



Appointment of Assistant Principal High School

The Perse School, Suzhou, that opened its doors to their first students on 1st September 2021 is seeking to appoint an inspirational and innovative leader to become the Assistant Principal of the High School as student numbers grow. This appointment is for August 2022 or sooner. This is an exciting opportunity to be a member of a newly formed senior leadership team and to shape the future of a leading day and boarding school in the city that offers IGSCE and IA Level Qualifications. Full details about the School, it's 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 TES application form. Any queries regarding the application process should be directed to the incoming Principal Catherine Cooke catherine.cooke@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. 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.

The closing date for applications is December 8th 2021 23:59 GMT. The Perse School Cambridge will carry out the initial short-listing and you may be contacted at any time after submitting your application as the school reserves the right to appoint an outstanding candidate at any stage during the process, therefore early applications are encouraged.



Job Description: Assistant Principal High School

The Assistant Principal will be a member of the senior leadership team and actively support the vision, aims and values of the school. The senior leadership of the school will initially comprise of the Principal, Assistant Principal(s) and the Director of Operations. It is expected that the senior leadership and management structure of the school will evolve over-time as student and staff numbers increase.

The Assistant Principal reports directly to the Principal and will have primary responsibility for the management of a significant area or function within the school to ensure the effective development, provision and evaluation of the school's education programme. In exercising the responsibility, the Assistant Principal will have the authority to make all significant decisions relating to the programme and staff relating to their area of designated responsibility within the framework of the school's strategic plan, policies and budget. The Assistant Principal will contribute to the overall management of the school through involvement in policy formulation and decision making. The function will involve the analysis of the needs of students and the development of appropriate education programmes to meet the needs of all students. The post holder will also teach and expect to model best practice and The Perse values in their teaching and learning approach.

Depending on the experience and expertise of the Assistant Principal, they will take on overall responsibility for either

- Safeguarding and Child Protection, Pastoral Care and Boarding
- or
- Curriculum Development, Teaching and Learning and Assessment.

As Assistant Principal 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. Once the successful candidate has been appointed the full job description will be finalised in line with their current experience, strengths and future aspirations.



Person Specification: Assistant Principal

Qualifications and Experience

- High class honours degree.
- PGCE or equivalent teaching qualification
- Substantial teaching experience and at least 3 years leadership experience
- Experience of teaching both IGCSE and A Level.
- Experience of working in a boarding environment (preferred but not essential)
- Experience of working in an international school, particularly in China (preferred 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;
- with the ability to motivate and inspire others – both colleagues and pupils;
- who is able to recognise development needs and be able to coach to improve performance;
- 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 up-to-date knowledge of factors influencing student wellbeing and of curriculum design to promote wellbeing;
- 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.