

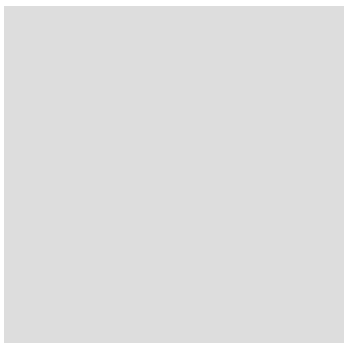
Kellett School



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The British International School
in Hong Kong

Candidate Brief
Head of Senior School, Kowloon Bay Campus
Kellett School The British International School in Hong Kong



Dear Applicant

Thank you for your interest in the post of Head of Senior School, Kowloon Bay Campus.

We seek to appoint an exceptional candidate who has demonstrated their commitment to outstanding senior school education (11-18 years and its transitions) and is conversant with the National Curriculum for England leading to GCSE/IGCSE and 'A' level and International 'A' level examinations within a rich and broad curriculum.

The vacancy arises following the decision of the highly respected and effective founding Head of Senior School, Mr Simon Giddings, to leave Kellett School following 10 years of exemplary service. The successful candidate is to inherit an 'outstanding school', BSO March 2016, that is generously resourced and poised for its next stage of development. The post becomes available in August 2018.

The post is a Senior Management role supported by a generous remuneration and benefits package reflecting the importance placed upon securing an individual of the highest calibre. Details of the package will be provided to all shortlisted candidates.

The attached brief provides information about the School; and outlines the scope and responsibilities of the post. You are encouraged to visit the Kellett School website and the Kellett social media channels in order to gain a comprehensive overview of the school as a whole and the Senior School in particular. The Living and Working in Hong Kong Section provides some helpful background to those unfamiliar with life in Hong Kong.

Should you be considering relocating overseas for the first time, Hong Kong is an ideal location. English is widely spoken, quality of life is excellent, and Hong Kong is considered one of the world's safest cities in which to live and work.

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 vacancy further. All applications will be handled in the strictest confidence and the information you provide will be used solely for the purposes of recruitment.

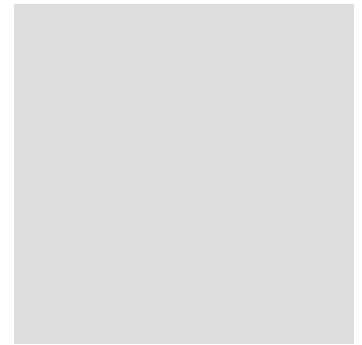
Yours sincerely

Ann Mc Donald
Principal

Candidate Brief

Head of Senior School, Kowloon Bay

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 up to 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 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 560 and is anticipated to be over 600 in 2018.

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, twelve elected from the Association membership, three of whom are ex-officio; The Principal, The Director of Finance & Operations (Bursar) and an Educational Advisor (The Principal and DFO are non-voting).

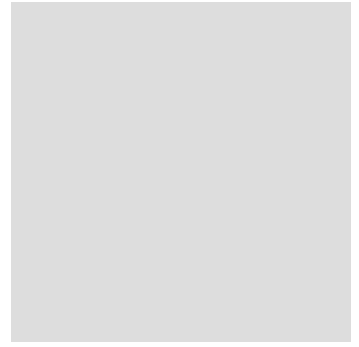
The Board of Governors are the Directors of the Company and have oversight of its operations including;

- The appointment and tenure of the Principal and DFO (Bursar)
- Approve the appointment of Heads of School
- Compliance with relevant HK ordinances and laws
- Financial oversight
- Approve school policy
- Commission independent inspection

Company Secretarial Services are provided by Baker and Mackenzie, Hong Kong and the appointed auditors are Pricewaterhouse Coopers.

The day to day operations of the school are delegated to the Principal, who working closely with the Senior Management Team (Director of Finance and Operations, the three Heads of School, Human Resources Manager, Admissions Director, Communications and Development Manager and Senior Accountant) manages the school, reporting to the Board on a regular basis. Heads of School enjoy autonomy to lead their campus within an agreed delegated structure. The Heads of Schools and their teams work closely together.

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 dependents of expatriates working in Hong Kong on short to long term assignments. The Preparatory Schools are oversubscribed in the lower and mid years; and the Senior School has a waiting list for Year 7.



Kellett School

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

... as one of Hong Kong's leading independent International Schools. Having recently been certified as 'outstanding' by the BSO Inspection, Kellett provides an environment where students learn with growing independence, in a challenging and stimulating setting. High academic achievement is realised within a broad curriculum embracing 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, and take pleasure in their own success and that of others. They 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 schools and universities worldwide. 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 are:

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. A Deputy Head of School manages Inclusion across the school, including a Senior School Learning Centre designed to support a range of specialist inclusion provisions, occupational therapy and speech and language therapy.



Our School

Our Aim, Curriculum and Finance



Our Aim

Our aim is to engender 'a love of learning and confidence for life' in each of our students, which sharply focuses the work of our entire school community.

We achieve this aim by ensuring our students:

- Achieve personal academic excellence
- Are confident, articulate and have a wide range of transferable skills
- Understand their responsibilities as members of the global community

Our Aim is underpinned by our community's commitment in providing each of its students with:

- A stimulating and supportive learning environment
- A broad curriculum and valuable extra-curricular experiences
- Meaningful challenge, opportunity and responsibility



The Curriculum

The School is proud of its tradition of academic excellence and curriculum breadth. The curriculum is based upon the National Curriculum for England (NC) leading to IGCSE/GCSE and A-level public examinations. It aims to provide seamless transition to and from British and British International Schools worldwide. It is anticipated that the majority of students upon completion of A-level study will leave to leading UK, US, Australian and HK Universities.

Kellett School provides curriculum experiences well beyond the requirements of the NC and this is reflected in generous resources to support the curriculum as a whole, the performing and creative arts and sport in particular. Curriculum and residential visits and a rich provision of extra-curricular activities combine to offer an experience similar to those of a leading UK independent day school.

Kellett School subscribes to Durham Universities, Centre of Educational Management (CEM) who manage the School's student performance data through online PIPS, MidYIS, Yellis and ALIS assessment. School data indicates that the majority of student attainment is well above the UK national average. The School's Value Added Data (VA) is particularly strong.



Finance

The School maintains a healthy financial position. It is almost wholly funded by fee and Debenture income. There is a small amount of income derived from donations, and an active Parents Association has been instrumental in funding enhanced provision for students.



Looking To The Future

Kellett School enjoys an enviable position within the Hong Kong Preparatory School market. The Senior School was established in 2007 and has enjoyed a period of considerable success as it has grown and developed.

The School can look to the future with confidence; a new school plan has been implemented to encompass the requirements of the Hong Kong Education Bureau KLB lease requirements and build 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

The Senior School

The Senior School offers five form entry in Y7 & 8 reducing to four form entry in Y9 - 11.

Currently the Senior School roll is 560 and is anticipated to be over 600 in 2018.

The purpose built Senior School was completed in June 2013 and subsequently won a number of major design awards of innovative use of space and design for learning. The campus offers a light, bright and modern environment built around a spacious open indoor atrium comprising; large bright general purpose classrooms, six science laboratories, generous library, inclusion suite, art studios, D&T suite, music rooms, , theatre, black box, dance studio, large sports hall, gymnasium, performance training gym, swimming pool and 'Sky Pitch' with astro-turf and running track. The Senior School has its own office provision, the four House Offices provide individual teacher work stations and meeting rooms and a spacious 'staffroom' is shared by all campus staff. Smooth and quiet circulation is supported by wide corridors and stairs.

The campus is generously resourced offering; a high speed network and wireless throughout. All teaching areas are fitted with interactive whiteboards. The IT system supports both Apple and PC technology. The senior school operates a one-to-one laptop programme. Generous curriculum resources are available throughout. The performing arts in general are very well represented; significant numbers of students join the instrumental programme, choir, orchestra and ensembles. There are regular music and drama performances. Kellett teams play very successfully within the Hong Kong school leagues and in overseas sports fixtures. There is a rich Extra Curricular Activities programme offering approximately fifty activities per week. There are numerous overseas visits; each year group has an annual overseas Global Outlook Week visit with a strong service element.

Academic Results

Kellett School within its available resources is generally non selective and seeks to educate family siblings together. It is an expectation that all students can access the curriculum in English. Despite the schools broad student admission profile and Y13 entering its third year of operation academic results are well above the UK average as demonstrated by the most recent provisional I/GCSE and A level results.

Academic Year 2016-2017 - I/GCSE Level Summary

Number of students in Year 11	64
Total number of grades	603
Grades A*	33 %
Grades A* - A	62 %
Grades A* - B	88 %
Grades A* - C	99 %
Grades A* - E	100 %

Academic Year 2016-2017 - A Level Summary

Number of students in Year 13	31
Total number of grades	106
Grades A*	25 %
Grades A* - A	56 %
Grades A* - B	82 %
Grades A* - C	94 %
Grades A* - E	100 %

Recent University Destinations Include:

Australia	Melbourne University
Canada	University of British Columbia
Britain	Cambridge (Girton and Homerton) UCL, Imperial, Kings, Birkbeck, Goldsmiths, Queen Mary, Royal Holloway, Durham, Edinburgh, Exeter, St Andrews, Swansea, Greenwich, Southampton Solent, Bournemouth, Bath, Bath Spa, Nottingham Trent.
Hong Kong	Hong Kong University and The Chinese University
United States	Harvard and University of Southern California; Marshall School of Business



Staffing

Senior School 2016-2017 Organisational Structure

Senior Leadership Team	• Head of Senior School • Deputy Head of Senior School (Curriculum and Standards) • Deputy Head of Senior School (House and Pastoral) • Deputy Head of Senior School (Head of Sixth Form) • Deputy Head of School (Inclusion)
Middle Leadership Team	• Assistant Head of Senior School (Examinations and Reports) • Assistant Head of Senior School (Timetable and Data) • Head of English Faculty • Head of Mathematics Faculty • Head of Science Faculty • Head of Languages Faculty • Head of Physical Education Faculty • Head of Global Citizenship Faculty • Head of Art Department • Head of Design and Technology Department • Director of Senior School Music • Head of Extend Project Department • Head of History Department • Head of Geography Department • Head of Economics Department • Head of Business Department • Head of Bowen House • Head of Clementi House • Head of MacLehose House • Head of Youde House • Assistant Head of Sixth Form • Inclusion Coordinator
Other Positions	• Deputy Head of English Faculty x 2 • Deputy Head of Mathematics Faculty x 2 • Deputy Head of Science Faculty x 3 • Deputy Head of Languages Faculty x 2 • Deputy Head of Physical Education x 1 • Deputy Head of Bowen House • Deputy Head of Clementi House • Deputy Head of MacLehose House • Deputy Head of Youde House
Admin Team / Others	• Senior School Secretary • Senior School Administration Assistant • House Administrator x 2 • Higher Education & Careers Guidance Counsellor • Sixth Form Administrator • Learning Service Coordinator • Science/Art/Music/D&T Technicians • Language Teaching Assistants • Learning Support Teaching Assistants

The Role

Title:	Head of Senior School
Responsible to:	The Principal
Responsible for:	Ensuring the effective leadership and management of Kellett Senior School and contributing to the overall effectiveness, leadership and management of the Kellett School Association Ltd.

Responsibilities:

The Head of Senior School is responsible to the Principal for:

- The achievement and well-being of students in their care
- Effective staff performance
- Judicious use of all resources including staffing
- Proper exercise of financial and other responsibilities and authorities delegated
- Safety and health (including student safeguarding) and the daily operations of the senior school and Kowloon Bay campus as a whole
- Constructive and respectful student, parent, staff and community relationships

Leadership and Strategy

To be guided by and aspire to the Department of Education (England); National Standards of Excellence for Headteachers (January 2015).

Actively contribute to The Senior Management Team discussions, vision formulation, championing initiatives and continuously strive to deliver an outstanding British style independent education.

Contribute to and take responsibility for relevant aspects of the formulation, delivery and evaluation of the School's Development plan, including all Hong Kong Education Department requirements and expectations.

To deliver and participate in Kellett School's performance management framework.

To act in a professional manner, support senior colleagues and present as an ambassador on behalf of Kellett School in the wider community.

On occasions, and when required by the Principal to 'act up' and/or provide reasonable cover during school holidays in order to support and/or secure Kellett School's Leadership.

Conduct oneself with utmost discretion; showing respect for the cultural diversity of both the Kellett and wider community.

To perform all duties reasonably deemed within in the purview of this post.

We are seeking

The successful applicant will be an outstanding and experienced senior school leader who can demonstrate they are committed to students achieving academic excellence within an exciting and challenging curriculum.

Applicants should demonstrate:

- Passion and energy when working with students, parents and colleagues
- A willingness to actively contribute to and participate in a *one school* 4-18year ethos
- Excellent knowledge and understanding of British senior school education
- A proven record of effective leadership and strategic management at senior level
- Their understanding of, and ability to lead on, data and quality first teaching
- Personal resilience and the ability to engender the best in others
- Excellent communication skills
- The fluent use of technology
- Exemplary inter and intra personal skills
- An awareness of the challenges facing an independent school operating in a highly competitive market
- The ability to build upon current foundations in order to lead the senior school to beyond outstanding



Appointment process and how to apply

Kellett has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken alongside the public advertisement of the post.

Applicants should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be uploaded at <https://candidates.perrettlaver.com/vacancies> quoting reference 3015. The closing date for applications is 0900hrs (BST) on Wednesday 13th September 2017.

Longlisted candidates will be invited for interview with Perrett Laver during the weeks commencing 25th September and 2nd October 2017.

The shortlist of candidates will be selected on 10th October 2017 and those shortlisted will be invited to attend a first round of interviews in Hong Kong or London during the week commencing 16th October 2017. Those selected to progress to the final round stages of the appointment process will be invited to travel to Hong Kong during the week commencing 6th November 2017.

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.

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 Perrett Laver, Kellett School and the Board of Governors.





Kellett School

The British International School in Hong Kong

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