



**KELLETT SCHOOL**  
BRITISH INTERNATIONAL SCHOOL IN HONG KONG

## Assistant Head of Senior School (Scholarships, Elite University Entry and Mini-MBA)

This newly created post on the Senior School Leadership Team is to be responsible for two important areas in the Senior School. First, to run the School's student bursaries and scholarship programme including identifying and providing specialist support to students who have the potential to apply to elite universities (Oxbridge and Ivy League). Secondly, to develop, co-ordinate and administer the Mini-MBA online and taught programme and associated events.

**The post is to commence in August 2020 (or sooner if available)**

### **Kellett School Scholarships, Awards and Bursaries Programme**

Kellett School's first Academic Scholars were appointed in September 2019 drawn from students enrolled in the two Preparatory Schools. From 2020 both internal and external students will be invited to apply.

The programme is designed to roll out year on year to provide scholarships and bursaries in the areas of academic, general, sport, music and the arts. It is anticipated that a number of students selected for the programme shall seek to enter Oxbridge and Ivy League/ Elite Universities.

### **Mini-MBA**

The Mini-MBA is a programme designed for Sixth Form students and will be developed with key higher education and business partners. It is part of Kellett's commitment to prepare young people for the world of work of the mid-C21.

Year 12 students will participate in the first module of the Mini-MBA, which covers 'Personal Impact and Presence' during term one. Following this, students elect whether to continue with the Mini-MBA. Those who continue complete modules covering 'Business Performance', 'Marketing' and 'Strategy'. They will additionally complete an assignment linked to their work experience which will be assessed by course teachers. The final module is the completion of a Business Simulation Day.

## **Job Summary**

Reporting to the Head of Senior School and working closely with the Head of Sixth Form, Director of Admissions and the Bursary Committee, the appointee shall:-

## **Scholarships**

- Promote Kellett Scholarships within and beyond Kellett School;
- Select and admit eligible students within agreed criteria;
- Retain overview of students in receipt of scholarships, offering both oversight and mentoring to selected students and to those who teach them;
- Provide enrichment and advancement opportunities to scholarship students;
- Ensure appropriate oversight of their wellbeing;
- Ensure students maintain the conditions of their award.

## **Bursaries**

- Maintain the highest levels of confidentiality;
- Promote Kellett Scholarships beyond Kellett School in order to support the access of a number of students who meet the Kellett School Scholarship or Curriculum requirement for whom fees present a barrier;
- Advise and Counsel parents about the scheme and its conditions;
- Retain oversight of students in receipt of bursaries, offering both oversight and mentoring to selected students, and in absolute confidentiality to those who teach them;
- Ensure appropriate oversight of their wellbeing;
- Advise the University Bursary Panel of worthy recipients;
- Work closely with the Bursary Committee in order to support and administer the awards;
- Administer regular reviews of student eligibility.

## **Oxbridge and Ivy League / Elite University Tutor**

- Working in partnership with colleagues identify and nurture potential Oxbridge and Ivy League / Elite University applicants from Year 9;
- Develop a programme that maximises student potential through mentoring and enrichment;
- Retain oversight of selected students and their health and wellbeing;
- Advise students, their parents and teachers of potential options and expectations;
- Work in partnership with the Head of Sixth Form and the Principal ensuring potential Oxbridge and Ivy League / Elite University students are fully advised and prepared for their selected options and an alternative option.

## **Mini-MBA**

- Run events with key stakeholders and sessions delivered by external / additional speakers; secure speakers as required;
- Administer online elements of the programme;
- Foster links with leading firms in Hong Kong to develop partnerships for the programme;
- Manage the teaching team and recruit additional teachers where necessary whilst overseeing the smooth running of the taught element;

- Coordinate the assessment and moderation of student work and arrange for the award of certificates;
- Develop course content to ensure that it remains current;
- Attend Sixth Open evenings and other events as required;
- Calendar planning, room booking and other associated event requirements;
- Maintain the profile of the Mini-MBA internally and externally.

### **Duties and Responsibilities**

- Create a recruitment plan for each key entry points, Years 7, 9, and 11. The plan to include recruitment activities, participation in events, communications with prospective students/parents and associated networking opportunities;
- Complete an annual activity report to include documentation of recruitment/outreach activities and student progress;
- Utilise telephone, email, and mail to communicate with prospective parents/students in a timely manner, providing superior student service;
- Work with prospective parents/students to garner completed application files prior to enrolment and efforts to increase retention;
- Become familiar with Hong Kong and demographics to best reach suitable and deserving students;
- Collaborate with our growing alumni network to develop new student/professional networks, garner student referrals. Alumni are to be utilised at information sessions, outreaches, phoning etc.;
- Attend relevant training and conferences to support the role;
- Participate termly in events such as information sessions, orientations, registration and graduation. This shall include evenings and some weekends;
- Work in conjunction with the Director of Admissions to arrange and lead information sessions, set appointments and promote the programme in a positive manner;
- Have the ability to follow directions and complete tasks accurately as well as accept supervisory input and constructive feedback;
- Promote the highest levels of personal interaction, polished communication and professional standards;
- Liaise with the Development Department over fundraising for the AMD Bursary Fund;
- Foster strong relationships with admissions tutors at Oxbridge Colleges and with Ivy League / Elite University Admissions Offices – this will entail visiting these as part of the role.
- Have the relevant experience to potentially deliver teaching of one or more of the Mini-MBA modules.
- Work in collaboration with key education and business partners

### **Other Duties and Responsibilities**

- Play an active part in the Senior School Senior Leadership Team;
- Other duties as assigned and within the purview of the post;
- Teaching requirement of up to approximately six hours per week.

### **Person Profile**

#### **Qualifications**

- An academic background that demonstrates academic rigour and achievement.
  - Completion of an Oxbridge or Ivy League undergraduate degree is desirable but not essential;
  - Completion of a Masters-level degree is desirable.
- The appointee is required to hold an internationally recognised teacher qualification and meet Hong Kong Government Teacher Registration requirements; i.e. at least a Bachelor of Education or a Bachelor's Degree plus a recognised Teaching qualification with Qualified Teacher Status (QTS).

#### **Skills and Knowledge**

Desirable:

- Previous experience of the administration of Scholarship and Bursary administration and Oxbridge Counselling;
- Three years middle/senior school experience in a high performing British or British International Senior School;
- Excellent IT communication skills;
- Excellent knowledge of UK and US Universities and entry requirements.

Essential:

- Ability to build relationships with students and determine suitable study pathways and long-term academic goals, career and personal goals and follow them through the enrolment process;
- Able to demonstrate excellent written and oral communication skills;
- Well-developed presentation skills and public speaking;
- As an outward facing post professional attire and personal presentation required daily;
- Empathy and understanding towards high achieving students and both the ability and willingness to advocate on behalf of students who set themselves, and others who may set unrealistic expectations of them.

Sept 2019