

Senior Leadership Opportunities



**HURTWOOD HOUSE
CHINA**

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1. | Vacancies

Vacancies

HD Schools will require a variety of senior leaders across the Group for the coming academic year.

These will comprise the roles of Secondary Principal, Primary Principal and Primary Deputy Principal in differing locations across China, to be discussed in detail with candidates.

Roles

International Secondary Principal Principal HD Ningbo

Hurtwood House, China (Ningbo campus) requires an International Principal (Secondary) for August 2019. The post will suit a resilient, flexible and pioneering leader with the vision to steer this bilingual, bicultural iGCSE and A level School for Chinese nationals through to the next stage of its development in the prosperous and dynamic city of Ningbo, (PRC). The post offers a leader of the requisite calibre the opportunity to join one of China's leading educational providers, and attracts a range of benefits commensurate with the responsibilities of such a role. Further details of the role are included below

and candidates are advised to consult HD Schools recruitment staff via the contact details listed at the rear of this document for more information. Applications are invited from both senior leaders and existing heads with relevant international or domestic experience.

International Primary Principal

An enterprising, flexible and resilient leader is required to play a key role in the growth of our Group at Primary level, assuming responsibility for the welfare and academic development of up to 400 plus pupils Years 1-5/6 following a dual Chinese and international curriculum in preparation for students transitioning to our Secondary department and subsequently a variety of leading educational institutions worldwide at 13+ and 18+. The successful candidate will have a strong grasp of primary curricula, be an expert in appointing and developing international academic staff and be sympathetic to the demands of working in a dual language, dual immersion environment.

Founding International Primary | Elementary Principal

An enterprising, flexible and resilient leader is required to play a key role in the establishment of our newest school at the primary/elementary level, assuming responsibility for the initial and ongoing growth and development of our plans, making our newest school a resounding success. Our school will initially open with approximately 100 pupils and we will look for this to grow rapidly over the coming years. In particular, the successful candidate must have a strong grasp of teaching EAL teaching strategies and the Project Based Learning approach and bring innovative ideas to the table about how these could be interwoven successfully, whilst working within a dual curriculum system alongside a Chinese Co-Principal. The candidate should also have a full and developed understanding of the challenges involved in school operation including but not limited to developing strategic goals, managing change, community relationships and working with a school budget. This is a truly fascinating challenge for an established senior leader looking for the next significant project in their career.

International Middle School Deputy Principal

An enterprising, flexible and resilient leader is required to play a key role in the growth of our Group at Middle School level, reporting to the International Principal and assisting her/him in assuming responsibility for the welfare and academic development of up to 400 plus pupils Years 6-8. Pupils follow a dual Chinese and international curriculum in preparation for students transitioning to our Upper Secondary department where they follow a range of iGCSE, A level and English Test Prep examinations before transitioning to a variety of leading educational institutions worldwide. The successful candidate could be either an academic or pastoral specialist but will have wide-ranging Middle School experience that she/he can adapt to a new context.

International Primary Deputy Principal HD Ningbo

Hurtwood House, China (Ningbo campus) requires an International Deputy Principal (Primary) for August 2019. The post will suit a resilient, flexible and pioneering leader with the vision to help steer this bilingual , bicultural Chinese and English National Curriculum School for Chinese nationals through to the next stage of its development in the prosperous and dynamic city of Ningbo, (PRC). The post offers a leader of the requisite calibre the opportunity to join one of China's leading educational providers, and attracts a range of benefits commensurate with the responsibilities of such a role. Further details of the role are included below and candidates are advised to consult HD Schools recruitment staff via the contact details listed at the rear of this document for more information. Applications are invited from both current Primary team/ senior leaders and existing Deputy Heads with relevant international or domestic experience.

International Head of Boarding

An enterprising, flexible and resilient leader is required to play a key role in developing our boarding systems at HD Shanghai, assuming responsibility for setting up and running a new boarding system on campus, working in collaboration with a Chinese co-leader in a similar role. The boarding programme will initially be open to a small number of students although we expect this to grow substantially over the coming years. The successful candidate must have a strong grasp of the various facets involved in running a boarding system, based on previous experience in a similar role. Applicants with professional backgrounds conducive to working in a bi-lingual/EAL setting are particularly welcome although this is not a pre-requisite; an individual who can provide a caring, nurturing family environment – a 'home away from home' are our first and foremost need for this role, which is open to both previous heads of boarding and boarding teachers looking to move into their leadership positions.

Details of the person specifications and job descriptions can be found further below.



2. Candidate profile

⏮ Top

Joining the HD Group in a senior leadership role offers an exciting opportunity for talented, ambitious and driven professionals to take their career to new levels as part of a dynamic and forward-looking organisation that is rapidly becoming the market leader in the provision of bilingual education for Chinese nationals.

The HD Group shares with the foremost international schools a commitment to the highest standards of pastoral welfare, the pursuit of academic excellence and the development of global citizens and leaders of the future. Yet our journey differs in one key respect, namely that we are educating Chinese nationals in an environment that must conform to the requirements of the relevant educational bureaux, delivering a first-class education in Mandarin language and Chinese national values, whilst pursuing the vision of our Chairman to combine this with a powerful command of English and a progressive Sino-international outlook.

Delivering this vision successfully demands a particular set of skills from our leaders. First, and foremost, they must be resilient professionals able to work in a fast-changing environment that provides a range of new and sometimes unexpected challenges. Together with this resilience they must demonstrate the adaptability and flexibility to work as part of a leadership

team with a national Co-Principal and understand that executive force in China depends as much upon the development of relationships and collaborative structures as it does upon individual strength. Our leaders must also have that strain of intelligence which can identify the task ahead when it is not necessarily clearly defined and deploy the resources at their disposal to execute effective and robust solutions. For professionals that can meet these challenges, whilst exhibiting a progressive outlook alongside a commitment to traditional standards, the rewards are immense. Our pupil and parental bodies are hungry for the journey, greatly committed to education and show a respect for the teaching profession that is not always evident in the West.

Leaders who join us can not only progress within their individual Schools but also across our Group, which has rapidly developing relationships with the university sector and leading schools and tertiary institutions in the UK and US. In an age where the word 'unique' is frequently bandied about, working for the HD Group is a chance to further one's career on a pathway that is genuinely unlike any other and part of one of the great educational journeys of the 21st century.

3. | Job Descriptions and Person Specifications





International Secondary Principal

Location: Ningbo

An exciting opportunity has arisen for an ambitious, flexible and driven professional to work as a senior member of our leadership team here at HD Ningbo, our flagship School comprising some 1300 pupils K-12. The Senior Section of the School comprises some 400 plus pupils, the majority of whom are weekly boarders with a small number also boarding at the weekend. A dual Chinese / international curriculum is followed Years 6-9, with an intensive iGCSE one year Foundation Course in Year 10 leading to A levels and a rigorous English Test Prep programme in Years 10 – 12. A levels are currently offered in Mathematics, Further Mathematics, Physics, Chemistry, Biology, Economics and Art and results are excellent, with some 70 % plus of entries regularly being graded A* or A at A level and pupils moving on to a range of the best university destinations worldwide. The successful candidate will have wide ranging responsibilities across the 6-12 age range, working alongside our national Co-Principal but assuming particular responsibility for the development of the international staff body and curriculum, as well as leading on important pastoral and parental matters in conjunction with our expert team of international and national

deputies. The successful candidate will share a passion for our School vision and mission, reflected in our motto, Education Creates Character, and will champion the nurturing of globalised Chinese citizens in a bilingual, bicultural environment where development of the whole person in our superbly equipped campus is prized as highly as outstanding academic achievement. The International Principal reports to the Chief Academic Director and the Board.

Qualifications

- A relevant degree from an established university (required)
- PGCE/QTS or equivalent (required)
- Master's degree or higher in relevant field e.g. education, educational leadership (desirable)
- Qualification in school leadership e.g. NPQH (desirable)

Knowledge & Experience

- A proven track record of successful whole-school or whole-section leadership (required)
- Experience (required) with respect to
 - a. Leading and managing staff
 - b. Curriculum development
 - c. The management of change
- Excellent working knowledge of a relevant standards-based curriculum appropriate to the secondary school (required)
- High levels of subject knowledge (required)
- Experience of leading students towards internationally recognised examinations in UK and/or US systems (required)
- Experience of working in a co-teacher co-leader environment (desirable)
- At least eight years of teaching experience (desirable)
- Experience of working with children who have English as an additional language (desirable)
- Experience of working in the independent sector (desirable)
- Experience of working in the international sector (desirable)

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Ability to stretch the most able, whilst ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism
- The vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

Roles and Responsibilities – Leading, Teaching and Learning

- To develop and maintain an outstanding learning environment that enables all pupils to fulfil their potential
- To ensure the highest standards of pupil safety and welfare at all times
- To enrich all pupils' experiences through an extensive co-curricular programme
- To assess, monitor and evaluate teaching standards in order to continuously improve practice and maintain first-class learning throughout the school
- To ensure that teachers use appropriate methods of assessment and data to enhance pupil progress
- To ensure pupils receive the best possible preparation for significant external examinations in Grades 10 and 12
- To work with Chinese colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner
- To ensure pupils receive excellent support and advice when applying to international universities

Strategy

- To work with the Board of the schools' group to develop a programme of continuous improvement and plan for the school's future development
- To work with the Board of the schools' group to set the annual budget, making sure that money is deployed in a way that takes into account strategic vision and priorities
- To ensure that the school's budget targets are met, that funds are expended wisely and productively and that the school's finances remain in good order
- To remain alert and responsive to the local and wider external environment, adapting plans and strategies in response where necessary

Stakeholder Relationships

- To ensure that strong partnerships are built and maintained with existing, prospective and former parents
- To be highly visible and take responsibility for attending school events and activities
- To develop and maintain links with the broader community to extend learning opportunities

Recruitment and Public Relations

- To lead parent engagement, marketing and PR activities to ensure that enrolment targets are met
- To take a lead role in the admissions process to ensure enrolment targets are met
- To take full responsibility for the recruitment of staff, making sure that the school has a high-quality leadership and teaching team committed to the School's ethos, values and standards
- To ensure that all recruitment is carried out in line with the highest possible standards for safer recruitment



International Primary Principal | Founding Primary Principal

Qualifications

- A relevant degree from an established university (required)
- PGCE/QTS or equivalent (required)
- Master's degree or higher in relevant field e.g. education, educational leadership (desirable)
- Qualification in school leadership e.g. NPQH (desirable)

Knowledge & Experience

- A proven track record of successful whole-school or whole-section leadership (required)
- Experience (required) with respect to
 - a. Leading and managing staff
 - b. Curriculum development
 - c. The management of change
- Excellent working knowledge of a relevant standards-based curriculum appropriate to the primary school (required)
- Experience of working in a co-leader environment (desirable)
- At least eight years of teaching experience (desirable)
- Experience of working with children who have English as an additional language (desirable)

- Experience of working in the independent sector (desirable)
- Experience of working in the international sector (desirable)

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Ability to stretch the most able, whilst ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team-working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism
- The vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

Roles and Responsibilities – Leading, Teaching and Learning

- To develop and maintain an outstanding learning environment that enables all pupils to fulfil their potential
- To ensure the highest standards of pupil safety and welfare at all times
- To enrich all pupils' experiences through an extensive co-curricular programme
- To assess, monitor and evaluate teaching standards in order to continuously improve practice and maintain first-class learning throughout the school
- To ensure that teachers use appropriate methods of assessment and data to enhance pupil progress
- To work with Chinese colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner

Strategy

- To work with the Board of the schools' group to develop a programme of continuous improvement and plan for the school's future development
- To work with the Board of the schools' group to set the annual budget, making sure that money is deployed in a way that takes into account the school's strategic vision and priorities
- To ensure that the school's budget targets are met, that funds are expended wisely and productively and that the school's finances remain in good order
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Recruitment and Public Relations

- To lead parent engagement, marketing and PR activities to ensure that enrolment targets are met
- To take a lead role in the admissions process to ensure that enrolment targets are met
- To take full responsibility for the recruitment of staff, making sure that the school has a high-quality leadership and teaching team committed to the School's ethos, values and standards
- To ensure that all recruitment is carried out in line with the highest possible standards for safer recruitment



International Middle School Deputy Principal

Qualifications

- A relevant degree from an established university (required)
- PGCE/QTS or equivalent (required)
- Master's degree or higher in relevant field e.g. education, educational leadership (desirable)

Knowledge & Experience

- A proven track record of successful middle or senior leadership (required)
- Experience with respect to leading and managing staff (required)
- Excellent working knowledge of a relevant curriculum which will work to prepare students for internationally recognised examinations, appropriate to the middle school (required)
- Experience of leading a development area within a school e.g. assessment or curriculum (desirable)
- Experience of working in a co-leader environment (desirable)
- At least six years of teaching experience (desirable)
- Experience of working with children who have English as an additional language (desirable)
- Experience of working in the independent sector (desirable)

- Experience of working in the international sector (desirable)

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team-working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism
- The vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

Roles and Responsibilities – Leading, Teaching and Learning

- To develop and maintain an outstanding learning environment that enables all pupils to fulfil their potential
- To ensure the highest standards of student safety and welfare at all times, including an age appropriate grasp of safeguarding issues and pastoral well-being
- To enrich all pupils' experiences through an extensive co-curricular programme
- To assess, monitor and evaluate teaching standards in order to continuously improve practice and maintain first-class learning throughout the school
- To ensure that teachers use appropriate methods of assessment and data to enhance pupil progress
- To ensure pupils receive the best possible preparation in Grades 6-9 before moving onto the challenges of external examinations in Grades 10-12
- To work with Chinese colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner

Strategy

- To work with the Board of the schools' group to develop a programme of continuous improvement and plan for the school's future development
- To work with the Board of the schools' group to set the annual budget, making sure that money is deployed in a way that takes into account the school's strategic vision and priorities

- To ensure that the school's budget targets are met, that funds are expended wisely and productively and that the school's finances remain in good order
- To remain alert and responsive to the local and wider external environment, adapting plans and strategies in response where necessary

Stakeholder Relationships

- To ensure that strong partnerships are built and maintained with existing, prospective and former parents
- To be highly visible and take responsibility for attending school events and activities
- To develop and maintain links with the broader community to extend learning opportunities

Recruitment and Public Relations

- To lead parent engagement, marketing and PR activities to ensure that enrolment targets are met
- To take a lead role in the admissions process to ensure that enrolment targets are met
- To take full responsibility for the recruitment of staff, making sure that the school has a high-quality leadership and teaching team committed to the School's ethos, values and standards
- To ensure that all recruitment is carried out in line with the highest possible standards for safer recruitment



International Primary Deputy Principal

Location: Ningbo

An exciting opportunity has arisen for an ambitious, flexible and driven professional to work as a senior member of our leadership team here at HD Ningbo, our flagship School comprising some 1300 pupils K-12. The Primary Section of the School comprises some 600 plus pupils, taught in two separate buildings, the latest of which has been recently opened following an extensive refurbishment. A dual Chinese / international curriculum is followed from Prep (equivalent final year Kindergarten) to Year 5, with an emphasis on developing powerful English capacity in the four key skill areas by the time children progress to Secondary. Scores in the GL Test Suite frequently show pupils performing at or close to native level before they progress onto our Senior School and, in certain cases, to the best Preparatory Schools worldwide. The successful candidate will have wide ranging responsibilities across the full Primary age range, reporting to the International Principal, (Primary), and through her to the Chief Academic Director, but also working alongside our national Co-Deputy Principal and our team of expert national and international senior leaders. The successful candidate will assist the International Principal in assuming responsibility for the development of the

international staff body and curriculum, as well as leading on important pastoral and parental matters as required. S/he will also share a passion for our School vision and mission, reflected in our motto, Education Creates Character, and will champion the nurturing of globalised Chinese citizens in a bilingual, bicultural environment where development of the whole person in our superbly equipped campus is prized as highly as outstanding academic achievement.

Qualifications

- A relevant degree from an established university (required)
- PGCE/QTS or equivalent (required)
- Master's degree or higher in relevant field e.g. education, educational leadership (desirable)

Knowledge & Experience

- A proven track record of successful middle or senior leadership (required)
- Experience with respect to leading and managing staff (required)
- Excellent working knowledge of a relevant standards-based curriculum appropriate to the primary school (required)
- Experience of leading a development area within a school e.g. assessment or curriculum (desirable)
- Experience of working in a co-leader environment (desirable)
- At least six years of teaching experience (desirable)
- Experience of working with children who have English as an additional language (desirable)
- Experience of working in the independent sector (desirable)
- Experience of working in the international sector (desirable)

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all
- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects

of school life

- Strong personal-relations and team-working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism
- The vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

Roles and Responsibilities – Leading, Teaching and Learning

- To develop and maintain an outstanding learning environment that enables all pupils to fulfil their potential
- To ensure the highest standards of student safety and welfare at all times, including an age appropriate grasp of safeguarding issues and pastoral well-being
- To enrich all pupils' experiences through an extensive co-curricular programme
- To assess, monitor and evaluate teaching standards in order to continuously improve practice and maintain first-class learning throughout the school
- To ensure that teachers use appropriate methods of assessment and data to enhance pupil progress
- To work with Chinese colleagues on creating opportunities to link Chinese and international curriculum streams in a sensitive and meaningful manner

Strategy

- To work with the Board of the schools' group to develop a programme of continuous improvement and plan for the school's future development
- To work with the Board of the schools' group to set the annual budget, making sure that money is deployed in a way that takes into account the school's strategic vision and priorities
- To ensure that the school's budget targets are met, that funds are expended wisely and productively and that the school's finances remain in good order
- To remain alert and responsive to the local and wider external environment, adapting plans and strategies in response where necessary

Stakeholder Relationships

- To ensure that strong partnerships are built and maintained with existing, prospective and former parents
- To be highly visible and take responsibility for attending school events and activities
- To develop and maintain links with the broader community to extend learning opportunities

Recruitment and Public Relations

- To lead parent engagement, marketing and PR activities to ensure that enrolment targets are met
- To take a lead role in the admissions process to ensure that enrolment targets are met
- To take full responsibility for the recruitment of staff, making sure that the school has a high-quality leadership and teaching team committed to the School's ethos, values and standards
- To ensure that all recruitment is carried out in line with the highest possible standards for safer recruitment





International Head of Boarding

Location: Shanghai

In August 2020, the HD Shanghai Secondary School is moving into a new purpose-built section of the campus that will now hold a Boarding Section. This creates an opportunity for an ambitious, flexible and driven Head of Boarding professional to work as a member of our growing HD Shanghai leadership team. This role is primarily pastoral in nature, and will involve leading a team of boarding teachers and staff to develop a strong program that meets the needs of an initially small but growing number of students on our campus. The Head of Boarding assists the International Principals in assuming responsibility for the safeguarding and well-being of boarding students whilst they are on campus as well as serving as liaison between the school and parents. S/he will also share a passion for the School vision and mission, reflected in our motto, Education Creates Character, and will champion the nurturing of responsible and globalised Chinese citizens in a bilingual, bicultural environment. This position reports to the HD Shanghai Secondary Principals and through them to the Chief Academic Directors. Previous experience in pastoral care, boarding supervision, and/or after-school activities coordination is expected.

Qualifications

- A relevant degree from an established university (required)
- PGCE/QTS or equivalent (required)
- Knowledge & Experience
- A minimum of two years' relevant pastoral leadership experience (required)
- A least six years of relevant teaching experience (desirable)
- Experience of working with children who have English as an additional language (desirable)
- Experience of working in the independent sector (desirable)

Personal Qualities

- Proven leadership qualities, with ability to command respect from students, staff and parents alike
- Ability to create a 'home away from home' environment as appropriate to the context of a private boarding school in an international setting
- Excellent administrative and organisational abilities
- Outstanding communication skills
- Ability to understand the needs, challenges and opportunities of an international school community

- Ability to inspire children with a love of learning
- Willingness to contribute to all aspects of school life
- Strong personal-relations and team-working skills
- Ability to use ICT to enhance learning
- Energy, charisma and dynamism
- The vision and drive to create productive learning environments and excellent outcomes for all children
- Rigorous can-do attitude, positive team player with a sense of humour

Pastoral Leadership

- To model the role of a parent while children are staying in the House
- In particular, to take overall responsibility for:
 - The welfare of all the children in the house
 - Communications between parents and the School
- To lead the team of Dorm Parents so that they understand and share the same passion of pastoral objectives for the children in their care
- To maintain a visible presence in the House, whether formally on duty or at other times as necessary
- To encourage and inspire all children in the House to fulfil their potential in academic and co-curricular activities, and to develop their social skills by demonstrating

a caring behaviour to others in the House community and in the School.

- To set and maintain high standards of behaviour and manners in the House
- To ensure that children are kept up to date with information about routines and school activities through regular House Assemblies
- To ensure the safety, support and well-being of all children in the House and, in doing so, to oversee compliance with the School's Child Protection and Safeguarding Policy
- To report any safeguarding concerns to the School's designated Child Protection Officer
- To foster excellent links with parents through regular communication about their children – communicating with them at times when their child performs exceptionally in an area of school life or, conversely, if a significant issue arises
- To host receptions during the year (for example parents of children in the same year group) and be available for consultation with parents at other times to deal with problems arising at school or at home
- To welcome all new children into the House community and to ensure that they are properly inducted into the House and School

Roles and Responsibilities – Leading, Teaching and Learning

- To plan and deliver lessons on a reduced timetable as required
- When teaching
 - To create an effective, challenging learning environment for each child
 - To provide appropriate and timely feedback on work
 - To acknowledge each child's improvement and effort
 - To encourage and monitor the progress of individual children
- To foster a passion for learning, an excellent work ethic, and a culture of high expectations in which children aim to fulfil their potential.
- To establish a rapport with children which enhances learning
- To ensure a personalised approach to learning is adopted and a variety of learning models are used
- To participate in school activities outside the classroom, helping to deliver a broad co-curriculum and build a strong sense of school community.

Administrative Objectives

- To take a full part in Senior Leadership meetings and staff meetings, ensuring that the interests of the children in the House are reflected in these meetings
- To provide regular updates to the Deputy Head and Head about key matters related to the operation of the House
- To play a supportive role with respect to

the recruitment of students to the School in liaison with the Head of Admissions

- To provide leadership, support and direction to Dorm Parents and to other teachers working in the House ('House Staff')
- To keep all members of the staff informed of any relevant facts needed for understanding relationships between a child and his/her teachers
- To oversee the recruitment process for House staff, liaising with Deputy Head and Head as appropriate
- To manage and communicate the daily duty rota for House staff to ensure that the House is effectively supervised
- To support and help develop the professional skills of House staff
- To write House reports in a timely and consistent manner, conveying messages with as much encouragement as possible, while also ensuring that important matters are communicated clearly
- To keep detailed and clear records on each child, including details of grades, subject and class reports, communications with parents, behavioural and medical issues and any other relevant matters
- To keep detailed and clear Health and Safety records relating to the House including, but not limited to, fire drills, incident logs and risk assessments
- To manage the House budget effectively
- To ensure that the fabric of the House is looked after, and that any issues relating to the upkeep or practical operation of the House are reported promptly to the Estates Team

4. | Benefits



Benefits

The benefits are, as is to be expected with a challenge of this nature, competitive and extensive. A base salary commensurate with the responsibility of the role is provided, together with a bonus related additional element and extensive possibilities for professional development with leading national and international professionals.

The usual range of benefits associated with an appointment of this nature are also provided, namely:

- Annual flight allowances for teachers, spouses and dependents
- Generous housing allowances*
- 5% Annual bonus (paid upon completion of 2-year contract)
- 5% Contract renewal bonus
- Comprehensive medical insurance for teacher, spouse and dependents (excludes dental)
- Additional city allowances*
- Heating allowances*
- Visa/Work permit costs
- Relocation allowances
- Excess Baggage Allowances
- 100% Tuition waiver in line with HD Schools’ Policy

*This allowance varies in accordance with local costs. Further details can be discussed on a location by location basis.



5. | Next steps

[Top](#)

Next steps

Interested candidates are invited to discuss these positions with one of our Chief Academic Directors or Senior HR Representatives, either in person at a forthcoming opportunity or by making contact as follows:

Mr Rob Holroyd – Chief Academic Director – robert.holroyd@hdschools.org

Mr Warren Johnston – Chief Academic Director – johnston.warren@hdschools.org

Ms. Wanny Hersey – Chief Academic Director – hersey.wanny@elitek12.com

Mr. Mark Johnson – Senior Recruitment Leader – johnson.mark@hdschools.org

Ms. Monika Fryzicka – Senior Recruitment Leader - fryzicka.monika@elitek12.com

Candidates who wish to progress their interest are additionally invited to complete the HD Schools Application Form which is also included as part of this suite of documents.



