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**ST PAUL'S**  
GIRLS' SCHOOL



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# Information for Candidates Applying for the Role of

## Head of SPGS International Chengdu

(including Head of Senior School)



## INTRODUCTION

With the opening of our secondary section in September 2022, SPGS International and Herald Education Hong Kong seek a passionate and experienced Headteacher to lead our rapidly expanding K-12 school, SPGS International Chengdu.

Chengdu is the capital of the Sichuan province and hosts the internationally renowned breeding centre for giant pandas. It is situated three hours from Hong Kong by plane in an area renowned for its fertile land and temperate climate. The surrounding Chengdu Plain is bordered by mountains and forests. The city has a population of 8 million.

As a newly rising city, Chengdu is becoming more and more significant at an international level. In 2018, 285 Fortune 500 companies started business in Chengdu, including 198 overseas companies. Among those companies, 121 were established in the prosperous and fast-growing Hi-Tech District in Chengdu. Also in 2018, the Chengdu Government announced investment for major infrastructure and business projects totalling over 833 billion RMB.

Chengdu is the most popular city for overseas nationals in the middle-west part of China with around 20,000 expats from 160 countries living in Chengdu as long-term residents.

## THE SCHOOL

### ***St Paul's Girls' School London***

St Paul's Girls' School enjoys an exceptional national and international reputation for scholarship and academic ambition, encouraging its students to be leaders in a huge variety of fields. With 775 girls aged between 11 and 18, the school chooses not to be measured by its exam results although these results are consistently stellar. Students explore ideas well beyond the curriculum and enjoy the pleasure of learning for its own sake in a vibrant and inspirational atmosphere. Independence of mind is much valued.



### ***Shengbo Chengdu***

The opening of SPGS International Chengdu's early years and primary section in autumn 2021 marks the start of an exciting new partnership between SPGS International and Herald Education Hong Kong. The secondary section of our school will open to students in September 2022 from which point SPGS International Chengdu will rapidly grow to become a full K-12 school.

Based in the dynamic and cosmopolitan Hi-Tech District in Chengdu, the school is well located to ensure the successful recruitment of students who share our academic aspirations and global vision.

SPGS International schools will advocate a growth mindset to create future global leaders and valued citizens by blending the core ethos and DNA from St Paul's Girls' School in London with Chinese cultural consciousness and methods. The school will create a space for children to learn, grow and thrive physically, emotionally and academically. Each pupil will have exceptional learning experiences and support to achieve their full potential academically, socially and emotionally.

Independence and individuality will be encouraged within the school campus. A list of rich extra-curricular activities will ensure that students are given every possible opportunity to develop a broad and rounded education. The creative arts will be an integral part of the curriculum with a performing arts centre and art gallery on the campus. Benefiting from St Paul's Girls' School's own music strengths as the school where composer Gustav Holst was the first Director of Music and Composer in Residence, SPGS International schools will advocate music as a core value to their students. The schools will encourage students to develop leadership skills through their learning and extra-curricular activities. Through our creative technologies programme, students will also take advantage of being situated in areas with highly developed technical opportunities to ensure that digital creativity and innovation are able to thrive within the school's educational provision.



## **THE ROLE**

We are looking for an inspirational Head of School to lead the next stage in the development and growth of SPGS International Chengdu. The Head of Junior School reports to the Head of School who also has direct responsibility for the leadership of the secondary section.

The position provides an exceptional opportunity for a forward-thinking educator with a global perspective and a desire to steer the creation of a learning community characterized by strong relationships, collaboration, diverse interests, and a rigorous educational mission.

The Head of School must be a strong educational leader. Reporting to the Managing Director of Herald Education Hong Kong in the first instance, the Head has overall responsibility and accountability for the academic and administrative leadership of SPGS International Chengdu.

The Head will be responsible for ensuring the successful launch, growth, and sustainability of SPGS International Chengdu's secondary division, as well as ensuring the ongoing progress and development on the early years and primary divisions.

Specifically, the role will involve the following responsibilities:

### ***Pre-Opening***

- Work with the Head of Junior School to develop a compelling vision and mission for a thriving and highly successful school
- Translate the vision into a clear strategy underpinned by measurable goals to support the growth of the school
- Work closely with the Head of SPGS International Shengbo Senior School Shenzhen to implement a staffing structure which is effective and in line with others across the group of schools
- Recruit senior staff and support the recruitment of teaching staff



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- Support the marketing and student recruitment systems and processes to meet the enrolment projections for the school
- Shape the secondary curriculum, co-curricular and extra-curricular programmes and ensure that they are aligned with the mission and vision of the SPGS International brand
- Establish policies, systems and processes to enable the smooth opening and running of the secondary school
- Ensure that appropriate systems, educational materials and resources are in place when the school opens
- Ensure that all staff understand the school's mission and strategies, and therefore their roles in contributing to the success of the school. Supporting all staff to fulfil their potential and preparing them for taking up their responsibilities
- Prepare the school for all required inspection and accreditation regimes

***Long-term, the role will involve:***

The Head's responsibility is to lead the secondary school and, working with the Board of Directors and Head of Junior School, to set the strategic direction for the whole school, translating strategic objectives into actionable plans and - through the senior management team - ensuring that those plans are followed through in practice.

Together, the Head and senior management team set the tone for the school, ensuring that appropriate standards are set and maintained. It is the role of the Head to lead by example, to encourage the development of leadership at all levels and to ensure effective communication between the various elements of the school community.

The Head should keep the staffing structure of the school under review and, when necessary, further develop management and organisational structures to enable the school to fulfil the strategies and objectives set by the Board of Directors.



Members of the senior management team carry substantial delegated authority and are accountable to the Head for their areas of responsibility. The Head nonetheless is expected to be accessible to staff, students and parents and to engage with a wide range of individual issues as appropriate. The Head's overriding responsibility is to ensure a happy, successful, and well-regulated school where the needs and best interests of students come first.

**Once the school is operational the Head will be responsible for:**

***Strategic planning, leadership and delegation***

- Working with the Board of Directors and the Founding Head of SPGS International Shengbo Senior School Shenzhen to develop the school's long-term strategic direction, including engaging the staff, parents and pupils in whole school thinking
- With the Board of Directors and senior management team, formulating the school development plan
- Having overall responsibility for the school budget
- Working with members of the senior management team both individually and as a team, defining objectives as well as encouraging independence and leadership within each delegated area to:
  - ensure that appropriate curriculum development, programmes of study and enrichment provision, effective selection and processes for preparation for all stages of education are in place
  - ensure that the management and overall welfare provision for staff are appropriate, that there is high quality co-curricular provision and that the school runs efficiently from day to day
  - ensure that pastoral care is exemplary and that all legal obligations for safeguarding are met



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- ensure that the culture of the school is one of academic enquiry and the pursuit of scholarship
- ensure that the school's premises are well maintained and the building programme is running to plan
- see that appropriate business mechanisms are in place to achieve legal compliance in all areas, paying attention to financial and risk management and the effective interface between the Board of Directors and the executive team
- As a whole, giving effective leadership, delegated authority, experience and professional development to individual members of the senior team

### ***School and students***

- Giving leadership to the school community and reinforcing values and ethos, for example through regular assemblies
- Promoting a love of learning and a culture of scholarship throughout the school
- Supporting staff and pupils in a wide range of curricular and co-curricular activities
- Ensuring the effective engagement of the student body in the development of ethos and in decision making
- Creating opportunities to get to know students and engage with them in small groups
- Ensuring that special achievements either by students or staff are recognised and applauded and that key milestones and events are appropriately celebrated
- Ensuring that pupils are prepared for the next stage of their academic lives and that ultimately they aspire to continue their studies at leading universities around the world
- Contributing to the academic life of the school as appropriate



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### ***Staff***

- Attracting, recruiting, appointing and retaining the best teaching and administrative staff, ensuring that they receive induction and continuing professional development, helping them to fulfil their potential and preparing them for greater responsibility within or beyond SPGS International schools.
- Communicating regularly with staff including through staff meetings and briefings and ensuring that there are appropriate channels for consultation on major issues
- Ensuring that the HR department provides an appropriate service to all employees and expert professional advice to senior staff
- Providing personal support/mentoring for staff where appropriate

### ***Parents***

- Ensuring that parents feel included in the school community
- Engaging parents with the values and ethos of the school, for example through public statements and other media
- Ensuring effective communication with parents and efficient information flow through newsletters, parents information evenings, parent education seminars etc.
- Providing channels for consulting with parents on major issues and matters of school policy where appropriate
- Being accessible on an individual basis as necessary

### ***Admissions, communications, the wider community and outreach***

- Leading the school's marketing activities in Chengdu and promulgating its values and ethos in the wider community e.g. at open events and through published materials and the website
- Ensuring that the school develops and retains its competitive advantage, and is attractive to prospective families



- Overseeing the recruitment of students and ensuring this is appropriate, i.e. all aspects of marketing, outreach and admissions
- Representing the school to the outside world as necessary, including by writing and speaking in the national media on educational matters or other issues of public concern
- Ensuring that the school has an integrated communications strategy appropriate to its evolving needs

### **Overall**

Setting the tone for the whole school community, providing stability and confidence, harnessing the creative energies and enthusiasms of others to ensure clarity of focus as the school moves forward.

### **THE PERSON**

The successful candidate will be an academically strong graduate with scholarly instincts and a first-rate teacher with a proven leadership record. He or she will have had a minimum of two years' experience as a Head or Deputy Head and be able to demonstrate successful oversight of significant strategic whole-school change. Experience of secondary education is essential.

He or she will possess, and be able to demonstrate, the following:

- An Education Administration or Teaching Qualification
- Significant experience of working in UK independent schools. Experience of international schools which follow the British curriculum and share the British independent school ethos is desirable.
- A commitment to holistic child development
- An appreciation of the importance of academic scholarship in education
- Flexibility to learn and adapt to new cultures and situations
- A passion for international educational development
- The ability to develop and deliver a compelling vision for a new school



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- The ability to translate the vision into a clear strategy underpinned by measurable goals to support the growth of the school
- The ability to understand, empathise with and enjoy the culture, ethos and values of SPGS International
- The ability to inspire and motivate pupils to fulfil their potential
- The ability to inspire and motivate staff to strive consistently for excellence
- The ability to win and retain the confidence of parents
- A collaborative approach to leadership and management which encourages and enables everyone to contribute to and feel part of the School's success
- The ability to listen and take advice, balanced with an inner strength and a willingness to take difficult decisions
- Outstanding communication skills (oral, written and digital) from the written word to public speaking
- The ability to deal with the media
- Strong ambassadorial skills with which to promote and market the school
- The skills with which to work effectively and productively with the Board of Directors
- Strong financial and business sense
- Outstanding teaching skills
- Strategic and pragmatic thinking with strong educational vision
- A clear ambition for the school as a whole and the students as individuals
- A determination to ensure the school remains at the cutting edge in key areas, including teaching and learning and the best of educational technology
- The skills to ensure that the school is compliant with all required legislation and regulation, including health and safety and safeguarding
- Organisational and time management skills
- Dignity, warmth and a sense of humour



## **TERMS AND CONDITIONS**

A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

### **GENERAL NOTES**

- A highly competitive and negotiated remuneration package is available, with a salary commensurate with the seniority of the post and the experience of the successful candidate. In addition to a highly competitive salary, benefits include: Investment/Retirement scheme, Housing and Utilities Allowance, Personal Effects Shipping Allowance, Annual Airfare Allowance, Visa Assistance Allowance, Medical & Dental Insurance, Life Insurance
- Full tuition support in the same school will be provided for the Head with school-age children.
- Holidays are in line with the school calendar, but the Head should expect to be available for some periods outside of term-time.
- The Head's performance will be subject to a regular appraisal review by the Board of Directors
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form
- Candidates will be asked to undertake identity and qualification checks which conform to the school's Safeguarding Policy. They must also agree to references being taken up at the final stage and checks made with past employers
- The successful applicant will be required to have a medical examination paid for by the school
- The appointment is subject to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report



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Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

## **THE APPLICATION PROCESS**

The closing date for applications is Friday 30 April 2021.

Interviews will be held, during the week beginning Monday 10 May.

It is expected that the successful candidate will take up the position in January 2022 or shortly thereafter.