



## Shenzhen College of International Education

**Job Title:** Pastoral Deputy Principal - PDP

**Employment Type:** Full Time

**Start date:** 1st August 2024

[Shenzhen College of International Education](#)

### WELCOME TO SCIE – STRIVING TO BE THE BEST

**Enjoy teaching students who want to learn at the highest level**

**Quality of life matters – teaching load only 50% timetable**

**Fully CIS & WASC accredited school founded in 2003**



### Position Profile

- Direct UK teaching experiences preferred
- Ability to teach high achieving students
- Degree in area of expertise for teaching
- Teaching qualification (PGCE, MEd or equivalent)
- Leadership experience (minimum 4 years)

### Specific Responsibilities

- PDP is part of the Principal Team and the SLT. The line manager of PDP is the Principal.
- Pastoral programme: PDP is responsible for the management of the entire pastoral programme.
- Line management: PDP is overall line manager for all pastoral staff. In particular they are line managers for:
  - a. Heads of Years (HOY). Hoy are part of the SLT and have whole school responsibilities for PSHE curriculum, student mentoring programme, attendance and behaviour. The Head of A2 will support the Graduation ceremony
  - b. The College university application process
  - c. The College well-being centre of school counsellors and medical staff
  - d. Pastoral Assistant Principal (PAP). PAP has responsibility for:
    - i. Student discipline regulations
    - ii. Extra-curricular activities programme
    - iii. Student leadership and the student union
    - iv. House system
    - v. Student attendance and leave
- Direct responsibility for
- Pastoral care for students and the form tutor system

- Student well-being, child safe-guarding and guidance counselling
  - Monitoring of field trips
  - Registration and induction of new students
  - The Student/Parent Handbook and Safe Practices Handbook
  - A2 student graduation
  - Budget Scrutiny: The approval of PDP is required for all expenditure related to Pastoral programs.
  - Liaison: PDP must work closely with the other Deputy Principals to ensure that all programs fit together effectively to meet the mission of the College.
  - As a Deputy Principal, the PDP will deputise for the Principal as required.
  - Any other allocated tasks consistent with the principal purpose of the position.
- These responsibilities will be carried out in accordance with the Guiding Statements of the College and with due consideration of Child Safeguarding.

## Brief Description of SCIE

UK curriculum high school (Cambridge International AS/AL & IGCSE) teaching through the medium of English to mainly Chinese students preparing for overseas universities.

The mission of the College is to educate Students in a Challenging, International Environment leading to academic achievement at the highest level, and to develop Social responsibility, Creativity, Independence and Enthusiasm, providing each student with the best preparation for future opportunities.

- Highly selective – English and Mathematics admissions tests
- Medium of instruction & communication – AS/AL English, with students functioning at first language level, mostly studying AS/AL English language or literature in A1/A2
- 2000 students, High school only – UK Key Stages 4 & 5
- Accreditation – Fully accredited by Council of International Schools (CIS) & WASC (Western Association of Schools and Colleges in US) and regional members of FOBISIA & EARCOS
- Examinations – AS/AL, IGCSE (Cambridge International), GCSE&IGCSE (Edexcel) – English, Japanese, Drama & EPQ
- Day & boarding school – teachers are not involved in boarding facility nor have evening or night duties
- Founded in 2003

## Students

- Highly motivated academic students
- Students complete IGCSE exams at end of G2, and then go on to 5/6 subjects at AS, and 4/5 at AL (including English)
- Average international exam results, grade A/A\* across school
- 47 Oxbridge offers and over 90% students applying to UK achieve offers from top 10 universities in 2023 cohort.
- US university offers including Chicago, John Hopkins, Duke, Columbia, Cornell

- Students achieve success across range of subjects including Arts, Humanities, Social Sciences, Languages, Science and Mathematics
- Class size maximum 26 at IGCSE and 24 at AS/A Level
- Huge range of ECAs with over 200 clubs both staff led and student led

## Schedule

- Working week: Monday – Friday 08:00 – 16:30 (with 07:30 start Mondays and early finish 15:00 Fridays)
- Normal contact teaching time – 24 x 40-minute periods per week (approx. 50% timetable)
- Personal time – 6 periods per week fixed in timetable when do not need to be at work.
- Extra-Curricular Activity – 1 hour per week ECA after school (16:30 – 17:30)
- CPD – large range of professional development available both online and face-to-face.
- Holidays – 1 week for October China National Day holiday, 2 weeks Christmas holiday, 3 weeks Chinese New Year holiday, Chinese public holidays, mid-June to early August Summer holiday.

## Benefits

- Published fixed salary scale (reviewed annually) based on years of teaching experience and annual progression at SCIE plus SLT responsibility allowance
- School provided accommodation (Expat apartments adjacent to campus)
- Full international medical cover (self + dependent)
- Annual flight allowance (self + spouse)
- Staff Well-being programme
- Dedicated staff gym in campus

## Application Process:

Apply by letter with CV to [jobs@scie.com.cn](mailto:jobs@scie.com.cn)

References will be taken up including direct contact with your current, or most recent employer for a safeguarding reference check and to confirm clearance from contract commitment.

Please find more information for our school on the official website:

<https://www.scie.com.cn/>