



广州斐特思公学
Fettes College Guangzhou

Job Description

Job Name 岗位名称	Deputy Head of Senior School (Chinese) 高中中方副校长
Position Type 职位类型 Probation Period 试用期 Contract Period 合同期	Full Time 全职 Six Months 六个月 Above 3 Years 大于3年
Job Summary 岗位概述	<p>The role of Deputy Head of Senior School at Fettes College Guangzhou reflects the nature of the College as a collaboration and partnership between Bright Scholar and Fettes College in the United Kingdom. 广州斐特思学院学部校长的角色代表了该学院的本色，即博实乐与英国斐特思学院之间的合作与伙伴关系。</p> <p>In line with Chinese Government and Education Bureau requirements, the Deputy Head of Senior School will lead in all areas of the Chinese Curriculum, Chinese staff supervision and moral education. 根据中国政府和教育局的要求，学部中方校长将在中文课程，员工管理和道德教育的所有领域发挥领导作用。</p> <p>In line with the bi-lingual and blended learning of the school, the Head of Senior School lead in areas of pedagogy, teaching and learning, international curricula and enrichment elements such as co-curriculum. 与学校的双语学习和混合学习相一致，外籍校长在教学法和其他价值要素（如共同课程）方面处于领先地位。</p> <p>Working in partnership and collaboration across all areas of school life the blended leadership approach is designed to reflect the true nature of Fettes College Guangzhou. 混合领导方法旨在在学校生活的各个领域通力合作，旨在反映广州菲特斯学院的真实本质。</p> <p>Across the shared leadership of the School, the Head of Senior School and Deputy Head of Senior School are responsible for the establishment, growth and day-to-day running of the school. They will shape the academic, pastoral and co-curricular programmes and will be responsible,</p>

	<p>with the support and input of other senior leadership team colleagues, for the recruitment of teaching staff (Chinese and Expat). The Head of Senior School and Deputy Head of Senior School will be responsible for ensuring that students are given an excellent educational experience which prepares them well for the next stages of their school career and for success in tomorrow's China.</p> <p>在学部中外籍校长的共同领导下，学部校长负责学部的建立，成长和日常运营。他们将制定学术，教牧和联合课程计划，并在其他高层领导团队同事的支持和投入下负责招聘学部教师（中方和外籍人士）。学部负责人（中文和外籍）确保给学生提供出色的教育经验，为他们的下一个职业发展做好准备，并为他们在明天的中国取得成功做好准备。</p>
<p>Main Accountabilities 主要岗位职责</p>	<p>1. Strategic leadership and vision</p> <p>Develop and deliver a compelling vision for a thriving and highly successful school. 为蓬勃发展和高度成功的发展并提出令人信服的愿景。</p> <p>Translate this vision into a clear strategy underpinned by measurable goals to support the growth of the School. 将这一愿景转化为明确的战略，以可衡量的目标为基础，以支持学校的发展。</p> <p>Work closely with the Head of College and other members of the senior leadership team in contributing to the development of the overall strategy for Fettes College Guangzhou, with particular focus within the Senior School. 与学院院长和高层领导团队的其他成员紧密合作，为广州菲特斯学院的整体战略，特别是高中的发展做出贡献。</p> <p>Establish and improve school rule, regulations, and routines in compliance with the national educational criteria. 建立并完善学校规章制度，以反映最好地交付国家教育重点的要求。</p> <p>Direct the work of the school, within the school's own policies, whilst organising the formulation, implementation and inspection of the work plan, and constantly propose improvement measures. 指导学校工作，确保完成学校的教育任务，同时组织制定，实施和检查学校工作计划，建立和完善学校规章制度，并不断提出改进措施。</p> <p>2. External engagement</p> <p>Be a compelling ambassador for Fettes College Guangzhou, effectively communicating the School's vision and ethos to prospective parents, with particular focus within the Senior School. 令人信服，将学校，特别是高中的愿景和精神有效地传达给父母。</p>

	<p>Establish good relations with local government departments or other relevant departments as the head of the department and take charge of various annual inspections of the school. 作为高中负责人与所在区域的政府部门或其它相关部门建立良好的关系，负责学校的各类年检工作。</p> <p>3. Operational management</p> <p>Under direction from the Head of Senior School: 在高中校长的领导下</p> <p>To work with the Head of College and the General Manager in the preparation of the School's annual planning and budgets. 在准备年度计划和预算时与学校负责人和总经理一起工作。</p> <p>Manage Chinese and foreign teachers in accordance with the policies, train and promote existing teachers, and coordinate with the Human Resources Department in personnel management such as teacher assessment and rating. 与外方校长合作，依据学校规章制度，对中外籍教师进行管理，做好现有教师的培训、提升，协同人力资源部做好教师的考核、评级等人事管理工作。</p> <p>Formulate and lead the delivery of CNC programme and working closely with the Heads of Middle School. Including supervision and guidance to teaching staff delivering the CNC programme, in applicable year groups. 就适用年级段制定并领导 CNC 课程的交付，包括对交付 CNC 教学人员的监督和指导。</p> <p>Contribute to the Careers and University Guidance strategy and implementation in the Senior School. 致力于职业和升学指导的方法和实施。</p> <p>Lead the timetable writing and staff contributions. This includes the delivery of CNC programme, in applicable year groups. 就适用年级段编写时间表和工作人员安排。</p> <p>Lead on pupil discipline and parental liaison in conjunction with Senior Deputy Head and Chinese Deputy Head. 与高级副校长和中国副校长一起领导学生纪律和家长联络。</p> <p>Responsible for the administration and logistics of the School, including responsibility for education budget for curriculum delivery. 负责学部的行政和后勤工作，包括 负责课程交付的教育预算。</p>
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	<p>Support the management of Senior School Librarian (Chinese). 支持高中图书管理工作。</p> <p>Improve campus software and hardware standards (such as building a smart campus platform) and team operation capabilities. 提升校园软硬件标准（如智慧校园平台搭建）和团队运作能力。</p> <p>4. Educational culture (curriculum, policy, ethos, etc.)</p> <p>Champion the Fettes ethos and commitment to a broad, holistic education. 倡导 Fettes 的精神和对广泛而全面的教育承诺。</p> <p>As a Deputy Child Protection Co-ordinator and member of the Safeguarding Team, work closely with the Deputy Head Pastoral to develop the pastoral provision in the Senior School, including sitting on the Pastoral and Safeguarding committees. 作为儿童保护的副协调员和保护小组的成员，与校长密切合作，制定高中的生活规定，包括担任生活和安全委员会的成员。</p> <p>Support and promote the distinctive boarding culture and ethos in the school, working closely with the Deputy Head Pastoral and the Boarding Team. 与寄宿团队密切合作，支持并促进学校独特的寄宿文化和精神。</p> <p>Develop and implement an effective curriculum which follows Chinese National Curriculum, and supervision and guidance to teaching staff delivering the CNC programme. 制定并实施有效的课程，该课程包括遵循中国国家课程, 对提供 CNC 程序的教学人员的监督和指导。</p> <p>Responsible for the coordination and administration of Chinese National Curriculum Examinations. 负责中国国家课程考试的协调与管理。</p> <p>Lead on tracking and assessment for learning in the Chinese National Curriculum. 负责中文国家课程学习的跟踪和评估。</p> <p>Cooperate with local and national school principals to actively understand the promulgation and implementation rules of national education laws and regulations. 协同外方校长积极掌控国家教育法律法规的颁布和实施细则。</p> <p>Cooperate with foreign principals of schools to actively track the trend and change of national basic education policies and analyse and interpret them.</p>
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	<p>协同外方校长积极跟踪国家基础教育政策的动向和变化，并积极分析解读，协同外方校长做出判断和应对方案。</p> <p>Lead on report writing and parent communication on all CNC elements within the Senior School. 负责所适年级段所有 CNC 元素的报告撰写和家长沟通。</p> <p>Implement and manage moral education programme in the Senior School. 实施和管理德育计划。</p> <p>Lead on pupil discipline and parental liaison in conjunction with Senior Deputy Head and Chinese Deputy Head. 与高级副校长和中国副校长一起领导学生纪律和家长联络。</p> <p>Lead on Senior School Security management and Health and Safety. 学部安全管理和健康与安全主管。</p> <p>5. Marketing and admissions</p> <p>Support the work of Head of Senior School who is responsible for the design and implementation of the marketing plan for the Senior School. 支持负责设计和实施高中市场计划的负责人的工作。</p> <p>Promote the implementation of school's admission strategy and complete the enrolment target and operation target. 促进学部入学策略的实施，完成招生目标和运营目标。</p> <p>6. Rules and Regulations</p> <p>Effectively transfer relevant documents from government departments, groups, and international course organizations to school employees. 有效地将相关文件从政府部门，团体和国际课程组织转移到学校员工。</p> <p>Assist the College in developing understanding and improvements in various departmental management rules and regulations for teachers and students. 协助学院发展对教师和学生各种部门管理规章制度的理解和改进。</p> <p>7. Team building and Organizational communication</p> <p>Lead on staff recruitment and induction (Chinese) for SS. 负责 SS 的人员招聘和入职引导（中文）。</p> <p>Provide assistance and leadership in areas of CPD and staff performance review.</p>
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	<p>在 CPD 和员工绩效评估领域提供帮助和领导。</p> <p>Maintain smooth communication with various departments of the school. 与学校各部门保持顺畅沟通.</p> <p>8. Others</p> <p>Report to the Head of School and complete other tasks reasonably assigned. 向高中校长室汇报，完成上级安排的其他工作。</p> <p>9. Additions</p> <p>Line-management responsibilities; performance review etc. 直线下属管理和绩效管理范围（调整中）</p>
Reporting Relationship 汇报对象	<p>Head of Senior School, Through them to Head of College and Chinese Deputy Head of College 高中校长，中外方大校长</p>
Functional Relationships 职能关系	<p>Internal: Operations and Teaching Staff, Leadership Teams, Students and Parents External: Government officials, Other school visitors, suppliers</p> <p>内部：运营和教学人员、管理团队、学生和家長 外部：政府部门、其他学校访客、供应商</p>
Minimum Typical Education 学历要求	<p>Master's degree or above, major in education or management. Overseas returnees are preferred</p> <p>硕士及以上学历，教育或管理相关专业，海归优先考虑；</p>
Minimum Typical Experience 经验要求	<p>More than 7 years working experience in education industry, more than 5 years teaching experience, more than 3 years teaching management experience 7 年以上教育行业工作经验，5 年以上教学经验，3 年以上教学管理经验</p> <p>Familiar with national curriculum standards, as well as various international courses and university applications 熟悉国家课程标准，了解各类国际课程和大学申请工作</p> <p>Experience in curriculum development of bilingual schools or experience as a bilingual school senior management is preferred. 有双语学校课程开发经验或担任双语学校高层管理经验者优先；</p>
Core Professional / Other Competencies required 核心专业/其他能力	<p>Experience in teaching research and development of the second phase of school curriculum reform is preferred 有课程改革第二阶段教学研究与开发经验者优先</p>

	<p>Proficient in team management, course management, teacher recruitment, training and other teaching process formulation and implementation 精通团队管理、课程管理、教师招聘、培训等教学流程制定与实施</p> <p>Able to work under great intensity and pressure 能承受较大的工作强度和压力</p> <p>Identify with the College's teaching and management philosophy and transfer the teaching philosophy to the staff team 认同公司的教学和管理理念，并将教学理念传递给学校管理团</p> <p>Good thinking ability and learning ability, good at observing and analysing problems, strong executive ability 良好的思考能力和学习能力，善于观察分析问题，执行力</p> <p>Have strong adaptability and internal and external communication skills, able to properly solve problems 具有较强的应变能力和内外沟通能力，能够妥善的解决问题</p> <p>Organisational and execution capabilities to ensure the implementation of various tasks 具有一定的组织能力和执行能力，能够保证各项工作的正常开展</p> <p>Have advanced school concepts, understand the development model of bilingual education, have an international perspective, and have a developed understanding and insight into relevant education models 有先进的办学理念，了解双语教育发展模式，具有国际视野，对国内外教育模式有深刻的认知和独特的见解</p> <p>Be proficient in operating Office software, EXCEL 具有良好的计算机水平，熟练操作 OFFICE 办公软件，EXCEL</p> <p>Fluent in Chinese and English, with good expression skills both spoken and written, logical analysis and classification skills, problem-solving skills, innovative, and visionary 中、英文流利，具有良好的口头及书面表达能力、逻辑分析及归类能力、问题解决能力，具备创新精神，富有远见卓识</p> <p>Possesses both ability and integrity, and is committed to long-term development in the education industry 热爱教育事业，德才兼备，致力于在教育行业长期发展。</p>
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Fettes College Guangzhou is committed to safeguarding and promoting the welfare of all the children in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold

ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

Line Manger	Print Name	Signature	Date
Head of College			
Employee			