

HEAD OF SCHOOL RECRUITMENT BOOKLET

EDUCATING FOR
THE FUTURE

Utahloy International School Zengcheng (UISZ) Head of School Vacancy

Utahloy International School Zengcheng (UISZ) seeks an experienced, energetic and visionary leader, with an innovative mindset and strong inter-personal communication skills. Our new Head of School will work with excellent staff, delightful students and engaged parents to develop a supportive, challenging and inspiring learning environment. The successful candidate will also have the responsibility for ensuring students and staff flourish in an atmosphere that provides challenge, inspiration and support. We are proud to provide premium education for expat and local families looking for an outstanding school.

Our school is a co-educational boarding and day school for students aged 3-19 years and currently enrol 150 students.

The school is located in an idyllic environment just outside the city of Zengcheng and will soon be moving to a new purpose-built facility that will further inspire and facilitate student learning both within and outside the classroom.



The school is an accredited proprietary school owned by the Utahloy Education Foundation (UEF) and is governed by the UEF Board. Utahloy Education Foundation Ltd. UEF is an education company with corporate social responsibilities supported by Guangzhou Municipal Government and the Guangzhou University to provide international education for expatriate families working in China.

The school is accredited by the Council of International Schools (CIS), the Western Association of Schools and Colleges (WASC), and offers three programmes of the IB (PYP, MYP, and DP). Since 2021, the school started to offer the Hong Kong Diploma of Secondary Education to its Year 11 and 12 students, as an alternative to the IB Diploma Programme. UISZ's next accreditation visit shall be held during the 2025-2026 academic year.



About the role

The Head of UISZ will provide leadership and vision for the long-term benefit of the school and the student population, add to the reputation of the UEF, and fully oversee the school's operation. He or she will possess the following profile:

- ✓ Successful experience in a senior leadership position in international schools
- ✓ Extensive knowledge and experience in accreditation and re-accreditation processes, and in systems and practices of strategic school improvement
- ✓ Understand the workings of a boarding school environment
- ✓ Extensive knowledge and experience of the IB programmes
- ✓ Exceptional and strong interpersonal and communication skills
- ✓ Sound financial judgment in partnership with the board and management committees to secure value for money for the school
- ✓ Able to work under pressure and to deadlines
- ✓ Marketing and entrepreneurial understanding
- ✓ Ability to enhance collaboration and partnership between faculty, staff, parents and the wider community
- ✓ Cross-cultural openness and understanding
- ✓ A definite commitment to Diversity, Equity, Inclusion, and Justice



About you

- ✓ Able to adapt quickly to a dynamic and demanding environment, you will bring Master's and/or PhD. / EdD. Degree(s) from an accredited college or university
- ✓ Minimum of four years of experience as a School Head in international or IB World schools
- ✓ Minimum of ten years of experience in the educational field
- ✓ In depth knowledge of the IB and its programmes
- ✓ A Master's and/or PhD. / EdD. Degree(s) in related field from an accredited college or university.



Benefits

Include a competitive salary, housing, medical insurance and home flights. In addition to this there will be a strong focus on professional development and the opportunity for internal promotions as the school grows.

Please apply by **20 Nov 2023** to Adele Hodgson email address:
adele_hodgson@educationparadigms.com

Applicants will receive an application package including the JD and salary range. Applicants should provide:

- ✓ A letter of application, explaining your strengths as a candidate and why you are interested in the position.
- ✓ A current résumé not to exceed two pages, addressing the desired professional qualifications as well as the desired personal qualities.
- ✓ A one or two-page statement outlining your philosophy of education.
- ✓ A one-page list of at least three (3) referees with current phone numbers, email addresses and the position they held when you worked with them.



UISZ

EXPLORE. ADAPT. IMPACT.

School and Position Guide

UISZ is an international, residential community that promotes harmony in a peaceful, positive environment.

Mission

To be an inclusive, holistic and creative learning community, developing global citizens who confidently embrace the future

Values

Integrity, Courage, Compassion



Guiding Statements

Our Guiding Statements aim to further articulate our Vision, Mission and Values. As a day and boarding school, we are committed to educating the whole person, to being an international learning community and to provide high quality learning and intercultural understanding that nurtures global citizenship. This is how we will educate for the future.



The school's new guiding statements, focusing on an inclusive learning community, compassion and integrity; are appropriate for all members of the school. In order to guide and support the UISZ community with its development, recognizing that we are in a constantly changing world, the UISZ Head of School is a member of the UEF Strategic Task Force (STF). This task force has nearly completed reviews of governance and of mission, vision and values across the UEF group, culminating in a 5-year strategic plan for UISZ. As a leading international school in the region, this plan is an opportunity for UISZ to ensure that the guiding statements are reviewed, relevant and embedded in school practice.

The UISZ community is at the centre of the school. UISZ students achieve high results compared to world-wide averages in external examinations such as the IB MYP e-assessments and IB Diploma. The school facilities are good and well equipped and resourced. UISZ recruits a highly qualified and professional work force and develops strategies to retain employees through regular review of terms and conditions.

The current context for the school offers many opportunities. The site adjacent to the current school campus is being developed into a quality residential community. UISZ will be moving to the new campus in the not too distant future and be able to recruit international students from this nearby community.

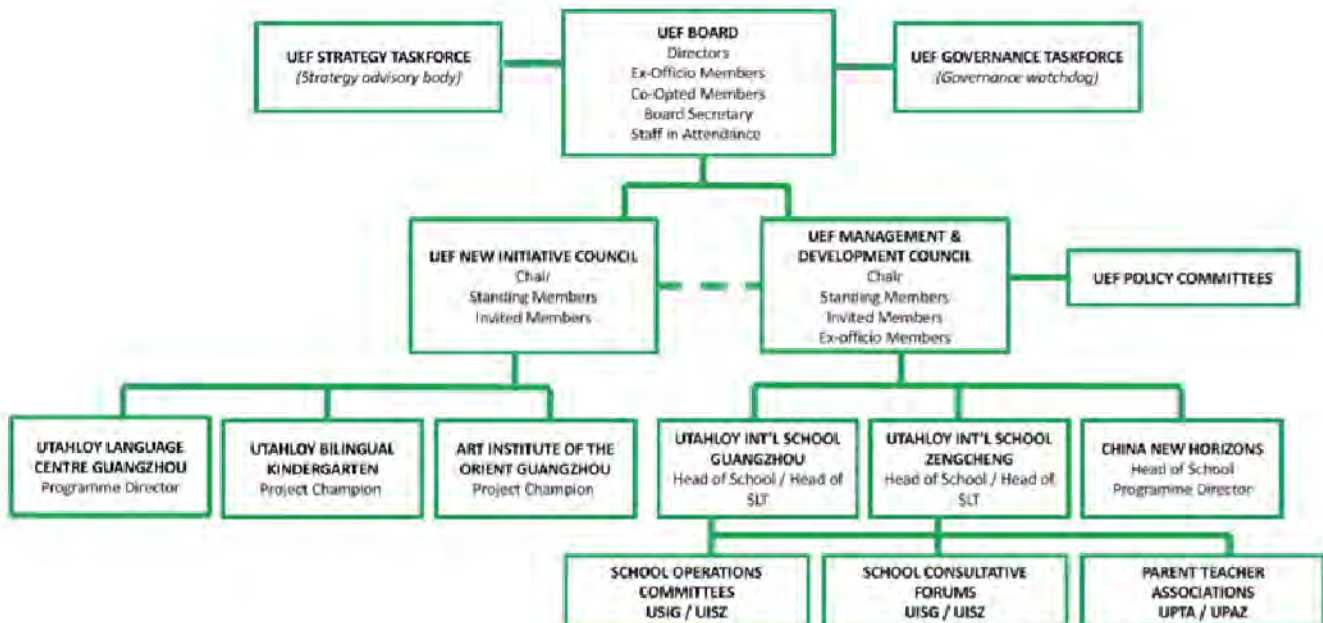


Governance

Through the UEF governance model, the UEF Board guides UISZ and ensures that guiding statements, policy and strategic planning are reviewed regularly and are relevant to all members of the school community. The UEF board consists of 4 Directors, 5 ex-officio and co-opted members. The board meets 4 times per annum and the Head of School is required to attend those meetings as an ex-officio member.

Members of the UEF Board have been involved in the school's Model United Nations (MUN) programme, as well as supporting the schools Eco-Ed conferences and service activities. UISZ is an IB world school offering all three IB programmes. The UISZ mission rubric and annual action plan (as part of its 5-year strategic plan) ensure regular reporting from the school to the MDC. The UEF Board delegates authority to the MDC to ensure the alignment of UISZ with UEF policy and to measure and evaluate how effectively the Guiding Statements are implemented and enacted in practice. This governance model has also focused on approaching decision making based on robust research methods and factual evidence. This has strengthened processes and procedures at UISZ and enabled stakeholders to be better informed.

The Heads of UISZ and UISG work closely together not only within the parameters of the Governance Structure but also as colleagues and mutual mentors. There is strong collaboration between both Utahloy International Schools that share the same UEF vision and mission.



March 2023

School Philosophy

The world is rapidly changing and so is the way we approach education. With advances in technology, and greater mobility and connection across the globe, the kind of life we once knew is being re-defined to embrace a future not yet known. In this context, schools are required to prepare young people for careers that may not yet have even been imagined. But they also need to prepare global citizens who will work together for a more compassionate and peaceful world, where we are able to live with difference.

While this future requires schools to create new approaches to engaging, balanced and holistic education, what remains the same for Utahloy International School Zengcheng (UISZ) is its absolute commitment to being a strong community and educating its students well.

Our vision focuses UISZ on learning and the future: Explore, Adapt, Impact!



EXPLORE

This starts in all our classrooms and lessons with questions. By questioning our learning and the world in which we live we are able to better understand it. UISZ students are taught to question the answers.

ADAPT

This is when we make connections from our learning to ourselves. We work together to develop an awareness of ourselves as individuals and as a learning community, as well as to develop an understanding and appreciation of those who are different from us. In so doing we acknowledge that learning is not static and see our challenges as positives to build resilience and skills.

IMPACT

In making connections to ourselves we build up the confidence to take action. UISZ students look for ways in which to contribute and support our community and each other. Our community is encouraged to follow their ideas and dreams and to be the best version of themselves.

The mission of UISZ, to be an inclusive, holistic and creative learning community, is grounded in a strong set of values, giving rise to our core guiding statements and 5-year strategic plan. These provide the framework that will guide our activities and focus the school on recognising and embracing a future that needs confident and compassionate global citizens more than ever.

Our commitment to global citizenship is demonstrated in the learning experiences of our students and staff. It is also reflected in our accreditation by CIS and WASC, and our authorisation to offer 3 programmes of the IB, as well as with our growing HKDSE programme. I encourage you to join us as we imagine the future with an open mind, energy and a sense of opportunity. The world we are creating is complex, full of opportunities, excitement, wonder and challenge.

Educating the Whole Person

UISZ believes that education should centre on the development of the academic, creative, social, physical and emotional dimensions of each individual person. Experiential learning supports this approach through exploration, questioning, experimentation, and active engagement. This enables us to take action in our lives and to make a positive impact. As a day and boarding school we consider positive personal relationships as important as academic subject matter and we strive to cultivate a strong sense of community and belonging.



High Quality Learning

UISZ believes that high-quality learning takes place when our community feels safe and cared for. High-quality learning is focused on conceptual understanding, and is differentiated to allow us to adapt and meet the needs of all our students.

Intercultural Learning

Intercultural learning happens most effectively when we understand ourselves as well as others. We strive to guide our community to understand and appreciate their own cultures and personal histories while being open to genuinely explore and understand the perspectives, values and traditions of others.



Global Citizenship

Global Citizenship is supported in many ways at UISZ. Our curriculum explores concepts, ideas and issues that have local and global significance. In so doing, teachers, students and parents become adaptive to the changing world and develop an understanding across a broad and balanced range of disciplines.

Our Community

The UISZ community consists of more than 20 different nationalities. In a world where borders are disappearing, the mix of nationalities and backgrounds offers a welcome breadth of cultural experiences to the school community. This enables students to develop an understanding and appreciation of the cultural diversity that surrounds them and to have respect for the values of other cultures, races, religions and ways of life.



Facilities

The current UISZ campus and school facilities include a design studio with robotics space, science labs, visual arts studio, theatre, fitness studio, outdoor gymnasium with basketball and volleyball courts, tennis court, and FIFA standard football field. Our boarding house has a capacity for up to 200, with numerous break-out spaces, these include music rooms, dance studio, fitness studio and seminar rooms for evening study.

Early in 2017, UEF put forth a bold new strategic vision for the future of UISZ. Hallmarked by strong community involvement it was decided to build a new state of the art campus to cater for the needs of the Dongguan and PRD regions. Building on the excellent reputation we already have, the new school campus will provide opportunities and an innovative future for UISZ, re-defining the learning environment to prepare our students for a complex world.

The New Campus Development.

The new school is being designed by a leading architect in the field of education, in close liaison with a Steering Committee of educational specialists of UEF. The state of the art design accommodates the latest advances in educational philosophy in provision of flexible learning spaces, social and recreational facilities while addressing the imperatives of environmental protection.

As the school's construction is complete, the community shall relocate in the coming months.

Living in Zengcheng/Guangzhou

Location — ocated in a dynamic region in China, UISZ is only approximately 1 hour from Guangzhou, 40 minutes from Dongguan and 2 hours from Hong Kong. The local area is culturally and geographically unique. Zengcheng is a centre of environmental tourism with waterfalls, native forest, hot springs and river networks close by. The region is also rich in culture and tradition. A cycle path starting close to the school passes through traditional villages, farmland and historic temples. Over the years, the city of Zengcheng itself, with its downtown located at a mere 15 minutes from school, has developed into a robust urban center with cycle paths, museums, malls, and western and Chinese dining options.

Guangzhou — Located at the North of the Pearl River Delta, 150kms inland from Hong Kong on the fast train, is an important trading centre, a busy port and the capital city of the Guangdong Province. The city has a population of around 14,000,000 people (luckily they are not all in the same place at the same time), it covers an area of around 70,000 square kilometres, that is an area nearly 80kms by 90kms.



The Climate

Guangzhou has a tropical climate and is located on the Tropic of Cancer 23.5 degrees north of the equator. Expect 3 seasons, the really hot and humid summer, August is the hottest month and, while the average is 28C, it can feel 38C and very humid. Then there is the dry and quite cold winter, with January having the coldest average temperature of 13 C .



Zengcheng / Guangzhou Guide

The school has composed a very thorough guide. The Guide will help you to learn and become familiar with the Guangzhou city surroundings. There are topics, including list of useful words in Chinese, embassies and consulates, transportation, medical, banking, shopping, travel companies and recreational sports etc.



Excellence in IB

Utahloy International School Zengcheng is a member of a select group of fully authorised international schools offering the three International Baccalaureate Programmes. The IB continuum comprises the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP). The educational journey for students at UISZ is seamless as they experience the globally minded and internationally recognised IB curriculum throughout their schooling.

The Hong Kong Diploma of Secondary Education

The Hong Kong Diploma of Secondary Education is a two-year pre-university pathway offered to our students, and represents a solid alternative to students who would prefer to pursue their studies in Chinese. It also represents a commitment from UISZ to offer an ever-improving inclusive environment.

Teaching Staff

Our well-qualified and experienced teachers are recruited from countries all around the world: Australia, China, France, Columbia, South Africa, Korea, Kenya, Romania, New Zealand, Ireland, U.K, and U.S.A. They bring to the school a global perspective that enhances student learning in a rapidly changing world.

Accreditation

UISZ has obtained accreditation through the Council of International Schools (CIS), Western Association of Schools and Colleges (WASC), and the International Baccalaureate Organization (IBO), which provide worldwide recognition.

UISZ was awarded by UNESCO HK in 2015 the status of an Experiential Educational School.

Mother Tongue Programme

Mother tongue languages are sustained and developed within the curriculum. Students develop an academic vocabulary, expand their language usage, and study literature and culture in their mother tongue programme.



China New Horizons (CNH)

Schools from all over the world are welcome to visit UISZ for the experience of a life time. Students with our visiting schools programme, 'China New Horizons', use UISZ as a home base and take part in programmes designed to open minds and maximise the potential of each individual. Exploring Chinese culture, language and history, the programme takes advantage of the unique location and opportunities offered in the South of China. Through UISZ connection with CNH, with an environmental campus in Pak Lap, Hong Kong, students also venture to some of Hong Kong's most pristine beaches and national parks. Activities are based on leadership, teamwork, innovation and creativity.

Learning Support & Wellbeing

Utahloy International School Zengcheng (UISZ) is an inclusive school. Our approach to teaching, learning and pastoral care is holistic, taking into consideration ALL students' needs in order to support children with social, emotional, behavioural or physical/medical issues. We are committed to providing the conditions and opportunities to enable any child with learning support needs to be included fully in all aspects of school life.

Child Protection:

UISZ aims to ensure that ALL our students live and thrive in a safe and secure learning environment. We recognise that the protection of students under our care is of paramount importance. UISZ has worked in close partnership with CIS (Council of International Schools) and the ITFCP (International Task Force for Child Protection) who are spearheading the drive for best safety practices in International Schools.

UISZ adheres to International Convention and the PRC (People's Republic of China) laws and takes responsibility for the protection and welfare of children in its care. UISZ school measures currently in place to help protect students and families include:

- ✓ A clear Child Protection policy that is reviewed for compliance and effectiveness, with necessary updates immediately communicated to all UISZ stakeholders
- ✓ Clear procedures for handling issues relating to Child Protection
- ✓ Regular child protection training and certification workshops for UISZ staff
- ✓ The school counselor attends regular training and recommend updates to the school's policies and procedures in accordance with the latest research
- ✓ A comprehensive staff code of conduct agreement, signed annually by UISZ staff
- ✓ A designated response team and safeguarding officer to manage child protection cases
- ✓ Stringent and rigorous procedures for hiring teachers and a comprehensive induction programme to familiarise employees with UISZ child protection policies and procedures
- ✓ Educating children about child protection through the school wellbeing programme
- ✓ Cooperation with relevant authorities in relation to student protection and welfare.



English for Speakers of Other Languages (ESOL)

At UISZ we have developed a comprehensive English for Speakers of Other Languages (ESOL) programme that emphasises the demands of a rigorous academic environment. An inclusive and balanced academic plan that takes into account the social needs of teenagers, as well as the academic challenges they face everyday, ensures that pupils can transition smoothly into the mainstream MYP/DP programme.

Inspire Boarding Programme

Dragon House (our boarding facility) is a place for our students to be supported, to be challenged and to grow.

In order to meet these aspirational goals, Dragon House runs the InspirEd Boarding Programme (IBP), which compliments and enriches the three IB programmes offered at the school, namely, the PYP, MYP, DP, HKDSE.

It is our belief that boarding at Dragon House is a learning experience that students will remember for the rest of their lives. Currently we enroll approximately 60 boarders.

In order to successfully implement our InspirEd programme, Teaching staff deliver a tutorial once per week for up to 2 hours. Tutorial sessions are from 6:30PM until 8:00PM from Monday to Thursday. Tutorials are either in the teacher's subject area, general homework supervision or experiential learning, such as fishing, kayaking etc...

The Boarding School staff members look after boarding students. Teaching staff do not have any other responsibilities in the Boarding School other than the InspirEd tutorials programme.



Arts

The Arts are a key aspect to the curriculum at UISZ. For students in the Primary Years Programme, the arts are offered as specialist subjects, taught within the units of inquiry. The areas incorporated into the PYP programme are Visual Arts and Music. In the MYP programme, Media & Film, Visual Arts and Music are offered as subjects to study. In the IB Diploma programme students are offered a choice of Visual Arts, which incorporates multi-media, and Film.

Sports, extracurricular activities and community service

Providing a range of healthy activities characterises our approach to a well-balanced physical development programme. Students gain an understanding of the importance of fitness in their P.E. lessons, sports teams, outdoor education camps, sports tournaments, and the whole-school Fit-for-life initiative.

Our co-curricular activities are seen as a vitally important aspect of our overall educational provision. The co-curricular programme is under the administration and management of the Athletics Director & Co-curricular Activities. All members of staff are expected to contribute positively towards the programme and to support the various policies that are adapted. All staff are to take part in at least one extracurricular activity per week or rotation block.



Global Mindedness

The host country language and culture are studied through Chinese language classes, integrated units of work in the classroom and field trips in the region. Global citizenship is developed through: community service projects; environment sustainability action awareness; eco-Ed, and Model United Nations participation. Our emphasis on languages, and multilingual communication also helps to develop global citizens.

Week Without Walls

The Week without Walls (WWW) programme is a progressive experiential learning programme, which supports the continued development of the IB learner profile characteristics within students, through environmental outdoor education. Each camp provides opportunities to strengthen and promote teamwork, improve student leadership and develop many important life skills.

Salaries and Banking

Salaries are paid monthly and in accordance with the details specified in the contractual agreement. Salaries will be paid into a local bank account allocated by the school in Renminbi RMB and can be expected in personal accounts by the 8th of each month. A cash advance is available upon request from the school accountant to new staff arriving to commence a contract. This advance will be deducted from the first monthly salary.

The Head of School will be entitled to an annual trip home for him(her)self and family plus removal costs at the beginning and end of the contract according to the table of Benefits. There will also be a school fee entitlement for the Head of School's children (full fees covered for up to 2 children and 50% discount on the 3rd Child. On the signing of a second contract, the third child fees are fully covered).



Professional Development Opportunities:

There is also a generous professional development allowance to enable the Head of School to attend regional conferences such as those offered by ACAMIS, IBO and EARCOS and other opportunities that benefit the students and the school.

It is possible to transfer money from Chinese banks to overseas banks. Presently, overseas staff salaries are paid into personal accounts with Standard Chartered Bank (SCB). SCB provides a facility to make periodic transfers to overseas accounts. Following Chinese regulations, proof of a contract, tax payments, visa etc. must be provided to the bank in order to transfer money. For new staff there may be delays initially due to obtaining official documentation. The UISZ finance department will help with this process. SCB offers a Union Pay facility on the SCB debit card. Overseas teller machines displaying Union Pay can be used to withdraw cash overseas up to the maximum daily limit.

The average cost of living in Zengcheng is very affordable. Shopping in local markets gives a variety of fresh produce at a very reasonable price. Imported goods are available in many supermarkets, as well as there being a variety of online shopping options.

There are a range of restaurants in Zengcheng, Dongguan and Guangzhou which offer delicious local cuisine or international foods with prices ranging from local to international rates, depending where you eat. There is an Imax cinema in Zengcheng that shows new films both local and international.

The Head of School will be provided with a school driver.



Accommodation

UISZ campus offers a safe environment where there are many opportunities for staff. The surrounding area has many cycling and walking/running paths, on campus there is a fitness studio for recreation and an outdoor gymnasium. The staff accommodation has barbeque areas, trampoline and outdoor seating. The campus is a short drive from Zengcheng.

The Head of School and their dependents are provided with spacious and attractive furnished accommodation currently located on the school site

Internet

Internet is available in all staff residences. Staff are encouraged to use the school internet system for school business only. Private internet is available at the personal cost of individual residents.

Meals

Meals are provided for all staff and dependents from Monday breakfast until Friday dinner. Visitors, and relatives other than dependents, are required to pay for their meals at the restaurant. All meals are served at the restaurant unless there is a special event.



Cleaners/Nannies

Residents may hire a cleaner to clean their apartment/room, or a Nanny for childcare. For the security and safety of all its residents, the school is very careful in its choice of campus personnel. Many of the schools cleaners and nannies have been working with families at the school for a number of years.

Medical

A comprehensive health insurance policy is provided by the school. On campus there are two nurses during the school week and one nurse during weekends. A nurse clinic is located at the front entrance of the secondary school building and is open during school hours. Another nurse clinic is located on the ground floor of Dragon House and is open after school hours. Residents requiring medical attention may visit these clinics. Once per month the international GP holds a clinic at the school, staff are able to use this service if they require. The school's medical agent provides a list of medical providers in proximity to the school, some of which offer direct billing facilities with the medical insurance provider.



UISZ

EXPLORE. ADAPT. IMPACT.



Utahloy International School Zengcheng (UISZ)

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