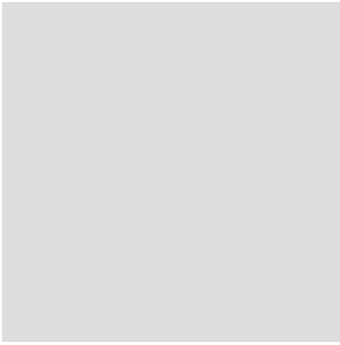


# Kellett School



Candidate Brief  
Deputy Head of School (Inclusion)  
Kellett School - The British International School in Hong Kong



## Dear Applicant

Thank you for your interest in the post of Deputy Head School (Inclusion) at Kellett School, The British International School in Hong Kong

Kellett School is seeking a dynamic Deputy Head of School with proven leadership and management skills who will have responsibility for the overview of Inclusion (three INCOs and other support staff) across both Preparatory Schools and the Senior School.

The attached *Candidate Brief* provides an introduction to the School; and outlines the scope and responsibilities of the post. I encourage you to visit the School website for a comprehensive overview of the School.

The post is a Senior Management role, with a generous remuneration package, which reflects the importance we place on appointing a colleague of the highest calibre. Details of the package will be provided to all shortlisted candidates.

I do hope having read the *Candidate Brief* and satisfied yourself that you have the necessary skills and experience to fulfil the role that you will wish to pursue the post further. All applications will be handled in the strictest confidence and the information you provide will be used solely for the purpose of recruitment.

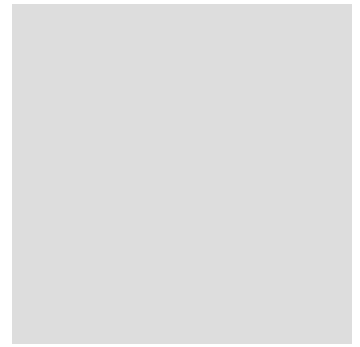
Yours sincerely

Ann McDonald  
Principal

# Candidate Brief

## Deputy Head of School (Inclusion)

Kellett School - The British International School in Hong Kong



### Background

Afforded charitable status by the Hong Kong Government, Kellett School is a leading provider of quality British style education, in a day school setting, to the English speaking community in Hong Kong for children aged 4 to 18 years. The school occupies two purpose built campuses one on Hong Kong Island (Pok Fu Lam), the other on the Kowloon Peninsula (Kowloon Bay) which together offer 1,400 student places.

**Pok Fu Lam** opened in 1976 the Pok Fu Lam Campus is a three form entry Preparatory School for a maximum of 480 students aged 4 to 11 years.

**Kowloon Bay** opened in September 2013, the campus accommodates a further two form Preparatory School with 320 students on the roll and a Senior School which currently accommodates 570 students aged 11-18 years.

### Kellett School Association Ltd

Kellett School is a registered company with limited liability that operates as a not-for-profit company, and is recognised by the Hong Kong Inland Revenue Department as a charity. All parents are members of the 'Association' and the operations of the school are overseen by a Board of fifteen Governors, three of whom are ex-officio; The Principal, The Director of Finance & Operations (Bursar) and an Education Advisor, (The Principal and the DFO (Bursar) are non-voting).

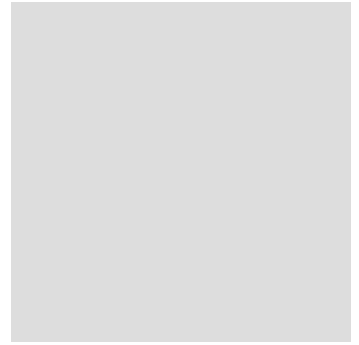
The Board of Governors are the Directors of the Company and have oversight of its operations including;

- The appointment and tenure of the Principal and Director of Finance & Operations (Bursar)
- Approve the appointment of Heads of School
- Compliance with relevant ordinances
- Financial oversight
- Approve school policy
- Commission independent inspection

Company Secretary Services are provided by Baker and Mackenzie, Hong Kong and the appointed auditors are KPMG.

The day to day operations of the school are delegated to the Principal, who working closely with the Senior Management Team (Director of Finance & Operations (Bursar), Heads of Schools, HR Manager, Admissions Director and Director of Development & Community Relations and Senior Accountant,) manages the school reporting to the Board on a regular basis. Heads of School enjoy autonomy to lead their campus within a delegated structure. The Heads of the Kowloon Bay and Pok Fu Lam Preparatory Campus and their teams work closely together. A stable video conferencing facility supports cross campus meetings.

Kellett School is a founding member of Federation of British International Schools in Asia (FOBISIA) and is inspected under the UK Government's British Schools Overseas scheme. The majority of its students are the dependants of expatriates working in Hong Kong on short to long term assignments. The Preparatory Schools are oversubscribed in the lower and mid years; admissions to the senior school are ahead of projected numbers.



# Kellett School

Kellett School has grown to earn an enviable reputation...

...as one of Hong Kong's leading independent International Schools where students learn with growing independence, in a challenging and stimulating environment. High academic achievement is realised within a broad curriculum embracing 21st Century learning, creativity, the arts and sport, taking into account Hong Kong's unique position in South East Asia at the gateway to China.

We are proud of our students and all that they achieve; they lie at the heart of our community. Kellett students are eager to learn, embrace opportunity, take pleasure in their own success and that of others, are caring of each other and in the wider community, compassionate, and proud of their school and all that it embodies.

Our two purpose built campuses provide modern facilities and generous resources. Student learning is supported across the school by enthusiastic and committed teachers, small classes, low student-teacher ratios and robust pastoral care, ensuring that each of our students understands that they are valued and secure within our community.

Kellett School reflects the best of British education, offering seamless transfer to and from leading British Independent and British International Schools worldwide, and private schools in the USA and Australasia. Our community is one which facilitates siblings being educated together and where parents play a vital partnership role in their child's education.



## School Demographics

The School is required by the Hong Kong Education Bureau to maintain a minimum of 70% overseas passport holders, the current demographics as a percentage of total admission is:

British – 57%  
Australasian – 11%  
Hong Kong – 7%  
USA – 6%  
European – 6%  
Other - 13%

Kellett welcomes students of all abilities, including a limited number of students whose individual needs can be met in a main stream school setting. The school makes no EAL provision; students must be able to access the curriculum at a level appropriate to their age. The Deputy Head of School manages Inclusion across the school, including a Senior School Learning Centre designed to support a range of specialist inclusion provision, occupational therapy and speech and language therapy.





## Looking To The Future

Kellett School enjoys an enviable position within the Hong Kong market. The School can look to the future with confidence; building upon Kellett School's tradition of offering high quality British style education at a level comparable to respected day schools within the UK independent sector. Kellett School is already a leading British International School in the region; it now strives to be *the leading British International School*.

For further information please visit [www.kellettschool.com](http://www.kellettschool.com)

## **Our Campuses**

### **Pok Fu Lam**

The Pok Fu Lam campus is located in Hong Kong's Southern District of Wah Fu at the foot of Mount Kellett and overlooking Kellett Bay, giving the School's two main buildings the names "Mountain Wing" and "Ocean Wing". The premises provide an enviable range of facilities rarely found in a preparatory school of its size.

The Mountain Wing was completed in 2007 and houses a large multi-use auditorium and a well-resourced school library, in addition to a number of classrooms.

The Ocean Wing has been recently refurbished and in addition to classrooms has a fully equipped science lab, dance and drama studio, ICT suite, language lab, SEN learning support base, gymnasium, music rooms, art studio and a children's bookshop. The "covered area" provides a large indoor space for the Reception and Year 1 children to take part in structured collaboration and play activities. An Astroturf playground, adventure playground and attractive garden provide outside space for play, sports and other learning activities.

Located between Queen Mary Hospital and Aberdeen, the campus is easily accessed and runs a comprehensive bus service to the main residential areas on Hong Kong Island.

### **Kowloon Bay**

The state-of-the-art Kowloon Bay campus was opened in 2013. It accommodates a further two form entry Preparatory School with 320 students on the roll and a five form entry Senior School in Years 7 and 8 with four form entry from Year 9 to Year 13 accommodating 680 students aged 11-18 years. Currently the Senior School roll is 570 and is anticipated to be over 600 next academic year.

## **ACADEMIC EXCELLENCE**

Our school has a proud tradition of academic excellence. Student learning is supported across the School by enthusiastic and committed teachers, small classes and low student-teacher ratios.

From Reception through to Year 6, our Prep children are afforded a huge range of opportunities for learning, adventure and growth. Our Prep Curriculum draws heavily upon the local environment that our children find themselves in. Looking beyond Kellett to the outside world, our children are able to gain an understanding of themselves and their responsibilities within the global community. Students study foreign languages throughout Prep School, with Mandarin being studied from Reception and French being offered as an option from Year 3.

In the Senior School, our curriculum prepares students for the GCSE and IGCSE examinations and we are proud to be one of the few schools in Hong Kong offering the prestigious A-levels programme.

### **Examination Results and University Destinations**

As a non-selective school, we are particularly proud of our high value-added scores and the vast majority of our students achieve academic results that are well above the UK average. In 2017, 99% of grades at I/GCSE were A\*-C with 62% of all grades at A\*-A. A Level results were similarly impressive with 95% of grades at A\*-C and 58% at A\*-A.

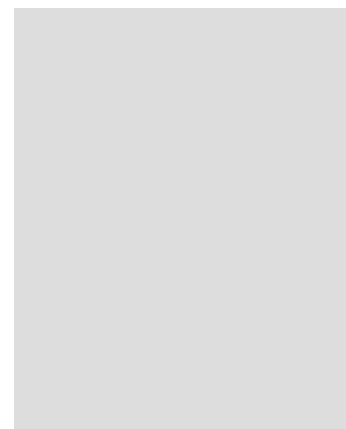
Our students consistently secure places at many of the world's leading universities and recent destinations have included the University of Cambridge, University College London, Imperial College, King's College London, the University of Edinburgh, the University of Durham, the University of British Columbia, Harvard, the University of Southern California, Melbourne University, Hong Kong University and the Chinese University of Hong Kong.

Kellett was founded by its parents and there remains within the school a strong legacy of parental involvement. Parents have high expectations of their children and their school; they are equally supportive giving generously of their time, expertise and funding additional opportunities.

For further information please visit [www.kellettschool.com](http://www.kellettschool.com)

## The Role

Title:	Deputy Head of School (Inclusion)
Responsible to:	Head of Preparatory School, Kowloon Bay
Responsible for:	Leading and managing the Inclusion Teams in developing and enacting school wide policies and provision for Learning Support (LS), Special Education Needs (SEN), English as an Additional Language (EAL) and Gifted and Talented (G&T) students – defined as Key Group Students



### Post purpose:

- To provide leadership in the development and management of teaching, learning and wellbeing of Key Group students across the school
- To lead and further develop the 'Team around the Child' approach
- To lead and further develop 'Positively Kellett' based upon the theories of positive psychology
- To manage Key Group student transition between phases, key stages and school campuses
- To lead and manage the Wellbeing Team
- To actively support the wider life of the school

### Line of Responsibility:

The Deputy Head of School Inclusion is line managed by the Head of Preparatory School, Kowloon Bay and has strong links with the Principal, the Head of Preparatory School, Pok Fu Lam and the Head of Senior School together with the Senior Leadership Teams in each school.

### Line Management:

The Deputy Head of School Inclusion shares responsibility for the performance of all Inclusion staff and overall performance of SEN students at the school. The post-holder's line management areas will be within the Inclusion Teams and Wellbeing Teams across the school.

### Job Content:

- To promote and develop inclusive learning and teaching throughout the school
- To ensure that the identified learning needs of all students are provided for
- To provide leadership in the development and management of the teaching and learning of the Key Group Students
- To plan strategically for SEND and inclusion
- To play a major role in:
  - Formulating the aims and objectives of the school
  - Establishing policies through which they will be achieved
  - Managing staff and resources
  - Monitoring progress towards whole school achievement
- To develop and coordinate targeted programmes of support for students at risk
- To raise standards of student attainment and achievement
- To monitor and support student progress across Inclusion
- To be accountable for student progress and development across Inclusion



- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies developed by the Senior Management Team (SMT) and School Leadership Teams (SLT's)
- To lead the development of differentiated and personalised learning across the school
- To be accountable for leading, managing and developing Inclusion together with the staff and students therein
- To coordinate services and agencies to provide seamless support for students further developing the 'Team around the Child' approach
- To manage and deploy effectively teaching and support staff, financial and physical resources in order to support teaching and learning
- To advise Heads of Schools on student progress to ensure identification of all students requiring differentiation

As a senior member of staff:

- Assist the Principal and SMT in the development of the school
- Assist the Principal and SMT in the implementation of school policies
- To promote the aims, objectives and ethos of the school
- Assist in the monitoring and evaluating whole school performance, as appropriate
- Ensure specific day to day functions of the school run smoothly
- Establish good working relationships with staff, students and parents/carers
- To deputise for Head of School as required

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## Application Procedure

**Applications close: 8:00am HK Time (GMT +8) on 3 December 2018**

Applicants should apply on line:

<https://kellettschool.schoolrecruiter.co.uk/>

### Interviews

Hong Kong: 7 – 9 January 2019

London: 10 – 18 January 2019

Personal data is being collected for Human Resources purposes, including assessing your suitability for the post for which you are applying. The data will be used by Kellett School and the Board of Governors. If you wish to access any personal data held by Kellett School, please contact the HR Manager. If your application is unsuccessful the personal data you supply will be retained for one year, at the end of which time it will be destroyed.

Kellett School is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination.

Kellett School is committed to safeguarding and promoting the welfare of children and young people



# Kellett School



## The British International School in Hong Kong

Pok Fu Lam Prep  
2 Wah Lok Path  
Wah Fu, Pok Fu Lam  
Hong Kong

| Kowloon Bay Prep & Senior  
| 7 Lam Hing Street  
| Kowloon Bay  
| Hong Kong

[www.kellettschool.com](http://www.kellettschool.com)