

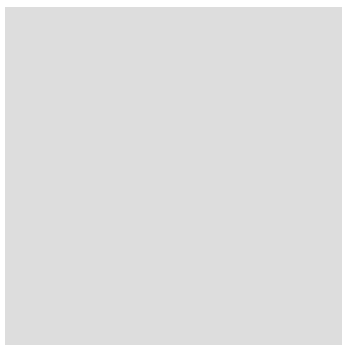
Kellett School



Candidate Brief

Deputy Head of Preparatory School, Pok Fu Lam

Kellett School - The British International School in Hong Kong



Dear Applicant

Thank you for your interest in the post of Deputy Head of Preparatory School, Pok Fu Lam at Kellett School, The British International School in Hong Kong

We seek to appoint a dynamic candidate who is wholly committed to supporting the Head of Pok Fu Lam Preparatory School, in providing an outstanding British style education to the students in our care. The attached *Candidate Brief* provides an introduction to the School; and outlines the scope and responsibilities of the post. I encourage you to visit the School website for a comprehensive overview of the School.

The post is a Senior Management role, with a generous remuneration package, which reflects the importance we place on appointing a colleague of the highest calibre. Details of the package will be provided to all shortlisted candidates.

I do hope having read the *Candidate Brief* and satisfied yourself that you have the necessary skills and experience to fulfil the role that you will wish to pursue the post further. All applications will be handled in the strictest confidence and the information you provide will be used solely for the purpose of recruitment.

Yours sincerely

Ann McDonald
Principal

Candidate Brief

Deputy Head of Preparatory School, Pok Fu Lam

Kellett School - The British International School in Hong Kong

Background

Afforded charitable status by the Hong Kong Government, Kellett School is a leading provider of quality British style education, in a day school setting, to the English speaking community in Hong Kong for children aged 4 to 18 years. The school occupies two purpose built campuses one on Hong Kong Island (Pok Fu Lam), the other on the Kowloon Peninsula (Kowloon Bay) which together offer 1,400 student places.

Pok Fu Lam opened in 1976 the Pok Fu Lam Campus is a three form entry Preparatory School for a maximum of 480 students aged 4 to 11 years.

Kowloon Bay opened in September 2013, the campus accommodates a further two form Preparatory School with 320 students on the roll and a Senior School which currently accommodates 570 students aged 11-18 years.

Kellett School Association Ltd

Kellett School is a registered company with limited liability that operates as a not-for-profit company, and is recognised by the Hong Kong Inland Revenue Department as a charity. All parents are members of the 'Association' and the operations of the school are overseen by a Board of fifteen Governors, three of whom are ex-officio; The Principal, The Director of Finance & Operations (Bursar) and an Education Advisor, (The Principal and the DFO (Bursar) are non-voting).

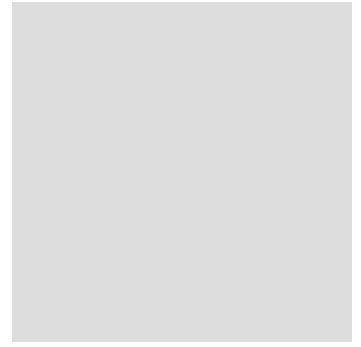
The Board of Governors are the Directors of the Company and have oversight of its operations including;

- The appointment and tenure of the Principal and Director of Finance & Operations (Bursar)
- Approve the appointment of Heads of School
- Compliance with relevant ordinances
- Financial oversight
- Approve school policy
- Commission independent inspection

Company Secretary Services are provided by Baker and Mackenzie, Hong Kong and the appointed auditors are KPMG.

The day to day operations of the school are delegated to the Principal, who working closely with the Senior Management Team (Director of Finance & Operations (Bursar), Heads of Schools, HR Manager, Admissions Director and Director of Development & Community Relations and Senior Accountant,) manages the school reporting to the Board on a regular basis. Heads of School enjoy autonomy to lead their campus within a delegated structure. The Heads of the Kowloon Bay and Pok Fu Lam Preparatory Campus and their teams work closely together. A stable video conferencing facility supports cross campus meetings.

Kellett School is a founding member of Federation of British International Schools in Asia (FOBISIA) and is inspected under the UK Government's British Schools Overseas scheme. The majority of its students are the dependants of expatriates working in Hong Kong on short to long term assignments. The Preparatory Schools are oversubscribed in the lower and mid years; admissions to the senior school are ahead of projected numbers.



Kellett School

Kellett School has grown to earn an enviable reputation...

...as one of Hong Kong's leading independent International Schools where students learn with growing independence, in a challenging and stimulating environment. High academic achievement is realised within a broad curriculum embracing 21st Century learning, creativity, the arts and sport, taking into account Hong Kong's unique position in South East Asia at the gateway to China.

We are proud of our students and all that they achieve; they lie at the heart of our community. Kellett students are eager to learn, embrace opportunity, take pleasure in their own success and that of others, are caring of each other and in the wider community, compassionate, and proud of their school and all that it embodies.

Our two purpose built campuses provide modern facilities and generous resources. Student learning is supported across the school by enthusiastic and committed teachers, small classes, low student-teacher ratios and robust pastoral care, ensuring that each of our students understands that they are valued and secure within our community.

Kellett School reflects the best of British education, offering seamless transfer to and from leading British Independent and British International Schools worldwide, and private schools in the USA and Australasia. Our community is one which facilitates siblings being educated together and where parents play a vital partnership role in their child's education.

School Demographics

The School is required by the Hong Kong Education Bureau to maintain a minimum of 70% overseas passport holders, the current demographics as a percentage of total admission is:

British – 57%
Australasian – 11%
Hong Kong – 7%
USA – 6%
European – 6%
Other - 13%

Kellett welcomes students of all abilities, including a limited number of students whose individual needs can be met in a main stream school setting. The school makes no EAL provision; students must be able to access the curriculum at a level appropriate to their age. A Deputy Head of School manages Inclusion across the school, including a Senior School Learning Centre designed to support a range of specialist inclusion provision, occupational therapy and speech and language therapy.



Our School

Our Aim, Curriculum and Finance



Our Aim

Our aim is to engender '*a love of learning and confidence for life*' in each of our students, which sharply focuses the work of our entire school community.

We achieve this aim by ensuring our students:

- Achieve personal academic excellence
- Are confident, articulate and have a wide range of transferable skills
- Understand their responsibilities as members of the global community
- Cultivate Well-being

Our Aim is underpinned by our community's commitment in providing each of its students with:

- A stimulating and supportive learning environment
- A broad curriculum and valuable extra-curricular experiences
- Meaningful challenge, opportunity and responsibility

The Curriculum

The School is proud of its tradition of academic excellence and curriculum breadth. The curriculum is based upon the National Curriculum for England (NC) leading to IGCSE/GCSE and 'A' Level public examinations. It aims to provide seamless transition to and from British and British International Schools worldwide. It is anticipated that the majority of students upon completion of 'A' Level study will leave to leading UK, US, Australian and HK Universities.

Kellett School provides curriculum experiences well beyond the requirements of the NC and this is reflected in generous resources to support the curriculum as a whole, the performing and creative arts and sport in particular. Curriculum, residential visits and a rich provision of extra-curricular activities combine to offer an experience similar to those of a leading UK independent day school.

Kellett School subscribes to Durham Universities, Centre of Educational Management (CEM) who manage the School's student performance data through online PIPS, MidYIS, Yellis and ALIS assessment. School data indicates that the majority of student attainment is well above the UK national average. The School's Value Added Data (VA) is particularly strong.

Finance

The School maintains a healthy financial position. It is almost wholly funded by fee and Debenture income. There is a small amount of income derived from donations, and an active Parents Association have been instrumental in funding enhanced provision for students.



Looking To The Future

Kellett School enjoys an enviable position within the Hong Kong market. The School can look to the future with confidence; building upon Kellett School's tradition of offering high quality British style education at a level comparable to respected day schools within the UK independent sector. Kellett School is already a leading British International School in the region; it now strives to be *the leading British International School*.

For further information please visit www.kellettschool.com



The Pok Fu Lam Campus

The Pok Fu Lam Campus is a purpose built three form entry preparatory school for students aged four to eleven years. It was recently extensively refurbished and offers a light, bright and modern environment. The campus comprises; playground, roof playground, garden, specialist art room, two music rooms, drama studio, science lab, computer room, gymnasium, multipurpose auditorium with retractable seating, resources room, inclusion suite, cooking room, spacious library, administration suite, staff room, PD room, meeting rooms and twenty four classrooms.

The campus is generously resourced; there is a high speed network and wireless throughout. All teaching areas are fitted with interactive whiteboards. The dual IT system supports both Apple and PC technology. The prep school is equipped with itouches, ipads, macbooks and notebooks. Generous curriculum resources are available throughout, including a well-stocked library. Significant numbers of students join the instrumental programme, choir, orchestra and ensembles. PE and sport are well represented, Kellett teams play within the Hong Kong school leagues and friendly interschool matches. There is a rich ECA programme offering approximately 40 activities per week.

The curriculum and assessment structure is based upon the National Curriculum for England, although in reality the Kellett Curriculum teaches well beyond the National Curriculum framework. The curriculum embodies the school aim *A love of learning and confidence for life*. Where appropriate the curriculum is localised drawing upon the richness of Hong Kong and its environment. Field trips and visits within and beyond Hong Kong, and learning from first hand experiences form an important strand within the curriculum as does performance. Mandarin (Putonghua) is taught throughout the school. Read Write Inc is used at EYFS and Key Stage 1. Despite being non-selective our PIPS and longitudinal data indicates that the majority of children generally achieve in the upper quartile. It is a requirement that children can access the curriculum in English; currently approximately 95% of children are native English speakers. A strong Learning Support Department ensures that we can admit students of all abilities and that families may be educated together.

Kellett was founded by its parents and there remains within the school a strong legacy of parental involvement. Parents have high expectations of their children and their school; they are equally supportive giving generously of their time, expertise and funding additional opportunities.

We seek an outstanding Deputy Head of Preparatory School, with excellent interpersonal and communication skills who is committed to achieving high academic attainment within a broad and exciting curriculum. They should be conversant with the English National Curriculum, coupled with a strong knowledge of Assessment for Learning Strategies.

For further information please visit www.kellettschool.com

The Role

Title:	Deputy Head of Preparatory School, Pok Fu Lam
Responsible to:	Head of Preparatory School, Pok Fu Lam
Responsible for:	Supporting the Head of School in ensuring the effective and professional leadership and management of the Pok Fu Lam Campus with a core focus on Curriculum & Standards. A member of the Senior Leadership Team, contributing to the overall effectiveness of and professional leadership and management of Kellett School Association Ltd

Main Responsibilities to include

- Strategic direction, development and management of the Preparatory curriculum
- Responsible for standards of attainment and the quality of learning and teaching
- Leading and managing staff
- Efficient and effective deployment of resources

Strategic direction, development and management of the Preparatory curriculum

- Evaluate and review the curriculum across the whole school
- Liaise with the whole school and the curriculum team in order to carry out action in line with the school improvement plan
- Lead the curriculum team in monitoring and evaluating the school improvement priorities, presenting reports to the senior leadership and management team

Responsible for standards of attainment and the quality of learning and teaching

- To develop the school's assessment tracking system, delivering relevant staff training and carefully monitor teachers data to ensure good rates of student progress.
- To identify students who are failing to make the required progress and implement immediate intervention to support these identified students.
- To liaise with the school's INCO regarding vulnerable groups of students progress and initiate intervention to support them where necessary.
- To regularly meet with teachers to monitor the tracking system to ensure all students are making the required progress. To inform the Head of School and keep him/her up-to-date regarding student progress.

Leading and managing staff

- Lead by example and support the professional development of staff
- Ensure staff receive appropriate support
- Ensure that the Principal, School Management Team, Board are regularly consulted and kept informed of relevant development areas within the school.
- Quality assurance – to support across the school

All Teaching staff at Kellett School have a significant role in enhancing the resiliency and wellbeing of students through the delivery of Positive Education, based on the principles of Positive Psychology.

Application Procedure

Applications close: 8:00am HK Time (GMT +8) on 10 October 2018

Applicants should apply on line:

<https://kellettschool.schoolrecruiter.co.uk/>

Interviews

Hong Kong: 7 – 9 November 2018

London: Week Commencing 12 November 2018

Personal data is being collected for Human Resources purposes, including assessing your suitability for the post for which you are applying. The data will be used by Kellett School and the Board of Governors. If you wish to access any personal data held by Kellett School, please contact the HR Manager. If your application is unsuccessful the personal data you supply will be retained for one year, at the end of which time it will be destroyed.

Kellett School is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination.

Kellett School is committed to safeguarding and promoting the welfare of children and young people.

September 2018



Kellett School



The British International School in Hong Kong

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Wah Fu, Pok Fu Lam
Hong Kong

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