

Do you have a heart that beats for diverse learners and the wellbeing of your community?



Background

Island Christian Academy is a community-minded International School located in the vibrant Soho district in Hong Kong. Island Christian Academy currently has an enrolment of 460 students in Years 1-7. The school is in its eight successful year of operation and is accredited with Council of International Schools and the International Primary Curriculum (IPC). We are looking to hire a Vice Principal (VP) with key responsibilities in the area of Pastoral Care.

The school is now seeking a passionate, experienced senior leader to take on a challenging and fulfilling senior leadership role in our school, helping to shape our heart for the wellbeing of our learning community. This role is pivotal in helping us to achieve our vision and mission for all stakeholders!

The VP (Pastoral Care) will work collaboratively with the other senior leaders and staff across the four key areas of **Learning & Pedagogy, Strategic Development & Change, Community & Culture, and Operations & Management.**

The VP (Pastoral Care) will advocate for development and innovation to improve the wellbeing of our learning community and be a voice that promotes diversity and helps to shape our school as a loving, safe, thriving learning environment.



Our school's mission is to:

EDUCATE | CULTIVATE | INSPIRE



To help achieve this mission, the VP (Pastoral Care) will:

- Work collaboratively with the Senior Leadership team and staff teams to develop and grow the school in line with our vision and mission
- Contribute to strategic planning and development to enhance the school
- Take a key leadership role for the Year 1 & 2 Teams, focused on supporting and mentoring the team leaders as they lead their teams.
- Lead the development and promotion of Student Wellbeing across the school
- Champion Health & Safety in our school as a Lead Child Protection Officer
- Be an advocate for, and help to develop programmes that improve Staff Wellbeing
- Manage the admissions team and support transitions and community relationships
- Manage and develop our Learning Support Services team alongside the Learning Support leader and Inclusion Leader.
- Lead the development and management of Extra-Curricular Activities programmes

Person Specifications:

The ideal candidate will:

- Be a very experienced, successful classroom practitioner with a desire to make a difference in our community of learners
- Be able to demonstrate their commitment to being a lifelong learner
- Be passionate about Christian education and excited to shape the lives of future generations
- Know how to inspire and lead others through challenge, change and innovation
- Have a diverse applied knowledge of educational practices and models, including enquiry based education and innovative learning environments
- Be committed to developing collaborative practices with students and staff
- Be a passionate advocate for supporting diversity and success for all learners
- Understand the necessity for, and know how to develop and review, comprehensive child protection policies
- Have a proven track record of successful development of successful pastoral care systems, including learning support services and counselling.
- Be focused on building relationships and a true “people person”

If this role sounds like the right next step in your career, we look forward to hearing from you about how you might be the right person to join our team and help shape the beating heart of our learning community here at Island Christian Academy!



Job Description: Vice-Principal (Pastoral Care)

Job Purpose:

The Vice-Principal actively supports the Principal in providing effective, dynamic and inspirational leadership in order that every child is able to reach their full God-given potential at Island Christian Academy ("IslandCA"). They assist the Principal in supporting the implementation of IslandCA's vision, mission and values for Christian education.

As a member of the School Leadership Team (SLT) the VP will work collaboratively across the four key areas of **Learning & Pedagogy**, **Strategic Development & Change**, **Community & Culture**, and **Operations & Management**. In order to be effective, they must be knowledgeable and capable in all. Quality relationships are pivotal to effectiveness in all areas.

Together with the School Leadership Team, the Vice-Principal is collectively responsible for creating a teaching and learning environment wherein the pervasive ethos is to strive to continuously improve the quality of teaching and learning, which results in the continual improvement of all student outcomes in the domains of academic, spiritual, physical, social and personal development.



In addition to the general roles and responsibilities of a Vice-Principal, The VP (Pastoral Care) has additional leadership responsibilities and roles in the areas of:

- Year 1 & 2 Team
- Student Wellbeing
- Staff Wellbeing
- Admissions
- Support Services
- Extra-Curricular Activities

Responsible To:

The Vice-Principal reports directly to the Principal of IslandCA.

Organisational Relationships:

Internal Liaisons: Principal, Vice-Principals, teaching staff, non-teaching staff, operational support staff, students, parents, school community members, Generations Staff.

External Liaisons: Relevant School accreditation bodies, other schools, broader community members.

Key Responsibilities:

LEADING | Learning & Pedagogy

- Fostering a spirit of inquiry, innovation, professional learning and reflection within the school's learning community
- Contributing proactively across the school to support the teaching and learning programme in liaison with the SLT and the Principal.
- Promoting and modelling a collaborative and supportive learning environment in which there is an expectation that all students will experience success in learning.
- Engaging in meaningful discussions with staff and about current knowledge of effective teaching and learning with a focus on the importance of reflective practice.
- Encouraging and coaching staff members to engage in professional learning to establish and sustain effective teacher/learner relationships with all students.
- Analysing and acting upon school-wide evidence on student learning to maximize learning and success for all students.
- Building solid cultural foundations of God's love through appropriate Biblical worldview integration into all aspects of curriculum that enables students to follow Jesus Christ and know His word.
- Maintaining a high level of interest and participation in his/her own professional development and membership of appropriate educational and professional organisations.

Key Responsibilities:

LEADING | Strategic Development & Change

- Contributing to, and articulate, the strategic development of the school in close alignment with IslandCA's vision, mission and values for Christian education in collaboration with the School Leadership Team.
- Developing people through their own learning pathways and to support colleagues in middle leadership roles through mentoring and coaching
- Leading innovation and research-based initiatives in line with the school's strategic direction
- Supporting the change initiatives in the school as a positive ambassador to the community in areas of development and growth.
- Contributing to the development, tracking and reporting of the School Development Plan and the Annual School Improvement Plan.
- Implementing and supporting school development as identified in the School Improvement Plan, and as directed by the Principal.
- Being part of a whole-school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

Key Responsibilities:

LEADING | Community & Culture

- Collaborating with the Vice-Principal (Pastoral Care) to provide nurturing and attentive pastoral care for all students.
- Modelling respect for others in interactions with adults and students
- Supporting the Principal in implementing the school vision and shared goals focused on enhanced engagement and achievement for all students.
- Interacting regularly with parents and the school community on student progress and other school-related matters.
- Stimulating, fostering, and enhancing a sense of community amongst staff, parents, and students that encourages them to support the vision and mission of the School.
- Promoting high-quality relationships with all stakeholders and to build up community relations and school-community collaboration, including with other Generations Schools.
- Promoting a school-wide “high-trust” culture whereby staff members feel supported to take risks and to take on appropriate leadership roles and work collaboratively to improve teaching and learning.
- participating in school and community events and activities that may take place at weekends or in the evening (within the reasonable request of the Principal) and participating in events as required, including learning meetings, prayer gatherings, parent forums, PTA events, committee meetings, etc.
- Modelling and giving personal witness to values and beliefs of a Christ-centred life.
- Encouraging others in the community to appreciate and accept these values and beliefs of a Christ-centred life.
- Nurturing the prayer and devotional life of the School and taking leadership in the spiritual formation of students and staff.
- Demonstrating a capacity to reflect on experiences, developing a personal spirituality and reaching decisions after a process of prayer and discernment.
- Ensuring that the legacy of God’s faithfulness to IslandCA is remembered throughout the generations (as illustrated in Joshua 3-4) and continuously remind the community of these stories.
- Modelling a growth mindset and a positive attitude.

Key Responsibilities:

LEADING | Operations & Systems

- Promoting the welfare of students and supporting the school in safeguarding students through relevant policies and procedures
- Ensure out-of-school trips are safe, educational and fun, liaising with the Principal (or delegate) as appropriate
- Helping to ensure all students and staff are safe and secure, informing the Principal of any issues that are raised or identified
- Recognising that health and safety is a responsibility of every employee, taking reasonable care of self and others, and complying with the School's Health and Safety policies and procedures, and laws of Hong Kong, and any school-specific procedures/rules that apply to this role.
- Participating in reviewing and refining operational procedures to support learning outcomes for students and creating a safe learning environment for all stakeholders.
- Modelling and contributing to the development of effective use of digital technologies to support the improvement of student learning outcomes and communication and collaboration in the learning community
- Supporting the Principal in managing the School's operational risks to an acceptable level and supporting the School in satisfying the requirements of the Education Bureau of Hong Kong.
- Assisting in line management and performance management of teachers and middle leaders as directed by the Principal.
- Assisting the Principal to develop and monitor budgets in specific areas of responsibility.
- Participating, where requested, in the school's recruitment processes.
- Representing the Principal on occasion.
- Perform ad hoc duties (e.g. break and lunch duties, sick leave cover, extra-curricular activities) as assigned by the Principal or delegate.
- Assisting in the organisation and running of major events such as sporting activities, school concerts and excursions where relevant.

Vice-Principal (Pastoral Care)

Specific Leadership Roles & Responsibilities

In addition to the roles that are common to all Vice-Principals, the VP (Pastoral Care) has specific roles and responsibilities as outlined below:

Leadership of Year 1 & 2 Team

- To lead and coordinate Year 1 & 2 team assemblies and contribute to whole-school assemblies where appropriate.
- To provide appropriate levels of care and encouragement of staff, reporting to the Principal any challenging personnel issues that arise.
- Take a leading role in the induction programme for colleagues new to Island Christian Academy and/or for those taking on new responsibilities.
- To provide professional advice and support to Teachers and Learning Assistants and identify development needs as appropriate.
- To support and mentor the Year leaders in fulfilling their own leadership roles and responsibilities

Leadership of Student Wellbeing

- To support all staff in providing a nurturing and attentive pastoral care for all students.
- To advise the Principal in all matters relating to student wellbeing.
- To ensure the School complies with all Child Safeguarding policies and is current with regards to leading practices worldwide.
- To establish criteria and procedures for the notification of students who are at risk.
- To develop and maintain effective structures for the administration of a pastoral care system and the mentoring of students.
- To communicate behavioural expectations of students to the School community.
- To develop and maintain effective structures for the administration and management of the Student Conduct / Behaviour policy.
- To manage Trip Approvals and Risk Assessments for all learning experiences that require permission and RAM submissions.
- To facilitate regular Pastoral Care meetings with relevant staff.
- Oversee the implementation and development of the Jigsaw curriculum programme
- To ensure students, staff and parents are familiar with the Pastoral Care policy.
- To oversee the transition processes for students and families joining and leaving IslandCA

Leadership of Staff Wellbeing

- To provide appropriate levels of care and encouragement of staff, reporting to the Principal any challenging personnel issues that arise
- To promote the wellbeing of staff and to ensure that staff are provided with a safe and healthy workplace by leading the Health and Safety committee

Leadership of Admissions & Transitions

- To help manage and develop a successful and efficient admissions process, including all aspects of transition into and out of the school community.
- To contribute to the development of IslandCA communications and marketing strategies and external liaisons with early years providers in collaboration with the Senior Admissions & Marketing Manager.
- To oversee the promotion of graduating students from IslandCA as ideal applicants to prospective secondary schools.

Leadership of Support Services

- To provide oversight and management of the Learning Support services.
- To provide oversight and management of the Counselling service.
- To manage Child Protection training and all matters related to the development of Child Protection procedures and matters.

Leadership of Extra-Curricular Programmes

- To oversee the development and operation of the Extra-Curricular Activities programme (ECAs)
- To develop effective communication procedures with families in relation to ECAs
- To develop digital systems to facilitate the selection and allocation of ECAs fairly and equitably.
- To monitor and report on participation in ECAs to help maintain quality and identify areas for development