



**LEH**  
INTERNATIONAL SCHOOL  
FOSHAN  
佛山LEH外籍人员子女学校

## Job Description Deputy Head

### **Spes Audacem Adjuvat (Hope Favours the Bold)**

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The School will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province, Hong Kong and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 750 students from age 12 to 18.

Opening in September 2019, LEHF is a joint venture with Trumptech, a leading provider of education services in China and Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF will be a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEH students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We will encourage our students to:

- Be exactly who they are, whatever their current interests or future aspirations.
- Benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- Have the freedom to experiment, express opinions, explore and take on new challenges.
- Be supported by strong role models and inspired by their peers.
- Find confidence and strength, and acquire and build the skills they need to succeed throughout their lives.

### **Management and Staff**

We are seeking to recruit the finest managers, teachers and staff, providing them with the resources to deliver the School's aims and objectives, nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

## Job Description

The Deputy Head will:

### Leading Learning & Teaching and Wellbeing

- Put students' learning and wellbeing at the centre of all of practice and decision making;
- Have a clear vision for effective learning and teaching that reflects and complements whole school goals and guiding statements;
- Have a clear vision for student and staff wellbeing that reflects and complements whole school goals and guiding statements;
- Implement, manage and evaluate effective systems and processes to facilitate the efficient and proper running of the School, and
- Work closely with House Parents and Heads of Department to develop and disseminate best practice in the day-to-day operation of the School and ensure policies and principles are applied consistently.

### Leading Staff & Effective Teams

- Promote a positive culture and ensure the whole team contributes to developing best practice in their departments;
- Act as a role model of effective and sustainable leadership;
- Actively seek to grow and develop a collegiate spirit throughout the School through efficient meetings and development time, performance management and effective delegation of responsibility;
- Work with the Head Master and other school leaders to develop the capacity of colleagues and plan for succession, and
- Work with the Head Master and other school leaders to build a happy and healthy community, where colleagues' welfare is considered as a routine part of decision making.

### School Improvement & Effective Partnerships

- Work with the Head Master to develop and deliver the School's strategic plans and to sustain the long-term performance of the School;
- Liaise constructively and sensitively with the parent community to ensure that all matters are handled properly, promptly, appropriately and in line with the School's policies;
- Look for opportunities to work collaboratively with other school leaders to improve liaison and to improve practice and provision.

## Key Duties

## The Deputy Head will

### Aims & Ethos

1. deputise for the Head Master in his absence;
2. be responsible to the Head Master for the operational management of the School on a day-to-day basis, and work with him to develop and deliver the School's strategic plans, mission and ethos;

### Work Commitment & Teaching Load

3. keep hours necessary to fulfil the smooth and efficient running of the School as directed by the Head Master;
4. teach sufficient classes to develop credibility with staff and students;

### Strategic Direction

5. report to the Head Master in his role as Chief Executive of the school and work with him to develop and deliver the School's strategic plans, providing the infrastructure and facilities to enable the Head Master to deliver the School's aims and objectives
  - a. brief the Head Master on all important academic and pastoral matters and their impact on the strategic plan;
  - b. ensure that the School makes optimal use of resources through effective strategic planning;
  - c. support the development and implementation of the School's five-year strategy
  - d. provide the Head Master and Board with the necessary information to enable effective decision making.

### Administration & ICT

6. Oversee such aspects of the administration of the School which relate to the teaching, supervision and pastoral care of students;

### Staffing & Performance Management

7. Appointment and management, in consultation with the Head Master, of teaching staff unless directly recruited by the Head Master;
  - a. line manage the Heads of Department and House Parents;
  - b. motivate and effectively manage all direct reports, including ensuring effective performance management and career development and fostering teamwork between departments;
  - c. develop, manage and oversee an effective continuing professional development programme for all staff.

## Communication

8. Be responsible for excellent communication in the following areas:
  - a. Regular and published team meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
  - b. Attendance at regular Senior Management Team and other meetings as required, and
  - c. Ensuring that information for any school publications, accreditations or inspections is prepared in a timely manner.

## Reporting

9. report key academic, behaviour and welfare data as required to the Head Master, and termly to the Advisory Board;
10. liaise with Lady Eleanor Holles School UK to ensure the further development of a common mission and ethos and to develop links between the schools.

## Budget & Resources

11. ensure the timely submission of budget requests by Heads of Department and House Parents and ensure the effective and efficient use of resources in accordance with the school budgeting policies and procedures;
12. be responsible for budgeting and resources in the following areas:
  - a. staff professional development;
  - b. whole School and House events;
  - c. development of academic and pastoral provision.

## Person Specification

*LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.*

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		Interview References
Experience of School leadership	✓		Application form References
A strong academic background and pastoral experience	✓		Application form
A teaching qualification e.g. PGCE and QTS	✓		Application form
Experience of teaching to a high level	✓		Application form Interview
International experience		✓	Application form
Experience teaching students whose first language is not English.		✓	Application form Interview
Proven track record of maintaining positive relationships with a range of internal and external stakeholders	✓		Interview References
Experience of producing and evaluating data relating to key activities and producing and presenting accurate and relevant management reports	✓		Interview References
The ability to think strategically but effect change and improvement through attention to detail	✓		Interview References
Excellent communication and interpersonal skills	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development, leadership capacity and succession planning		✓	Interview
Excellent written and spoken English	✓		Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Discretion and adherence to confidentiality	✓		
Committed to the safeguarding and well-being of children and young people	✓		Interview References

## Rewards & Benefits

### Remuneration

A competitive international salary based upon experience and proven ability to lead and inspire.

### Contract

An initial contract of 3 years will be offered with a mutual option to extend

### Accommodation

Rent free accommodation on site including a contribution to utility bills. Access to staff social facilities including gymnasium, social club and terrace. Access to school facilities including the library, swimming pool and sports hall.

### Meals

Free meals in the school Dining Hall, subsidised refreshments and snacks in the Staff Common Room.

### Medical

Free medical coverage.

### Education for children

Subsidised education at LEHF for dependent children at the discretion of the Board of Governors.

### Professional Development

Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.

New staff to the school are allocated a mentor at the start of their employment and there is a well-planned induction process.

### Relocation & travel

Flights at the beginning and end of each contract will be provided at no cost to the post holder and their dependent family members. Details of the relocation package will be sent to successful candidates.