



CHINESE PRINCIPAL JOB DESCRIPTION

职位描述-中方校长

Job Title: 职位:	Chinese Principal 中方校长
Department: 部门:	Whole School 全校
Line Manager: 直线经理:	(Foreign) Head Master/Mistress 外方校长

Purpose of Job

职位目标

- Be the Operational Chinese Principal of the school and articulate and promote the Harrow values; Courage, Honour, Fellowship and Humility in their management of the School.
担任学校的中方校长，在管理学校的过程中贯彻并推广哈罗的价值观，即勇气，荣誉，互助和谦和。
- Implement the annual school development plan and its articulated priorities to ensure the school performs to its potential and is a regional leader as a bilingual bicultural K-12 institution of standing and influence, with a particular focus on the need for an excellent quality of Chinese Education.
实施学校的年度发展计划及其阐明的优先事项，以确保学校充分发挥潜力，成为具有一定影响力的 K-12 双语文化机构的区域领导者，并特别关注对卓越优质的中文教育的需要。
- To ensure the very highest delivery of a Harrow education for students intending to live and work in China.
为打算在中国生活和工作的学生提供最优质的哈罗教育。
- Provide strategic direction when it comes to the very best practises for a 21st century education and reflective of local educational initiatives and standards.
在涉及到 21 世纪教育的最佳实践时，提供战略指导，并充分反映当地的教育举措和标准。
- Be able to to promote and represent to the highest level the HBJ in the Chinese Community at events such as the Sina conferences.
能够在新浪会议等活动中积极宣传并代表哈罗北京在华人社区的最高水平。
- To ensure we establish links with educational and other bodies that will widen the opportunities for our students in cultural, sporting and other aspects of academic enrichment.
确保我们与教育机构和其他机构建立联系，以扩大学生在文化、体育和其他方面的学习机会。
- Help to develop maintain and enhance the effective delivery of the processes and systems across all aspects of the school's operations, contributing to the management of the health, safety and well-being of the whole school and its community.

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帮助发展和维护各种流程及系统，以确保学校各方面的有效运营，为整个学校及社区的健康、安全和福祉的管理做出贡献。

- Be the lead person within the school in working with Head of Government Affairs & Public Relations.
与政府事务及公共关系总监积极合作，成为学校合规工作的带头人。
- As a member of the Harrow family of schools, work both autonomously and also as a member of, and contributor to, the group.
作为哈罗大家庭的一员，积极为集团做出贡献。

Duties and Responsibilities

职责描述

As Chinese Principal

作为中方校长

- Work with the Foreign Head and other members of the SLT to support all key non-academic & academic functions and also provide leadership and management to operations department.
同外方校长和高级领导团队的其他成员工作，对学校内所有非学术及学术关键职能部门提供支持，并领导和管理运营部。
- Support the Foreign Head in their accountability to governors, staff, students and parents for the delivery of the school's strategic plan priorities and annual school development objectives.
协助外方校长履行其对学校董事，教职员工、学生和家长的职责，以实现学校的战略计划优先事项和年度发展目标。

To Students

对学生的责任

Support the Foreign Head in the following areas:

在以下方面对外方校长进行支持:

- Ensuring consistently excellent academic outcomes for all students through setting high expectations and high standards throughout the school, most especially in the delivery of high-quality teaching and learning.
通过在全校范围内设定高目标和高标准，尤其是在高质量的教学和学习方面，确保所有的学生取得优异的学业成果。
- Ensuring the school curriculum is regularly reviewed and develops in accordance with the EYFS, Chinese National Curriculum and IGCSE and A level specifications; is well structured, creative and challenging and meets the needs of all students within the school.
确保学校的课程设置合理，富有创造性和挑战性，满足学校内所有学生的需求，并按照幼儿基础阶段发展要求、中国国家课程标准以及 GCSE 和 A-Level 考试的规格进行定期审查和开发。
- Ensuring the pastoral care and support for all students is outstanding in both safeguarding them as well as meeting their emotional and well-being needs.
满足学生的情感和福祉需求，保护他们的身心健康，确保为学生提供全面优质的关怀和支持。

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- Ensuring close and detailed academic monitoring is in place and that data evidence is gathered and reported on regularly to all key stakeholders and that this is used to improve and develop the quality of teaching and learning.

确保密切详实的教学监督落实到位，及时收集数据形成报告，并定期向所有相关人员汇报，从而改善和提高教学质量。

- Ensuring the co-curricular programme for students is broad, has a high priority in the school, is consistent with core values, is well supported by personnel, and educational and financial resources, and is safe.

确保学生的课外项目广泛而充实，在学校中具有高度优先性，符合核心价值观。在保证安全的基础上，得到人员、教育和财务资源上的良好支持。

- Supporting and contributing to the Harrow Service and Harrow Talent programmes and advocate them to the students of the school.

支持和促进哈罗服务和哈罗人才计划，并向学校的学生宣传这些项目。

To Staff

对员工的责任

Support the Foreign Head and/or the Head of HR to:

在以下方面对外方校长和/或人力资源总监进行支持:

- Recruit high-quality Chinese staff, academic and non-academic, and use safer recruitment procedures and a robust recruitment process to do so.

招聘高素质的中国员工，包括教学和非教学人员，并通过更安全的招聘程序和健全的招聘流程来实现这一目标。

- Ensure the retention of Chinese staff, academic and non-academic, through excellent professional learning opportunities and pathways being available to all. In support of this, ensure the school plays a full part in the development of the Harrow Academy and enables its staff to gain the benefit of group wide professional development opportunities as well as talent management processes.

为所有员工提供专业的学习机会和途径，以此来确保中国员工的留用率，包括教学人员和非教学人员。为此，需确保学校在哈罗教育学院的发展中充分发挥作用，使员工能够从集团范围内的专业发展机会和人才管理中获益。

- Provide management and oversight of non-academic staff and key support functions in line with having operational accountability for the schools' financial management, HR matters and student admissions.

根据对学校财务管理、人力资源事务和招生工作的运营责任，对非教学人员和关键支持职能部门进行管理和监督。

- Make recommendations on the renewal of Chinese staff contracts in accordance with the school's policy & procedures.

根据学校的政策和流程，对中国员工合同的续签提出建议。

- Make recommendations to appoint non-teaching staff according to local employment regulations and conditions and the school's policy & procedures.

根据当地的劳动法和相关法规，以及学校的政策和流程，对非教学人员的任命提出建议。

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- Ensure the standards of teaching and learning at the school are evaluated effectively and regularly in order to guarantee proper standards of professional performance are established and maintained.
确保定期对教学标准进行有效评估，以建立和保持相适宜的专业业绩标准。
- Ensure there is a robust and consistently implemented and applied performance management system in place which includes an annual appraisal process for all staff.
确保一个强有力的、可持续实施和应用的绩效管理系统能够有效运行，包括对所有员工的年度评估体系。
- Working closely with the Foreign Headmaster/Headmistress, be responsible for the moral welfare and physical health of the school's staff.
与外方校长密切合作，负责学校教职员工的道德福利和身体健康。

To the Foreign Head Master/Mistress

对外方校长的责任：

- Ensure the Foreign Headmaster/Headmistress is well briefed on all significant and extraordinary matters, most especially in regard to Government relations and compliance matters.
确保外方校长在一些重大事项上得到充分汇报，尤其是在政府关系和合规事宜方面。
- Ensure the Foreign Head is provided with feedback from all key stakeholders regularly, utilising stakeholder surveys on an annual basis to formalise the views of the community.
确保每年对利益相关者进行调查访问，并定期向外方校长提供所有关键人物的反馈，使其对社区发展的建议得到正式的考量。

To Governors

对校董的责任：

- Support the Foreign Headmaster/Headmistress, to ensure the delivery of annual KPIs for the school, monitoring these closely and assisting to report them to the Board.
协助外方校长，确保学校年度 KPI 的实现，密切关注这些指标并协助向董事会报告。
- Support the Foreign Head in providing the following reports to the Board of Governors and HIMS: monthly financial report, termly school report and annual report for external publication.
协助外方校长向董事会及集团提供以下报告：每月的财务报告、每学期的学校报告和对外公布的年度报告。
- Ensure the Foreign Head is fully aware of any issues related to the school's compliance in regard to local legislation and regulatory requirements.
确保外方校长充分了解有关学校合规的法律法规和要求。

To HIMS

对集团的责任：

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- Through calendared meetings, maintain regular contact with the Director of Chinese Education and the Director of Education of HIMS, informing him/her of any relevant routine or extra-ordinary matters, in a solution focused manner.

通过定期会议，与中国区教育总监和集团教育总监保持联系，以解决问题的方式向他/她汇报相关工作或特殊事项。

- Support the Foreign Head to keep HIMS, through the Director of Chinese Education and Director of Education, fully informed of all matters relevant to the school's implementation of the 'Harrow Standards and HILA Educational & Operational Framework'.

协助外方校长，使集团充分了解学校实施的关于“哈罗标准和哈罗礼德教育与运作框架”的所有事项。

- Support the Foreign Head to co-operate fully with the gathering and reporting of data that HIMS requires to oversee the school, including efficiently updating the HIMS Dashboard (s) and Portal.

协助外方校长，收集和报告集团所需要的数据，包括更新集团的门户网站。

- Fully support and contribute to Harrow Academy, Harrow Service and Harrow Talent programmes and advocate them to the students and staff of the School.

全力支持和促进哈罗教育学院、哈罗服务和哈罗人才计划，并向学校的学生和教职员工宣传这些项目。

- Fully support the development and implementation of the quality assurance, monitoring and evaluation framework and ensure an appropriate culture to support its effectiveness and impact within the school.

全面促进监督和评估框架的有效发展和实施，并确保其与学校文化相宜。

Support the Foreign Head and/or the Head of Finance to:

在以下方面协助外方校长和/或财务总监：

- Implement the required capital plan to maintain the school's position as a leader in the region.
实施必要的资金计划，以保持学校在区域内的领导地位。
- Work closely with the Foreign Headmaster/Headmistress to recommend the required long and short-term fiscal measures to secure the long-term security of the school.

与外方校长密切合作，对采取必要的长/短期财务措施提出建议，以确保学校的长期稳固。

Support the Foreign Head and/or the Head of Operations to:

在以下方面协助外方校长和/或运营总监：

- Plan for and manage the whole school as a safe, high quality, forward looking bilingual, bicultural educational community.

规划和管理整个学校，使其成为一个安全、优质、具有前瞻性的双语双文化教育社区。

Support the Foreign Head and/or the Marketing/Admissions to:

在以下方面协助外方校长和/或市场总监及招生总监：

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- Ensure positive community links and feedback through home-school links, visiting/membership of local educational related organisations and uphold the reputation of the school within the local community.

通过家校联系、访问或加入相关教育组织，得到积极的社区联络与反馈，维护学校在当地社区的声誉。
- Ensure the school has appropriate relationships with the press, TV, social and other media, ensuring effective consultation with and guidance from the Foreign Headmaster/Headmistress in all cases that may be contentious, particularly if the reputation of the school is at risk.

确保学校与相关报刊、电视和其他社交媒体建立和保持适当的联系，在所有有可能产生争议的情况下，特别是当学校的声誉受到影响时，积极与外方校长进行协商并提供有效建议。
- Ensure solid parental engagement. Build and maintain a strong relationship with all parents through 'Friends of Harrow' and other channels and face to face events like open days and school fairs.

通过“哈罗之友”等渠道，以及举办开放日、园游会等面对面的活动，与所有家长建立并保持牢固的关系。
- In support of the Foreign Headmaster/Headmistress, be an ambassador in marketing and promoting the school through all appropriate channels, ensuring the projection of an appropriate image for the school, particularly to the Chinese Education market.

在外方校长的支持下，作为学校的宣传推广大使，为学校树立良好的形象，特别是在中国的教育市场上。

To Government Relations & Compliance

对政府关系和合规工作的责任

- Proactively and caringly maintain extremely strong functional relationships with all relevant officials, including those of the EDB, working closely with the GA department & Foreign Headmaster/Headmistress to achieve this.

与外方校长和学校政府关系部门密切合作，积极主动地与有关部门（包括教委）保持良好的职能关系。
- Working closely with the Foreign Headmaster/Headmistress & GA department to ensure that the school is operating in full compliance with all national, regional and local regulatory and legal requirements.

与外方校长和学校政府关系部门密切合作，确保学校的运营完全符合国家、地区和当地的法律法规要求。

I. Person Specification

用人要求

	Essential 基本要求	Desirable 期望要求
Behaviours 行为举止	<ul style="list-style-type: none"> • Be a role model for Harrow staff Code of Conduct. 成为哈罗员工行为准则的榜样。 • Be highly motivated, ambitious and collaborative. 积极进取、雄心勃勃、善于合作。 	

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	<ul style="list-style-type: none"> • Have high levels of honesty and integrity in aspects of their role. 在工作中高度诚实和正直。 • Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them. 具有同理心、为人谦逊并真诚地关心员工，愿意花时间倾听并激励他们。 • Be able to think strategically, drive improvements in the teaching and learning experience across the school and maintain an optimistic attitude in all interactions with staff. 能够进行战略思考，推动学校教学和学习经验的改善，并在与员工的互动中保持乐观态度。 • Show evidence of establishing clear goals and objectives for team members which fed into the schools' strategic development plan. 为团队成员建立明确的目标，并将其纳入学校的战略发展计划。 	
<p>Skills and Knowledge 知识技能</p>	<ul style="list-style-type: none"> • Show leadership and management skills which leads to improvement of attainment and success within the school. 展示领导和管理技能，使学校获得更大的发展。 • Have a proven track record in delivering excellence in the classroom within the context of a school in China. 在中国的课堂教学方面具有良好的记录。 • Knowledge of local and national Chinese curriculums. 熟悉当地和国家的中文课程。 • Have Certificate for Chinese Principal. 具有中方校长任职资格证书 • Have a Chinese teaching qualification and experience of teaching in China. 具有中文教师资格证和在中国的教学经验。 • Excellent bi-lingual skills in English and Mandarin. 具有优秀的中英文双语能力。 • Must be a graduate and additional qualifications such as a Masters desirable. 学士或以上学位。 • Demonstrates the ability to manage change and work under pressure within those changing circumstances. 抗压能力强，能够在复杂多变的环境下灵活应变。 • Has excellent communication skills along with the ability to listen and understand. 	<ul style="list-style-type: none"> • Specialist whole school knowledge of a key area. 具有关键领域的全校性知识。

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	<p>具有出色的沟通技巧，以及倾听和理解的能力。</p> <ul style="list-style-type: none"> • Demonstrates good coaching skills within a team environment. 在团队中表现出良好的指导技能。 • Has the ability to contribute to the positive management of student behaviour. 有能力促进对学生行为的积极管理。 • Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people. 具有出色的人际交往能力，能够与各种各样的人打交道。 • Knowledge and understanding of positive disciplinary methods. 熟悉和了解积极的纪律约束方法。 	
<p>Experience 工作经验</p>	<ul style="list-style-type: none"> • Has a track record of being a team leader which includes the empowerment of others. 具有作为团队领导者的经验，包括权力下放。 • Has experience of being part of a whole school leadership team. 具有作为全校领导团队一员的经验。 • Demonstrates experience of effective leadership. 具有有效的领导力。 	<ul style="list-style-type: none"> • Experience of working as a senior leader. 具有担任高级领导者的工作经验。

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

教育是一项不断变化的服务，所有教职员工都应建设性地参与学校活动，并采取灵活的工作方式。虽然我们已经尽力解释该职位的主要内容和职责，但其所承担的每项任务可能无法一一罗列。任职者应遵守直线经理提出的任何合理要求，承担本职位描述中未列明的类似级别的工作。在直线经理和员工进行讨论后，本职位描述可随时进行修改，并在每年的评估过程中进行回顾和审查，并根据学校的业务需求进行修改。

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