Financially astute, market aware and budget conscious.
- Ability to build and develop relationships with a diverse range of stakeholders across languages and nationalities.
- Practical/Constructional “can do” approach/pragmatic.
- Understanding of the importance of holistic education and sense of school community.
- Appreciation and commitment to values and aims of the School, the Group Headquarters and the UK School.
- Appreciation, deference, and understanding of China, and the ability to adapt to a new and complex culture and educational framework.
- Knowledge of UK education and University admission process and requirements.

- Knowledge of the trends related to international educational development with experience in international project cooperation.
- Knowledge and understanding of curriculum and education in both China and abroad and a desire to promote Chinese and Western curriculum integration and innovation.
- Have an advanced understanding of educational concepts, familiarity with future education policy and market development trends, experience in operation management and excellent leadership skills.
- An effective delegator.
- An effective, articulate, and reassuring communicator, equally comfortable with colleagues, students, parents and external audiences.
- Open-minded, flexible, and able to find solutions, including when confronted with challenges.
- An innovator and visionary, able to see and develop new ways of developing and promoting the School as a founding member that aligns our overall mission and vision and commitment to the School and the community of future schools.

## **Additional Information**

### **Work Hours:**

- Must be available during core business hours
- As a founding member of the school, the candidate may be asked to support outside usual hours on occasion, including but not limited to events, dinners, press conferences, open houses, parent tours, information sessions or other events in the evening or weekend.

### **Travel Requirements:**

- This position requires the incumbent to travel for work up to 20% of the time
- Qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, sexual orientation, gender identity, disability or protected status, and consistent with China labour law guidelines and applicable local laws.