

DIRECTOR OF STUDY, WHOLE SCHOOL JOB DESCRIPTION

LOCATION	NAS Guangzhou,Panyu	
JOB PURPOSE	<p>To offer leadership, inspiration and guidance to academic SLT members responsible for the quality of the academic curriculum and student performance. To play a major role in deciding on future academic direction, and to work effectively as a key member of both Organizational and School SLT member.</p> <p>Reporting to the Principal of NAS Guangzhou,Panyu Education Advisory Board, the position holder will also take overall responsibility for the leadership, organisation and management of the School in providing inspirational vision and leadership for teaching and learning; driving student performance and enrolment.</p>	
REPORTING TO	Principal	
DIRECT REPORTS	<ul style="list-style-type: none"> ▪ Head of Primary, Academic ▪ Head of Secondary, Academic 	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Staff ▪ Students 	<p>External:</p> <ul style="list-style-type: none"> ▪ Parents
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
<p>Strategic Planning and Vision</p> <ul style="list-style-type: none"> ▪ Leading academic strategy in conjunction with Head of Schools and those staff responsible for quality assurance and assessment. ▪ Ensure the design and delivery of a balanced and challenging curriculum that meets the needs of bilingual learners and prepares students for IGCSE, IB, A-Level, and Chinese examinations. ▪ To oversee academic monitoring and evaluation cycles, ensure the delivery of consistently high academic standard and promote a positive learning culture throughout the school. ▪ To monitor and evaluate academic standards in line with NAE bilingual schools and school procedures, including benchmarking against competitors. ▪ Evaluating school performance and identifying priorities for continuous improvement ▪ The attraction, professional development, retention and effective management of colleagues ▪ Promoting excellence, equality and high expectations for all members of the school community 	<ul style="list-style-type: none"> ▪ NAE Performance Management evaluation ▪ PD training feedback ▪ Department quality assurance feedback ▪ Parent survey evaluation 	

<ul style="list-style-type: none"> ▪ Working effectively with the school Senior Leadership Team and the Nord Anglia Education Team 	
<p>Curriculum Assessment and System Setup</p> <ul style="list-style-type: none"> ▪ Lead the design and implementation of a whole-school curriculum and assessment framework that ensures alignment, progression, and consistency across Primary, Secondary, and bilingual streams. ▪ Oversee the setup and continuous improvement of student performance tracking and data systems to inform teaching quality, student interventions, and curriculum refinement. ▪ Coordinate the review and adjustment of curriculum delivery and student placement based on assessment data, ensuring each student's progress and achievement are effectively supported. ▪ Establish clear processes and reporting standards for academic data analysis, benchmarking, and improvement planning in line with Nord Anglia Education requirements. 	<ul style="list-style-type: none"> ▪ Timely completion of assessment cycles and curriculum review reports ▪ 100% compliance with data reporting and quality standards
<p>Front of House: Admissions and Marketing</p> <ul style="list-style-type: none"> ▪ To assist the Principal and MAC in whole school marketing initiatives and contribute to the continued growth of the school. ▪ Supporting school admissions through arranging necessary coverage from academic team to promote school to the perspective parents community. ▪ Supporting school marketing & admissions initiatives in the area of promoting Nord Anglia Difference, education strategy. ▪ Ensuring international colleagues fully understand the school's and NAE's vision, philosophy and mission in both educational and commercial respects ▪ Carrying out an ambassadorial role representing the school with key influencers and parents of potential students. ▪ Communicate regularly with parents to build parent advocacy for the school 	<ul style="list-style-type: none"> ▪ Event participation and feedback
<p>Leadership in Teaching and Learning</p> <ul style="list-style-type: none"> ▪ Create an environment within the school that puts achievement at the heart of all that the school does. ▪ Make full use of our educational collaborations and programmes, and Nord Anglia Education's Global Campus, to promote outstanding opportunity and success for students, personally, socially and academically ▪ Promote a culture of personal accountability and passion for education ▪ Review the curriculum regularly and ensuring that it is delivered effectively and continues to meet the needs of students ▪ Ensure that students' personal and social development is effectively promoted, through the curriculum and other activities ▪ Promote excellence in teaching through the monitoring and improvement of teaching standards in school 	<ul style="list-style-type: none"> ▪ Student survey evaluation ▪ Student attainment and achievement data. ▪ Student behaviour data
<p>Operational Expertise & Resource Management</p> <ul style="list-style-type: none"> ▪ Ensure the efficient and effective use of teaching resources in the delivery of educational and operational excellence ▪ Produce, implement and review the school's strategic development plans 	<ul style="list-style-type: none"> ▪ Audit and compliance results meeting NAE standards

<ul style="list-style-type: none"> ▪ Supporting Principal of Education Advisory Board to well manage the relevant school's budget according to NAE policy and current context ▪ Contribute to the establishment of best practices that can be shared across NAE 	
<p>Recruiting and Developing Talent</p> <ul style="list-style-type: none"> ▪ Appoint teachers in line with the NAE Outstanding Teacher for Outstanding Schools principles and practices ▪ Promote and support the performance management and professional development of all teaching staff ▪ Promote the well-being of the staff in order to maximise their professional contribution and satisfaction ▪ Demonstrate commitment to the continuing professional development of all employees 	<ul style="list-style-type: none"> ▪ Teacher retention ▪ Professional development participation and satisfaction

PERSONAL SPECIFICATIONS

Qualifications/Training

- University educated with an Honours Degree
- Hold a recognised teaching qualification
- Evidence of ongoing professional development
- Further degree of educational or leadership qualification

Skills and Knowledge

- Strategic leadership ability to design and execute academic strategies aligned with school vision
- Deep understanding of international curricula (IB & A-level) and their integration with the Chinese National Curriculum.
- School leadership, having responsibility for education, school operations and commercial (budget setting & control) aspects of the school
- Awareness of current educational issues and up to date curriculum developments
- Application of effective teaching and learning strategies that achieve high levels of teaching and pupil achievement
- Effective strategies for maximising student enrolment and achieving commercial success, including personal involvement in school promotion
- Awareness of how international schools vary from government maintained schools
- Developing and implementing a school quality improvement programme, including demonstration of raising students' level of achievement; alongside School self-evaluation
- An understanding of how to set appropriate targets for school performance, and how to prepare, monitor and evaluate an action plan in relation to those targets
- Experience of premises development
- Proven experience of leading, taking part in and building/developing people and successful teams, and of managing change
- Ability to operate at both strategic and operational level
- Ability to operate as part of a wider group of schools and represent the vision of the overall group
- Ability to inspire and enthuse, and secure the loyalty and confidence of students, staff and parents
- Ability to effectively handle parental concerns, balancing the views of the customer with the educational and operational principles of the school
- Commitment to the whole life of the school, including events and after school activities
- Ability to communicate effectively to a wide range of different audiences

PERSONAL ATTRIBUTES

As our team colleague, here's what we expect:

Collaborate with Empathy

You are a team player who shares your knowledge to help colleagues and students learn and grow. You understand the culture, background and needs of others so everybody feels welcomed, included and accepted. You are self-aware – conscious of your impact on people and situations and adapt your behaviour so that you work collaboratively with others.

Communicate with Impact

You communicate openly, with transparency and kindness. You influence and encourage people to share their ideas. You make every effort to always understand your audiences to build trust and make a positive impact on students' lives.

Make Considered Decisions

Your decisions are made with the best interests of students, school communities, and the wider organisation in mind. You act with integrity using technology when you can, to generate data and insights that support your decisions.

Embrace Change

You are effective at working in changing environments and embracing change, which helps us to improve our schools. You can deal with ambiguity because you are adaptable and motivated to fulfil your responsibilities

Drive Growth

You are entrepreneurial and think strategically. You challenge yourself and others to deliver outstanding commercial performance, which leads to growth and exceptional student experiences.

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

At Nord Anglia Education, we are an equal opportunities employer dedicated to creating a diverse and inclusive workforce. In our schools and offices around the world, we treat all colleagues fairly based on their skills and qualifications, without discrimination.

We value individuals from all backgrounds, including those with different abilities and neurodivergent conditions, as well as those who identify with protected characteristics.

Nord Anglia Education is committed to ensuring the highest possible safeguarding standards in our schools and we expect every employee to share this commitment.