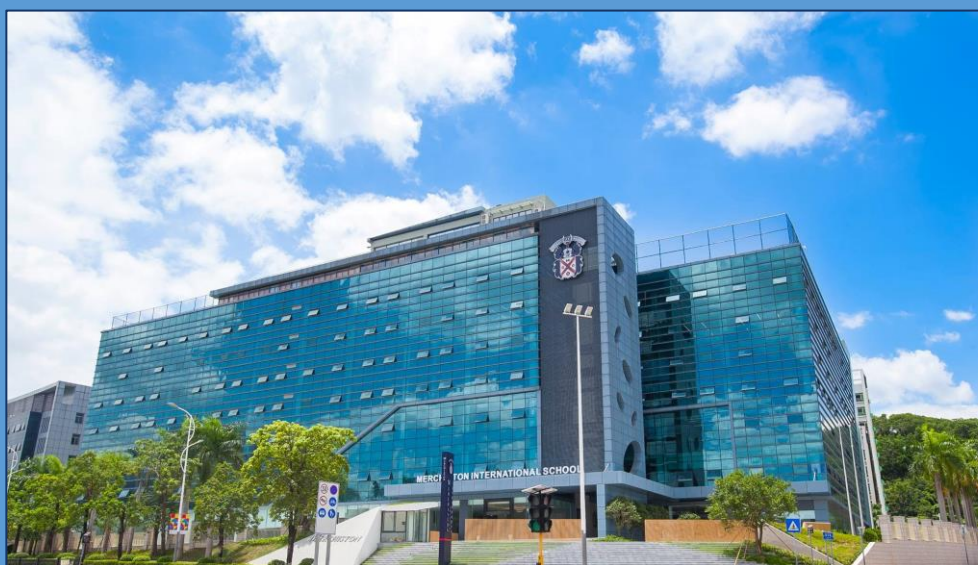


MERCHISTON
S H E N Z H E N | International School
深圳曼彻斯通城堡学校



INFORMATION PACK FOR CANDIDATES



1 FROM THE HEAD OF SCHOOL, CHRIS LYNN



Merchiston International School opened in August 2018, when we welcomed our very first learners through the doors for the start of their own personal life-changing Merchiston journey. Similarly, it has been an exciting odyssey for our founding team of teachers and support staff.

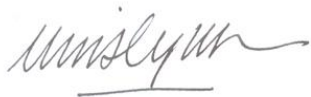
Moving into our next important phase of development, as student numbers continue to grow, we are looking to build our staff team and so we need teachers with a positive, growth-mindset and enthusiastic attitude to set MIS on its next stage. These teachers will be dynamic souls with pioneering hearts and a collaborative spirit looking for a challenge to add zest to their vocation. Young or old, experienced expat or first posting overseas, if you feel this is exactly the role you crave, please apply. You will be joining a very special team.

The Lonely Planet Guide calls Shenzhen one of “the most incredible Chinese cities you’ll never have heard of”. This megacity, a mere 17-minute high-speed train ride from Central Hong Kong, is New China at its finest and most frenetic. A sleepy fishing village only a few decades ago, Shenzhen has exploded. It is now the epicentre of Southern China’s entrepreneurial spirit, a place where the world’s manufacturing, technology and financial industries draw the young, hungry and innovative from all over. As a result, it is also home to some of China’s most exciting up-and-coming contemporary artists and performers.

You will be teaching their children.

At the heart of this dizzying megalopolis, MIS is well on the way to making its mark as the new gold standard in British international education, bringing the best of modern western pedagogy and a traditional Scottish independent boarding school ethos to provide an exceptional, transformative learning experience for its students in China.

If you share our simple aim of “inspiring young people to become global citizens in the pursuit of personal excellence in all things and a passion for life-long learning” at an attractive boarding school campus on the outskirts of one of the most fast-paced, cutting-edge cities in the world, this could be the right school for you.



Chris Lynn

A graduate of the University College of North Wales, Bangor, Chris holds a Masters in Educational Management from the University of Bath. With experience of both the UK independent and state sectors at Alleyn’s School and Chigwell School, Essex, his international service ranges from the Bahamas (Queens College Nassau) to Malaysia (Kolej Tuanku Ja’afar) and Thailand (Shrewsbury International School). Previously Deputy Head at the Dulwich College, Beijing, he joined MIS as the founding Head of School in 2018 from Nexus International School in Malaysia, where he was Head of Secondary.

2 MERCHISTON CASTLE SCHOOL, EDINBURGH

2.1 HISTORY

Merchiston Castle School was founded in the centre of Edinburgh in 1828 by Mr Charles Chalmers. In 1833, under the name of Merchiston Castle Academy, the School moved to its second location, the old Merchiston Tower (now part of Edinburgh Napier University) with a total of 30 boys.



In 1930, the School moved to its present site, a 100 acre campus situated on the southern edge of Edinburgh, in the conservation village of Colinton. The buildings are surrounded by beautiful parkland, which includes extensive playing fields.

MIS maintains close links with the Edinburgh school, as it grows and develops.

2.2 SCHOOL ETHOS

The Edinburgh school's ethos is based on people and relationships, and particular importance is attached to the development of personal character and moral values in the pupils. The atmosphere, although in some respects formal, is also one of pleasant and relaxed collaboration between pupils and staff and is encapsulated in the School's motto *Ready ay Ready*.



2.3 A NEW ERA FOR MERCHISTON



Our new school in China carries on the tradition of care and excellence, so long established in Scotland, in an exciting new context. MIS offers an innovative British independent school curriculum for international students aged 5 – 18, culminating in IGCSE and GCE A Level.

The campus is designed to evoke the ethos and values of Merchiston Castle School in Edinburgh, while creating the kind of innovative learning spaces in which a truly 21st century education can take place. This year the first group of students from MIS joined their peers in Edinburgh to further the bond between both schools.

3 SHENZHEN

Shenzhen is one of the world's most innovative and exciting cities in China. It is Asia's Silicon Valley. No other city in the history of human civilisation, as we know, has grown and developed so rapidly. It is a magnet for Asia's new talent - creative, entrepreneurial, hungry. It has a trailblazing spirit, ready for challenge, ready for innovation.

Our students are Shenzhen's next generation and there is no doubt it is an exciting place to teach and live. But don't take our word for it. Here's what people have to say:

3.1 TRIP ADVISOR

https://www.tripadvisor.ie/Travel_Guide-g297415-Shenzhen_Guangdong.html#LOCALGUIDES

3.2 WIKITRAVEL

<https://wikitravel.org/en/Shenzhen>

3.3 LONELY PLANET

<https://www.lonelyplanet.com/china/guangdong/shenzhen>



4 CONTRACT OVERVIEW



The contract and package offered at MIS is designed to attract – and retain – a special team of innovative teachers. We are looking for both young teachers with challenging new ideas, and more experienced staff who have made things work for their students in a variety of classrooms around the world.

4.1 INITIAL CONTRACT PERIOD

Initial contracts with MIS are offered for a period of two years.

4.2 SALARY SCALE FOR TEACHERS EMPLOYED ON OVERSEAS TERMS, 2019/20

It is important to note that the salary shown **is net of tax**. MIS is responsible for meeting any income tax obligations of the teacher in China.

MIS Step	RMB per annum
1	287,504
2	296,129
3	305,013
4	314,163
5	323,588
6	333,296
7	343,295
8	353,594
9	364,201
10	375,127
11	386,381
12	397,973
13	409,912
14	422,209

4.3 COST OF LIVING

With the exception of certain items, the cost of living is significantly lower in Shenzhen than in the UK. To get an idea of how the cost of living in Shenzhen compares with where you live now, see [Numbeo](#).

4.4 PLACEMENT ON SCALE

- All teachers will be placed on this salary scale.
- Teachers holding a 4 Year B. Ed or 3 year subject degree and a Post Graduate Diploma or Certificate of Education from recognised awarding bodies are qualified to enter the scale at Point 1 and will earn up to 5 additional points for each year of qualified service. Therefore, their highest point of entry is Point 6.
- Teachers holding a 4 Year B. Ed or 3 year subject degree and a Post Graduate Diploma or Certificate of Education AND an earned Higher Degree from recognised awarding bodies are qualified to enter the scale at Point 2, and again will earn up to 5 additional points for each year of qualified service. Therefore, their highest point of entry is Point 7.
- Movement through the salary scale will take place according to satisfactory completion of the school's annual evaluation process.
- Positions of responsibility may be available to suitable candidates and discussed at interview.

Appointees will need to provide a certified copy of their professional credentials to validate the experience shown on their resumes.

4.5 BENEFITS FOR TEACHERS AND THEIR DEPENDENTS

MIS offers a range of benefits for teachers appointed on overseas-hired terms and their dependents.

Eligible dependents are defined as the husband or wife of a full-time teacher and up to two children of MIS school age or younger, residing with the teacher in Shenzhen.

Travel

- Standard economy flights for the teacher and dependent(s) are provided from the Home of Record to Shenzhen at the start of the contract and from Shenzhen to the Home of Record upon completion of the contract.
- The School will also provide an annual return economy airfare for the employee and dependents by the most cost-effective route from Shenzhen to the Home of Record.

Visas and work permits

- The cost of visas and work permits required by the Chinese government for teachers and their dependents will be borne by the school.

Housing

- MIS will either provide appropriate housing at the School or a housing allowance in order to help the teacher find accommodation.
- Housing or a housing allowance are provided for single teachers, couples, or families.
- MIS will advise the appointee of the appropriate housing or allowance to be allocated at the time of offer.

School Tuition Fee Waivers:

- The Application Fee and Tuition Fee associated with attendance at the School will be waived in full for the first two dependents of the teacher attending the School. The Application Fee and Tuition Fee associated with attendance at the School will be payable by the Employee in respect of the third (3rd) or additional child.

End of Contract Gratuity

- The School will pay a gratuity equal to a 13th month's basic remuneration per each full year of current contract completed payable at the end of each contract period. This gratuity is in lieu of retirement contributions.

Professional Development Contribution

- The School will pay for registration fees, accommodation, travel and related costs in respect of approved professional development.

Relocation/Settling-in Allowance:

- The School will appoint and pay a reputable relocation company the Chinese Renminbi equivalent for the cost of sea freight from the Home of Record to Shenzhen for a gross weight of 500 kg for the Employee and 150 kg for a non-teaching husband or wife, plus 125 kg per minor dependent. The same benefit applies upon contract completion from Shenzhen to Home of Record.
- The School will provide the Employee with a relocation/settling-in allowance. This relocation/settling-in allowance is only payable once, on commencement of employment.

Health insurance

- The School will pay for the cost of health insurance which will include MIS school-age dependents and younger living with the Employee in Shenzhen and a non-teaching husband or wife living in Shenzhen.

4.6 MEDICAL AND HEALTH

Doctor's note

- Prior to the signing of a full contract by both parties, the employee must provide a note from their family doctor certifying that they are fit for work overseas.

- Appointees must also sign a declaration on behalf of themselves and of any recognised dependents, listing any known chronic or pre-existing medical conditions. Please note that the funding of medication and treatment for a pre-existing or chronic condition may be excluded from the appointee's own and/or family health insurance cover.

5 LIFESTYLE



Image: Art Installation, Shenzhen

There is no doubt that life in Shenzhen is *modern oriental urban*, with all that that entails. The risk of air pollution compared to Europe is high – but the city is also home to public parks - unexpectedly green oases – museums and galleries. Care for the environment is now high on the agenda of the Chinese government and is being taken seriously by authorities at all levels.

The school is located in a former commercial and textile manufacturing area that is in transition to becoming a new residential area. It is about 20 minutes by school transport from staff housing.

Shenzhen offers an attractive lifestyle to both families and younger teachers – [public transport](#) is modern, efficient and varied. Hong Kong and Macau with all that they offer are just a short train or ferry ride away.

Opportunities for regional travel in China, East, South and South East Asia are tremendous: if you have never travelled in the region, you have a treat in store.



For more about living in Shenzhen see: <http://shenzhenshopper.com/>

6 INTERVIEWS, NOVEMBER AND DECEMBER 2019

6.1 TIME AND PLACE

Interviews in this round of recruitment are taking place in London, during the week beginning December 2 2019.

Candidates living outside of the UK may be invited to an on-line interview conducted by Skype or similar conferencing media from November 18th 2019 onward.

Candidates able to attend interview in Shenzhen will be asked to visit the school during week beginning November 25th.

6.2 REFERENCES AND CERTIFICATION

We will need to contact the referees of all candidates being interviewed. Referees must include a line manager from your current or most recent school. If you are appointed, MIS will need to have certified copies of your degree, teaching and any DBS (see 6.3 below) certificates held. It is useful if copies of these are brought to interview. Copies can be certified by a Notary Public, Solicitor, or current Head of School, and should be stamped by the certifier.

6.3 PVG, DBS AND SAFEGUARDING

As part of the school's safeguarding procedures, candidates must provide current, valid Protecting Vulnerable Groups (PVG) or Disclosure and Barring Service (DBS) certification, or similar official documentation. Historic certification from other countries in which you have worked will also be required.

6.4 INTERVIEW TEAM

December interviews in London are being conducted by the following team:

- Chris Lynn (Head of School, MIS)
- Dorothy Qiu (Head of HR, MIS)
- Marion Muetzelfeldt (Adviser to MIS)
- Paul Cabrelli (Consilium Education, recruitment consultants to MIS)
- Val Jones (Consilium Education)

6.5 OFFERS

We will be making our first offers to candidates during the week that follows the London interviews, which ends on Friday December 13th 2019.

Initial offers are made verbally or by e-mail. If accepted, this offer is followed by a formal, written Letter of Intent (LoI) to proceed with the issue of a full contract, subject to any further requirements such as the Doctor's note or provision of certified copies of professional qualifications.

Our aim is to have this stage of our recruitment, with formal Letters of Intent signed by all parties, completed by December 24th 2019.

7 THANK YOU

Thank you very much for your interest in Merchiston International School: we are looking forward to the possibility of meeting you at one of our interview venues in the coming weeks.

Paul Cabrelli and Andy Homden

Consilium Education, Recruitment consultants to Merchiston International School

November 8 2019

8 MIS VIDEOS

The inaugural year at MIS



The Edinburgh Connection



Neil Oliver of 'Coast' fame visits MIS for an episode of his BBC TV Series 'Scots in China':

<https://www.youtube.com/watch?v=XVxRMbvEbGc>

Founder's Day Celebration

