

Green Shoots International School seeks a

# Head of School

**Start date:** August 2020

**Reports to:** Green Shoots Director

**Contract length:** 3 to 5 years



**Green Shoots International School is looking for a dynamic new Head of School to take over from our inaugural head, who assumed the mantle from the [school's founder](#) and has led Green Shoots since 2017.**

The successful candidate will be energetic, flexible, international in both mindset and experience, and keen to build upon the work done by our current Head to ensure that Green Shoots continues to grow into central Vietnam's premier international school.

The person we are seeking will be charged with overseeing Green Shoots' growth during our upcoming 2020-2023 planning period and possibly beyond, ensuring that the quality of care offered to learners within our community continues to improve each year, and building Green Shoots into a school that is highly respected within the international community.

Our core priority during the new Head's tenure will be gaining accredited CIS membership, and many of our development goals will be driven by this. We also aim during this period to begin our journey toward becoming a regional leader in sustainable education, and our new Head will play an important role in forming strategies to do so.

## Who Are We?

We are a **small school with a big heart**. Everything at Green Shoots is about the children, and our team works in concord to ensure that they are, and remain, at the centre of everything we do. Ours is a fast-moving, dynamic environment where growth and challenge are daily priorities, not just for students but for our community as a whole.



*“Green Shoots students are passionate, independent, lifelong learners who strive for personal best and are responsible global citizens. Ours is an inspirational learning community that fosters happy, mindful and creative thinkers committed to the sustainable development of our world.”*

We have **eight core values**. The first seven - Adaptability, Tenacity, Independence, Sustainability, Thoughtfulness, Integrity, and Cooperation – combine to build the eighth unifying value of Respect. We teach our students to be respectful to themselves, to other members of our community, and to the wider world we live in: both human and natural. We work to instil these values all through our learner’s journey with us, finding different ways to build

them as each child matures and grows. **Green Shoots is a deeply values-driven school**, and a recent survey showed strong stakeholder support for these values as they permeate our lives. We are committed to high educational standards, always within the framework of a focus on the needs of the whole child.

Green Shoots philosophy is **heavily influenced by the United World College movement**, as our Director is a graduate of the group’s Singapore school and one of our advisors a former senior leader at the same school. We attract GAP student graduates from UWCs around the world who work with our staff to offer guidance and direction to our secondary students and to ensure that our values are lived at every level of school life.

*“UWC makes education a force to unite people, nations and cultures for peace and a sustainable future”*

Because we are a relatively young school, our new Head will have a large amount of **autonomy to suggest and implement changes** that lead to the expansion and improvement of our service. However, as a small school, we sometimes find ourselves unable to act quickly on ideas we wish to pursue due to a lack of people, money, physical resources, or a combination of the above. This can be a frustration. Our owner is currently seeking external investment with which to expand the school. Any such investment will be approved only if the values and priorities of the school remain intact, meaning the incoming Head can expect continuity of priorities should the ownership or financial structures change during his/her tenure.

## Past, Present and Future



Green Shoots was established in 2011 and began life as a homeschooling group, from which two mums (our Owner/Director and Director of Administration) then formalised and expand the programme for children in our small community. We now educate **over 100 students from more than 20 countries aged 2 to 16 years old**, and although we've grown our roots as a community school remain strong.

We are setting priorities for our next strategic plan, which will run from 2020 to 2023. We take benchmarking against international standards extremely seriously and have earned accredited exam centre status for Cambridge International Exams as well as membership of the **Council of International Schools (CIS)** and the Council of British International School (COBIS). We are committed to ever-improving standards and accredited membership of CIS is our next goal.

## Green Shoots People

The school is owned by its **Director**, Catherine McKinley, who does not involve herself in the daily running of the school, which is wholly the responsibility of the Head of School. Our current **Head**, Dave Porter, is supported by our **Director of Administration**, Sue Ryan, who acts as Green Shoots' institutional memory and operational/administrative leader. A **Senior Leadership Team** comprising the Head of School, Director of Administration, and Early Years, Primary and Secondary section coordinators, manage everyday educational operations. Other senior position holders, who do not generally join SLT meetings, includes our Chief Accountant and HR/Operations Director.



Green Shoots employs twelve full-time foreign staff, eight part-time expatriate faculty members, and around 20 Vietnamese **teaching, administrative, and support staff**. Each year our staffing needs expand. The incoming Head will be tasked with planning how Green Shoots can support its existing staff, where new staff members are needed, and how the school can continue to attract the dedicated and highly motivated staff we now draw in.



Green Shoots **students**, who currently number around 120, hail from over 20 countries around the world, making ours a small but truly international community. Class sizes range from fewer than 10 to up to 22 students, with classes comprising either a single or double composite year group. Green Shoots students are respectful, mature, and highly motivated; traits that our CIS membership evaluator made

special mention of during his school visit. Our new Head will have experience in differentiated teaching in order to offer appropriate support to teachers with composite classes.

## Our Curriculum

At Green Shoots, we follow an internationalised British Curriculum, making use of the EYFS framework, the International Primary Curriculum and Cambridge Checkpoint and IGCSEs to offer a truly global education benchmarked against British standards. Green Shoots offers a unique French-language programme for native speakers in central Vietnam. The programme offers both mother tongue and foreign language classes. For more information about our curriculum, see our [Early Years](#), [Primary](#), [Secondary](#), and [French](#) guidance documents.

## Life at Green Shoots



Green Shoots offers a wide range of **extra-curricular activities**, and we are keen to expand this programme to include Co-curricular activities as well; something the incoming Head will be encouraged to develop. Although we do not run a formal **CAS** programme, Green Shoots students are involved in a range of CAS-like activities during their time with us. The school calendars numerous **annual events** to enhance learning such as 'Taste' and 'Sustainability' weeks, Cultural Diversity Day, and Earth Hour.

Green Shoots prides itself on being a welcoming and inclusive community that looks positively on all children learning in a happy and supportive environment. We have a full time **EAL** member of staff working with children who cannot yet access the curriculum due to their level of English proficiency. Their position is complimented by a part-time staff member allocated to students with **learning issues or social and behavioural needs**.

**Pastoral care** at Green Shoots is a constant endeavour. Our values are lived every day, both in the classroom and beyond, and visitors to the school comment consistently on its friendly and caring atmosphere.

Teaching and learning take place in a **campus** comprising an interwoven network of renovated houses and dormitories linked by outdoor sporting and play spaces. Students have always played an important role in transforming this temporary location into an energetic space where children of all ages interact and grow together. We are now at the point where a larger, better-equipped campus will aid our growth, and plans are underway to create such a space. Our new Head may be part of the planning stage of this project.



For more information about Green Shoots, please visit our [website](#), our [Facebook page](#), or see this [information leaflet](#).

# Position Summary

Green Shoots leadership works effectively through the **combined efforts of three senior leaders** who assume quite different roles, as defined by David Perkins' Three Visionaries' theory of educational management:

- Our Director, the Political Visionary, provides a secure environment and unwavering articulation of the way in which the school will operate and grow
- Our Head of School, the Conceptual Visionary, offers expert educational leadership,
- Our Director of Administration, the Practical Visionary, ensures that operational and administrative systems, put in place to realize that vision, are running smoothly behind the scenes.

In order to maintain this effective balance, our incoming Head of School will have the following personal and professional traits.

## The Person

Green Shoots is looking for a new leader who is **committed to our school values**, able to communicate these with stakeholder groups, gain the respect and trust of students, staff and parents, and effectively lead our school through its next period of growth. He or she will have both teaching and leadership experience in an international setting, preferably in Asia, with a teaching qualification and ideally also a postgraduate qualification in school leadership. S/he will have experience in a growing school, in staff development, and in overseeing safeguarding practices. Awareness and experience of budgeting, marketing, and the development of opportunities beyond the classroom will strengthen an application.



## The Job

Our new Head of School will be responsible for leadership in the following areas:

- Overseeing our vision, values and standards
- Governance, leadership and organisational management (with Director of Admin)
- Financial management and oversight (with Director)
- Legal compliance (with Director)
- Teaching and Learning
- Safeguarding and pastoral care
- Human Resources
- Parent and community liaison
- Physical infrastructure

A full list of personality traits, qualifications and experience can be found [here](#).

## Salary and Benefits

Salary and benefits will be negotiated based on qualifications, experience, and the successful candidate's suitability to the role. A base salary and core benefits will be supplemented with additional payments upon completion of pre-established performance indicators, which will be developed collaboratively by the new Head and the Director prior to the launch of each school year and assessed for the Director's approval by the Advisory Board at the end of each year.

Standard Green Shoots employee benefits include: arrival, departure, and settling-in allowances, free schooling for dependents up to the age of 16, a housing allowance, health insurance, annual flights home, and professional development opportunities. Salaries and benefits are paid net and in Vietnamese dong, in accordance with government regulations.



## The Application Process

Applications should be sent to [c.mckinley@greenshoots.edu.vn](mailto:c.mckinley@greenshoots.edu.vn) no later than **December 4th 2019**. Please include with your application:

1. A letter detailing why you are the right person to lead our school and how you envisage its growth under your leadership. This letter should also outline your educational and leadership philosophy
2. A current resume, and
3. Contact details (phone and email) for three referees, of which two should be from a current employer, preferably from the school's Board and Leadership Team.

Long-listed candidates will be contacted by **December 12th** and asked to attend an interview via skype. A subsequent school visit is likely for short-listed candidates.