



Appointment of Assistant Principal Academic

The Perse School, Suzhou is seeking to appoint an inspirational and innovative leader to take responsibility for all aspects of the academic curriculum provision of this new school. This is an exciting opportunity to be a founding member of the senior leadership team and to shape the future of what will be a leading day and boarding school in the city.

Full details about the School, its locality, and the relationship with The Perse School Cambridge can be found on the school website www.perseschool.cn. The accompanying staff recruitment brochure also provides further information about the school and living and working in Suzhou, China.

Applications are to be made using the application form. Any queries regarding the application process should be directed to The Principal, Naomi Atkins on principal@perseschool.cn. Completed application forms should be sent to HR@perseschool.cn.

Safer Recruitment The Perse School Suzhou is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school will carry out a number of pre-employment checks. The information you will be asked to provide is required so that the school can comply with these obligations and expectations should your application be successful.

Where practical, interviews will be conducted in person. All interviews (online or in person) will explore the candidates' suitability to work with children.

Data Protection Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Interviews are to be held at The Perse School Cambridge, UK between Thursday 30th January and Friday 7th February 2020. However you may be contacted at any time after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process, therefore early applications are encouraged.

The closing date for applications is **Sunday 19th January 2020 at Midnight GMT.**



Job Description: Assistant Principal Academic

The Assistant Principal Academic will be a member of the senior leadership team. The senior leadership of the school will initially comprise the Principal, Assistant Principal Academic, Assistant Principal Pastoral and the Business Manager. It is expected that this senior leadership and management structure of the school will evolve over-time as student and staff numbers increase.

The Assistant Principal Academic will be responsible for all aspects of the academic curriculum initially including assessment and reporting, timetabling, teaching and learning and the careers and guidance programme. However additional positions of responsibility will be created over-time to support the Assistant Principal Academic in their role. The post holder will also teach up to one third of a timetable.

As founding Assistant Principal Academic, the successful candidate will demonstrate the flexibility and entrepreneurship that would be expected within a start-up international school and to contribute to the senior leadership of the school as a whole.

Key areas of responsibility:

- To actively support the vision, aims and values of the school;
- To be responsible for the academic progress and achievement of students within the school;
- To line manage and be responsible for the review and development of all heads of academic departments;
- To chair the heads of department meetings;
- To ensure that all schemes of learning are appropriate and regularly updated and reviewed;
- To ensure that departmental handbooks are complete and regularly updated and reviewed;
- To work with the principal to monitor and devise strategies to improve the quality of teaching and learning within the school;
- To be responsible for all aspects of assessment and reporting including the organisation of parents' meetings;
- To develop a system of tracking to monitor student progress and to devise a system of interventions to improve students outcomes;
- To produce the school timetable;
- To be responsible for the daily cover and duties rota to ensure the effective supervision of pupils;
- To be responsible for the rota for the evening supported study sessions;
- To lead the options process for both IGSCE and A Level and produce the accompanying literature;
- To conduct the annual work scrutiny and to act on the results;
- To lead and manage both internal and external examinations;
- To develop and lead the Perse Plus programme of academic extension activities;
- To keep up to date with local and international initiatives relating to curriculum design, qualifications frameworks, assessment and teaching and learning;
- To line manage and be responsible for the review and development of the SENCO;
- To contribute to the production of promotional materials as part of the school's marketing strategy;

- To work with the Principal to interview and select new students;
- To work with the Principal to select and recruit new staff;
- To work with the Principal to prepare for the annual inspection and any future accreditation;
- To work with the principal to produce and review the school development plan;
- To work with the Principal to produce the annual budget;
- To work with the Principal to plan and deliver a high quality CPD programme;
- To support the Principal in ensuring an effective working relationship with The Perse School, Cambridge;
- To promote the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Person Specification: Assistant Principal Academic

Qualifications and Experience

- High class honours degree.
- PGCE or equivalent teaching qualification (desirable but not essential).
- At least 3 years curriculum leadership experience.
- Experience of teaching both IGCSE and A Level.
- Experience of working in a boarding environment.
- Experience of working in an international school particularly in China (desirable but not essential).

Personal Competencies and Qualities

The ideal candidate will be one:

- with a sharp and analytical mind that can see both the big picture and the small detail;
- with excellent written and oral communication skills;
- who is a good judge of people, processes and situations, and who listens well and reflects on information and advice before making decisions;
- who has an excellent understanding of curriculum development and prevailing trends in global and British education;
- who is able to recognise development needs and be able to coach to improve performance;
- with the ability to motivate and inspire others - both colleagues and students;
- with a considerable work-rate and high degree of accuracy and administrative efficiency;
- with the PR skills, gravitas and public speaking talents needed to represent the school on public occasions;
- with diplomatic skills to deal with potentially contentious parental, pupil, staff and public concerns;
- with a natural sense of authority (without being authoritarian) and the ability to inspire and enthuse others;
- with an understanding of the day-school / boarding school interface;
- with a creative, imaginative and positive approach to problem solving;
- with a generosity of spirit which accepts that there will be a significant amount of out- of-normal-hours work to be done;
- with resilience and stamina.