



Shrewsbury International School Nansha, Guangzhou

Job Opportunity

Position: **Assistant Principal (Academic)**

Posting Date: 22 November 2021

Closing Date: 15 December 2021

Salary: Shrewsbury School Nansha QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Three-year contract.
- Accommodation allowance during the pre-operating period; accommodation at the school campus once the school opens.
- Flight allowance at the beginning and end of each contract for international QTS teachers.
- Relocation allowance at the beginning and end of employment.
- Medical insurance.
- Opportunities for personal professional development locally, regionally, and internationally.

General:

Shrewsbury International School Nansha is planned to open in September 2022 as a K-12 School, with a curriculum based on the British National Curriculum and incorporating a strong Chinese ethos. The impressive school campus is located on the river front of the Pearl River in the Mingzhu Bay area of Nansha District and includes a local Kindergarten. Nansha District is at the geographical centre of the dynamic and fast-changing Greater Bay Area.

Shrewsbury Nansha is a school within the Shrewsbury International Asia group, including Shrewsbury International School Bangkok (Riverside and City Campuses) and Shrewsbury International School Hong Kong. The schools are affiliated with Shrewsbury School in the United Kingdom, founded in 1552 and one of Britain's famous 'Great Nine' schools.

Shrewsbury Nansha provides an exciting opportunity for an educational leader, steeped in experience of the English National Curriculum and QTS-qualified, to join the founding team which is launching this premium brand school.

The school plans to enrol the children of foreign nationals, students from Hong Kong, Macau and Taiwan, as well as categories of overseas Chinese students.

The school will have a capacity of 2,200 students ranging from Early Years to IGCSEs and A Levels in the Sixth Form. The medium of instruction will be English; however, there will be a through-school emphasis on Chinese language competence and respect for Chinese culture.

The co-curricular programme will develop the whole child with a clear focus on sport, cultural activities, community engagement and outdoor education. The uniquely designed curriculum and learning pathways, both within the classroom and in extra-curricular activity, will enable each student in our care to achieve to their best potential and fulfilment.

The school has a premium boarding facility for 900 students, from Y8 to Y13. The boarding houses will be run in the style of a British independent boarding school. Living as boarders, our students will develop strong and resilient social and emotional intelligence.

Shrewsbury School Nansha will be the latest addition to the family of Shrewsbury International Asia, joining a well-established tradition of excellence in governance, school leadership, inter-school collaboration and educational performance.

The graduates of the Nansha School will gain access to the world's top universities and will join the alumni of the other Shrewsbury Schools as leaders shaping the world of today and tomorrow.

Introduction: This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed on a regular basis, and it may be subject to modification at any time after consultation with The Principal.

The position of Assistant Principal (Academic) at Nansha School will provide many opportunities for personal and professional development, as part of the opportunity of being a founding team member who will exert an important influence on the academic standing and ethos of the school.

Responsibilities: The Assistant Principal (Academic) is responsible as follows:

- Reports to the Principal, who is the Line Manager.
- Is a member of the Senior Management and Leadership Teams with a clear responsibility to demonstrate leadership through example and delegation.
- Advances the academic priorities of the whole school in line with the current whole school strategic framework and educational philosophy.
- Creates and maintains a culture of academic purpose, discipline, and ambition in the school.
- Works closely with Principals, Year Team Leaders and Heads of Department to ensure excellent academic collaboration, liaison, and cooperation within the whole school.
- Line manages the Heads of Department including performance management, budget scrutiny and setting of standards for

annual Heads of Department reports to Governors

- Ensures the academic progress of all students through the promotion of a vision for effective teaching and learning.
- Oversees high-quality teaching in the timetabled curriculum lessons, including organising appropriate processes and training to support and develop this.
- Leads the design, implementation and review of the school curriculum and associated timetable.
- Enables the integration of educational technology and digital learning into the school curriculum
- Steers the direction and activities of the teaching and learning committee, including training and review.
- Reports, as required, to the School Board and Advisory Board of Governors.
- Guides the design and strategic oversight of the academic calendar including the planning and scheduling of reports, INSET opportunities for teaching staff, Head of Department meetings, parent-teacher conferences, information evenings, mock examinations, and study leave.
- Manages and allocates cover arrangements, as required.
- Oversees internal and external examinations and examination administration.
- Line manages the Academic administration team and works closely with the Academic Administration Manager to ensure appropriate operational support is available to academic departments.
- Assists, where appropriate, with advancing the marketing of the school and the admission of students.

Tasks:

The Assistant Principal (Academic) will:

- Teach an agreed timetable and demonstrate exemplary professional practice in the classroom.
- Draft policies relevant to the portfolio and contribute to whole-

school policy formulation.

- Design and review the Job Descriptions of the Heads of Department.
- Play a key role in the selection and recruitment of academic staff.
- Promote the professional development of teachers.
- Monitor academic staffing levels and advise the Principal on future staffing levels and requirements.
- Lead the team creating the annual teaching timetable.
- Ensure the effective functioning of the school's MIS to deliver academic priorities and reporting.
- Prior to Term 1, be available during the publication and processing of public examination results; and assist with the induction of new staff.

Candidate
Profile:

The Assistant Principal (Academic) is expected to:

- Be an experienced academic leader (at least five years) in the excellent delivery of the English National Curriculum, with experience of international schooling an added benefit.
- Be qualified with a relevant postgraduate qualification.
- Play a leading role in the founding team, showing willingness to be adaptable and to take on a wide variety of responsibilities and tasks within the academic team during the founding years of the school.
- Demonstrate leadership through a high-profile and proactive presence in daily school life.
- Develop and position the academic curriculum at the heart of the school's priorities.
- Encourage a culture of curriculum innovation and best practice.
- Be a role model for students and staff.
- Administer the portfolio effectively and efficiently.
- Maintain close contact with Heads of Department and establish

respectful and collaborative working relationships.

- Manage a range of tasks simultaneously and demonstrate a clear understanding of priorities and delegation.
- Communicate clearly and effectively amongst staff, students, and parents.

Child
Safeguarding:

Shrewsbury School Nansha is committed to Safeguarding and Child Protection, promoting the welfare of children. The successful candidate will be required to:

- Attend in-house Child Safeguarding programmes.
- Promote and safeguard the welfare of all students in the school.
- Report to the Designated Safeguarding Lead any concerns relating to the wellbeing and welfare of a student.
- Keep professional relationships with students where personal boundaries are respected and maintained.

Requirements:

- Relevant criminal check prior to the start of contract.
- Formal proof of identity with photo ID and / or Passport.
- Submission of appropriate referees to be contacted prior to a job offer and contract being concluded.
- Verification of original qualifications.

How to Apply:

Submission via email to recruitment@shq.asia of a motivation letter and a curriculum vitae, with names of three referees, to the Principal of Shrewsbury Nansha, Dr Jack Chou.