



Shanghai Concord Bilingual School
上海康德双语实验学校

JOB DESCRIPTION AND PERSON SPECIFICATION

BRITISH EXECUTIVE PRINCIPAL

Introduction

Shanghai Concord Bilingual School is the first bilingual private school in Huangpu District. Shanghai Concord enjoys the full support of the Party Committee and the Huangpu District Government and adheres to the educational policies stipulated by the Huangpu District Education Bureau, but within an internationalised context.

Shanghai Concord opened its doors in September 2017 to students aged 11 and 15, but will quickly expand with a Primary school planned to open on the same site in September 2018.

The school is located in the Huangpu District in the heart of Shanghai, in one of the most thriving, international and cultural areas of the city.

It is our intention to provide an outstanding education for both local and international students, preparing them to be the leaders of tomorrow, confident and honest, socially engaged and creative.

Shanghai Concord is proud of its association with Concord College UK and intends to emulate its longstanding tradition in holistic education, not only producing outstanding academic results, but also enabling the students to unlock their full potential in a social context. Concord alumni have gained entrance to the finest universities around the world including Oxford, Cambridge, Imperial College and London School of Economics. Shanghai Concord mirrors the educational beliefs and practices of Concord College UK and is aiming to obtain similar outstanding results. It also embraces its core values of harmony, trust and decency and intends to build a community based on these values.

The Shanghai Concord School Management Team is comprised of Mr. Xie Yingping, former Principal of the High School affiliated to Fudan University, and a leading light in the field of education in Shanghai; Mrs Joy Pan, Chinese Vice Principal and the British Executive Principal who will ensure Shanghai Concord School achieves the same level of educational excellence as Concord College UK. Together they have recruited outstanding academic staff who seek to strive for academic excellence and who will complement the students' regional, cultural and national identity with an international perspective.

Shanghai Concord is temporarily located in a fully renovated middle school building in Runan Street. The school is presently a day school, but with plans to introduce boarding for Middle and High school students in the future.

All academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the School. All teachers are expected to familiarise themselves with, and adhere to, the many and various policies and systems by which the School is managed and students cared for.

Teachers at the School are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest qualities. Staff are to be in sympathy with the ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the School.

The Role

The British Executive Principal of the School shall directly report to the Board of the School.

The British Executive Principal shall be responsible for the management of the School with the assistance of the Deputy Principal, which shall be in accordance with the policies, rules and regulations of the School, any resolutions and decisions made by the Board of the School, and any applicable laws and regulations.

The successful candidate will be expected to combine the ethos and culture of Concord College, UK within the framework of the Chinese education system. This will require an awareness of and sensitivity towards cultural differences. Experience of teaching overseas students is therefore a considerable advantage.

He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher who can lead by example, who is committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of the School. Timetabling and strong ICT skills would be an advantage.

Main duties and responsibilities to include:

The British Executive Principal shall fully implement the teaching, education administration, and day-to-day administration of the School, including but not limited to:

- implementing the School's three-year development plan and annual work plan, and realizing the achievement of both long-term and short-term targets, including but not limited to the student enrolment rate and achieving strong and positive inspection results, with the assistance of the Deputy Principal;
- being responsible for formulating and carrying out English language teaching activities and international courses, including A-levels, GCSE/IGCSE, Extra-Curriculum courses, appropriate courses for SAT preparation, and other courses essential for realizing teaching objectives with the assistance of the Deputy Principal, ensuring that the quality of education is of a high standard; as a reference, the aforesaid "high standard" means that, A * and A grades with respect to A-level shall be no lower than sixty five percent, and A+ and A grades with respect to GCSE shall be no lower than seventy percent according to professional rating agencies,

starting from the fifth operational year of the School, and other standards formulated by the Board of the School from time to time;

- formulating the School's admission policy in each year in preparation for the following year with the assistance of the Deputy Principal, setting out School's admission standards and requirements that including but not limited to the entrance tests for the students, and pursuant to the final admission plan approved by the Board of the School, giving the Deputy Principal instructions on organizing and implementing admission matters, and ensuring compliance with and maintaining the School's admission standards;
- formulating plans for setting up the School's academic and non-academic departments, including but not limited to defining the responsibilities and duties of each position in the School, with the assistance of the Deputy Principal;
- being responsible for the overall personnel management and implementing the final policy approved by the Board of the School regarding the recruitment, retention, and promotion of heads of the academic departments, heads of other departments and teaching staff, carrying out relevant work, including but not limited to recruiting high-quality and appropriate senior educational staff to carry out English teaching activities and the abovementioned international courses, with the assistance of the Deputy Principal;
- being responsible for the overall management, implementing the appraisal process for teaching staff, working out the relevant development plan of teaching staff, and implementing the aforesaid plan with the assistance of the Deputy Principal to promote teaching quality. The British Executive Principal shall conduct day-to-day supervision and management of teaching staff with regard to their teaching quality, and shall be responsible for such teaching quality;
- organizing and coordinating the execution of the School's management regulations and rules among various departments of the School, and being responsible for relevant education management system running;
- convening and presiding over the School's administration meetings, and resolving the problems discovered during the School's daily management and administration;
- communicating with the Deputy Principal on the School's daily operation and management, which includes quality control, curriculum development, etc.;
- communicating with the Deputy Principal on matters including, but not limited to, student performance, safety issues, and welfare; and
- organizing and establishing the school-parent association or similar organizations, developing a long-term and effective method for communication between the School and student parents, and communicating with student parents, with the assistance of the Deputy Principal.

External Communication

The British Executive Principal shall, in association with the Deputy Principal, using his/her profession skills and experience, liaise, communicate with and represent the School in meetings with external institutions, especially other schools, government departments, educational administrative departments, education service agencies in China, the United Kingdom and other potential countries, and reporting the outcome of such meetings to the Board of the School, and promoting the School's external communication channels and co-operation with other relevant institutions.

The British Executive Principal shall implement any other matters related to the School's daily management assigned by the Board of the School.

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a local or national government or school board reform) or as a result of Concord-based initiatives. The British Executive Principal should therefore expect to implement any other matters related to the School's daily management assigned by the Board of the School.

Qualifications

- a high quality degree;
- a formal teaching qualification and at least 8 years teaching experience;

Skills and Experience

- strong leadership with ability and proven experience in management at Principal or Vice Principal level.
- experience of overseas teaching or of teaching international students an advantage
- excellent administrative, organisational and ICT skills.
- experience of data management and timetabling is important
- an awareness of cultural sensitivity and an ability to work collaboratively
- a willingness to accommodate the needs of students with a variety of linguistic ability is essential;
- an ability to deal professionally and effectively with parents.

Personal Attributes

The successful applicant should:

- be a passionate about education
- have good interpersonal skills and have the ability to work as part of a team and lead a team of teachers;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a developing school;
- be able to communicate fluently and accurately in spoken and written English;
- demonstrate foresight and good judgement in the execution of managerial tasks;
- be confident in handling students at both ends of the academic spectrum;
- be confident in handling parents with tact and diplomacy;
- be flexible in outlook and amenable to change.

Hours of Work

Shanghai Concord staff are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support school events as far as possible, and contribute to the broader life of the School.

Remuneration and Benefits

3-year fixed term contract with a gratuity at the end of the third year.

A comprehensive remuneration package that includes medical insurance, accommodation allowance and flights. Salary to be determined in the light of qualifications and experience of the successful candidate, but in the region of 100,000 GBP, after tax. Relocation and accommodation allowances, health insurance and annual flights to and from the UK are included in the benefits package. Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Induction of New Staff

There is to be a thorough induction programme for new staff. The main induction will take place just prior to the start of the new academic year at the end of August, but it is anticipated that the successful applicant will take up their post as soon as possible.