



HURTWOOD HOUSE
CHINA

Job Specification International Primary Deputy Principal

Person Specification – International Primary Deputy Principal



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Appointment Details

The International Primary Deputy Principal HD Shanghai, will work closely with the International Primary Principal who is directly responsible to the International Chief Academic Director and National Primary Principal for all aspects of the running of HD Shanghai, from Grade 1 (age 6) through to Grade 5 (age 10).

Key Responsibilities

Teaching and Learning

- Be a pedagogical leader of the Primary School lead, coordinate and review the development and implementation of the Primary programmes including resourcing, professional development, curriculum planning, best practice, learning, assessment and reporting
- to have a thorough understanding of the purpose and aims of the School's curriculum, and ensure this is communicated effectively to all staff
- to ensure that teaching and learning are appropriately aligned with the School's value-added measures
- to foster a passion for learning, an excellent work ethic, and a culture of high expectations in which both staff and students are driven to fulfil their potential
- to oversee curriculum development, lesson planning and schemes of work
- to monitor and evaluate curriculum provision, and liaise with Subject Coordinators, as appropriate, to implement departmental action plans
- to ensure a personalised approach to learning is adopted throughout the Primary School, and a variety of learning models and groupings are used by teachers (including PBL, flipped learning, and integrated approaches)



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- to liaise with Subject Coordinators to ensure continuity with students learning, especially between key transition points such as between Prep and Grade 1, Grade 5 and Middle School (Grade 6)
- to liaise with the ESL department regarding the development and collation of Individual Education Plans for students
- to develop the best combination of International and Chinese approaches to deliver a personalised bi-lingual curriculum
- to ensure that technology is used effectively to support learning
- to ensure a consistent and high-quality approach to assessment and reporting throughout the Primary School
- to create and update curriculum handbooks and policy documents
- to plan and deliver lessons on a reduced timetable as required
- to participate fully in the HD Shanghai School co-curricular and school activity programme

Communication and Co-operation

- to work co-operatively and supportively with all staff
- to develop a collaborative and supportive culture amongst all staff, in which information, ideas and resources are shared between colleagues
- to work with National colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner
- to take on direct line management responsibility for teaching staff as directed by the International Primary Principal
- to ensure Subject Coordinators carry out staff appraisals and development in line with School policy
- to ensure that each classroom is an attractive orderly place where equipment and resources are well managed



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- to co-ordinate staff cover and liaise with office staff regarding staff absences
- to identify opportunities for staff CPD and to ensure a strong professional development framework is in place
- to assist the Leadership Team in the strategic vision for the Primary School

Administrative Function

- to assist the Primary Leaders in the smooth day-to-day operation of the School
- to liaise with the Primary Leaders to agree a timetable structure and to ensure it is clearly understood by all staff
- to lead on data management functions associated with Teaching and Learning (including, but not limited to, assessment data, student progress data and teacher performance data)
- to oversee the process of reporting to parents on student progress as required
- to oversee various administrative functions associated with classroom management eg attendance registers, homework diaries and involvement of students in the School House system
- to participate in leadership, department and parent meetings
- to liaise with Subject Coordinators and the School's finance team to monitor all budgets related to Teaching and Learning
- to actively promote, strengthen and nurture the HD School ethos and values, and ensuring that empathy, courage and wisdom are evident throughout the School community
- to play a full part in the corporate life of the School and support the School's image in the community
- to attend meetings and undertake duties as reasonably requested by the International Primary Principal



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Connection with Students

- when teaching
 - to plan, prepare and deliver schemes of work in accordance with the academic programmes set out by the school
 - to create an effective, challenging learning environment for each student
 - to provide appropriate and timely feedback on work
 - to acknowledge each student's improvement and effort
 - to encourage and monitor the progress of individual students
- to lead and participate in school activities outside the classroom, helping to deliver a broad curriculum and build a strong sense of school community
- to establish a rapport which enhances learning

Person Specification

Experience and Knowledge

- A minimum of two years' relevant leadership experience (required)
- Excellent working knowledge of the UK National Curriculum (required)
- High levels of subject knowledge (required)
- At least eight years of relevant teaching experience (desirable)
- Experience of working with children who have English as a Second Language (desirable)
- Experience working in the independent sector and/or in a bilingual school (desirable)



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Qualification

- A good degree from an established university
- PGCE or QTS

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team-working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive, flexible team player with a sense of humour



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Salary and Benefits

The successful candidate will receive excellent salary and benefits commensurate with their experience. This will include:

- Competitive, low tax salary
- Accommodation allowance
- Start and end of contract flights for employee and immediate family members
- Relocation allowance
- Excess baggage allowance
- Medical insurance for employee and immediate family members
- Annual flight allowance for employee and immediate family members
- 100% Tuition fees contribution for up to two children
- Annual bonus
- Contract renewal bonus
- Visa and legal documents sponsorship for employee and immediate family members

We recognise that the success of HD Shanghai depends on the quality, wellbeing and motivation of our staff. In addition to the salary and package structure outlined above, therefore, staff can also expect:

- A commitment to professional development
- A dedicated and passionate human resources and support team, committed to making life in China as comfortable as possible
- Outstanding career progression opportunities that arise from being part of a rapidly expanding education group in a dynamic market.