



HURTWOOD HOUSE  
CHINA

HD BEIJING

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ENGLISH  
CURRICULUM COORDINATOR  
PRIMARY

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Appointment for August 2018

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# HURTWOOD HOUSE CHINA

## 1.1 Our Vision and Story

Known within China as the HD Schools, the first Hurtwood House China campus opened in August 2014 in the city of Ningbo. We now have schools in Shanghai and Beijing, with a new Qingdao campus set to open in August 2018. Our story will not stop here. Our existing schools will continue to grow rapidly, and plans are already afoot to open new schools in other Chinese cities.

The development of Hurtwood House China can be seen as an extension of Hurtwood House's commitment to quality and its spirit of ingenuity, which has seen it break new ground educationally for well over half a century. Amongst international brand transfers, Hurtwood House China is a pioneer. We were the first UK brand to introduce a dual immersion curriculum, enabling Chinese passport holders to benefit from our unique educational offering. We are leading the way in what we believe to be one of the most exciting educational projects of our time – namely the education of Chinese nationals, in a Chinese context, but with a bilingual vision.

Through our bilingual and bicultural approach, we aim to nurture global Chinese citizens – individuals who retain a profound respect and knowledge of their own Chinese culture and language, while also possessing the linguistic skills, cultural awareness, and qualifications to be successful in an increasingly globalised environment.

Underpinning this aim and our broad approach is our motto – **Education Creates Character**. We are respectful of the need for academic rigour, but also recognise that education is broader than this: it is about the individual students and their enjoyment of school; it is about creating an environment where creativity is fostered, collaboration is encouraged, and critical thinking nurtured; it is about providing opportunities for students to develop new skills and interests outside the core academic curriculum. We firmly believe that a broad, balanced, and caring approach is required for education to succeed in creating character.



## 1.2 Our Founding School - Hurtwood House UK

Set on a beautiful two-hundred acre site in the Surrey Hills, Hurtwood House is one of the UK's leading independent, co-educational boarding schools. The School is driven by a passion for creativity and a respect for academic rigour, offering its students a truly holistic learning experience that prepares them for university and life beyond.

Hurtwood House has an outstanding academic track record. For the last two decades, the A-level results have put Hurtwood 'among the cream of the country's best schools' (Financial Times), consistently appearing at the top of the league table for co-educational boarding schools ahead of many of its most illustrious rivals. With over twenty subjects offered at A-Level, students benefit from a broad and balanced curriculum. The range of subjects available stands as testament to the importance

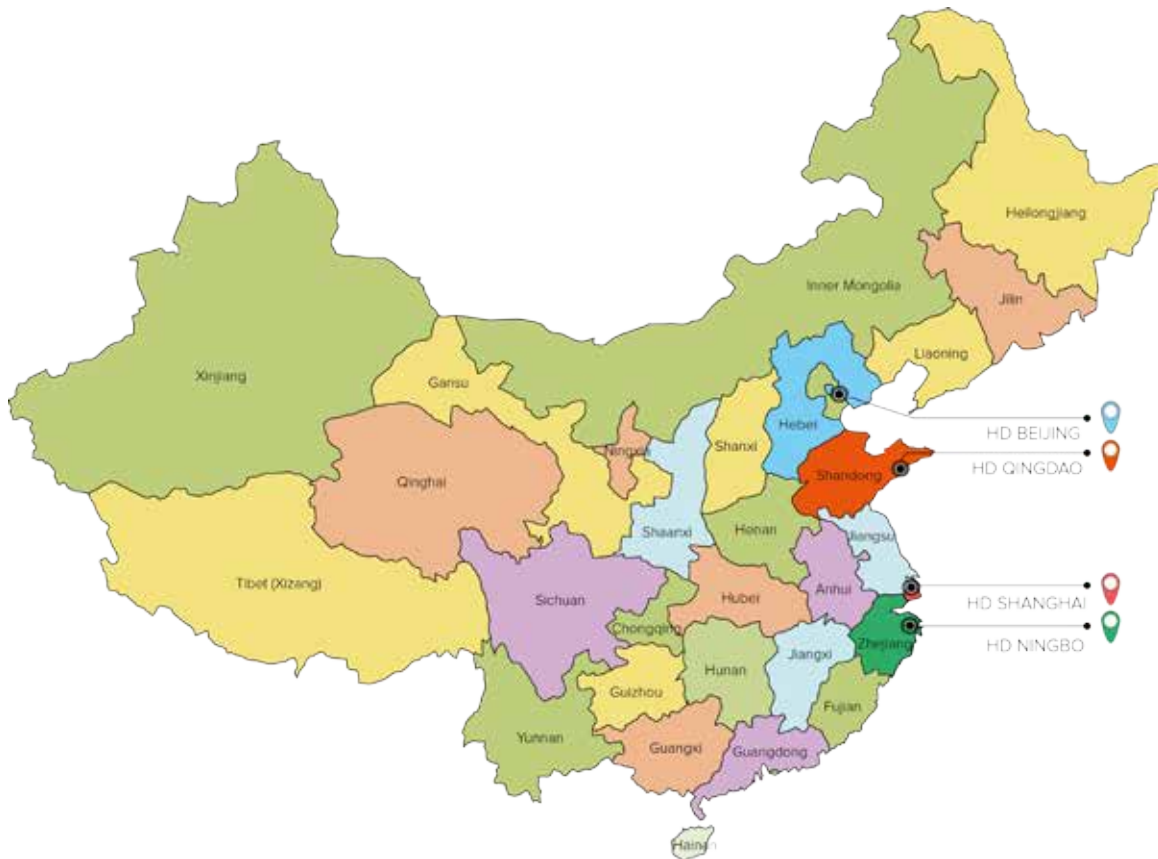
Hurtwood places on empowering individual students in their decision making and learning.

Students at Hurtwood achieve more than just excellent academic results. The School's commitment to providing an all-round education ensures that students leave equipped with the skills, interests and confidence to succeed at university and beyond. Hurtwood, for instance, is a centre of excellence for the performing and creative arts, providing unrivalled opportunities for the aspiring actor, singer, artist, fashion designer, composer or filmmaker.

Alongside Hurtwood's academic results, the achievements of its alumni illustrate the strength of the School's holistic curriculum. The Hollywood actress Emily Blunt and the composer Hans Zimmer are just two examples of former students who have gone on to reach the top of their field.

Our link with Hurtwood permeates our schools at all levels from governance and management to classroom practice, extra-curricular vision and the staff appointment process.

## 1.3 Our Network of Schools



### HD Ningbo

After its high-profile launch in 2014, HD Ningbo School has quickly established itself as the City's leading bilingual school. The School is located in the Yinzhou district of Ningbo, a high-end residential and commercial area only thirty minutes from the city centre. As of this academic year, HD Ningbo has classes open in each year group, with its first group of students due to sit their A Level examinations. At capacity the School will accommodate 2000 students, with boarding available to students from Year 4.

### HD Qingdao

Opening in September 2018, HD Qingdao is located on Xingguang Island, in the West Coast area of Qingdao. The School is part of the new Wanda Oriental Movie Metropolis, a US\$7billion project which is creating a new economic centre for the region and the world's largest entertainment infrastructure development. The School, located on a premium 70,000m<sup>2</sup> site, is designed in the style of a British boarding school and will grow to accommodate up to 2000 students aged 3 -18. Boarding will be available to students in both Primary and Secondary sections of the school.

### HD Shanghai

HD Shanghai is located in the City's Songjiang District, widely regarded as the cultural root of Shanghai. The School opened in August 2015, and will eventually grow to accommodate 1800 students aged 3 – 18. Work is currently underway on the second phase of development, which will see the introduction of specialist upper-secondary teaching spaces and facilities, as well as boarding houses.

## 1.4 Our Chief Academic Directors



**Robert Holroyd**

Robert Holroyd is a graduate of Oxford University and an internationalist with over twenty-five years' management experience in worldwide education. After spells at Oakham School and the Colegio Anglo Colombiano, Bogota, where he pioneered the School's introduction of the International Baccalaureate, Robert was an Assistant Master, Head of Department and Housemaster at Radley College before becoming Headmaster of Repton, one of the UK's leading co-educational K-12 day and boarding schools in 2003. During his tenure of this post, Robert was privileged to internationalize the Repton brand in a variety of locations worldwide before joining the Hurtwood House China team as Chief Academic Director (CAD) in 2017. In his capacity as CAD, Robert provides a range of consultancy and support services across the Hurtwood House China Schools, and would be pleased to be contacted by any leaders and teachers interested in joining this fascinating educational journey.



**Warren Johnston**

Warren Johnston, a graduate of Victoria University, brings over thirty years' experience and an outstanding track record of success in bilingual curriculum schools to Hurtwood House China. Prior to joining Hurtwood House China, Warren spent six very successful years as Executive Principal of YK Pao School in Shanghai. During his time there, Warren was instrumental in increasing the student roll and creating a culture of success within the school. Warren started his career in education as a Primary Teacher in New Zealand, before taking on senior advisory roles in mathematics at the Wellington College of Education and the Ministry of Education. In these roles, Warren had regional responsibility for developing Maths and Science curricula, planning and implementing professional development programmes for teachers, and drafting influential curriculum policy papers. On leaving New Zealand, Warren took on senior leadership positions in Hong Kong, before moving to China in 2007.

[2]

HD BEIJING





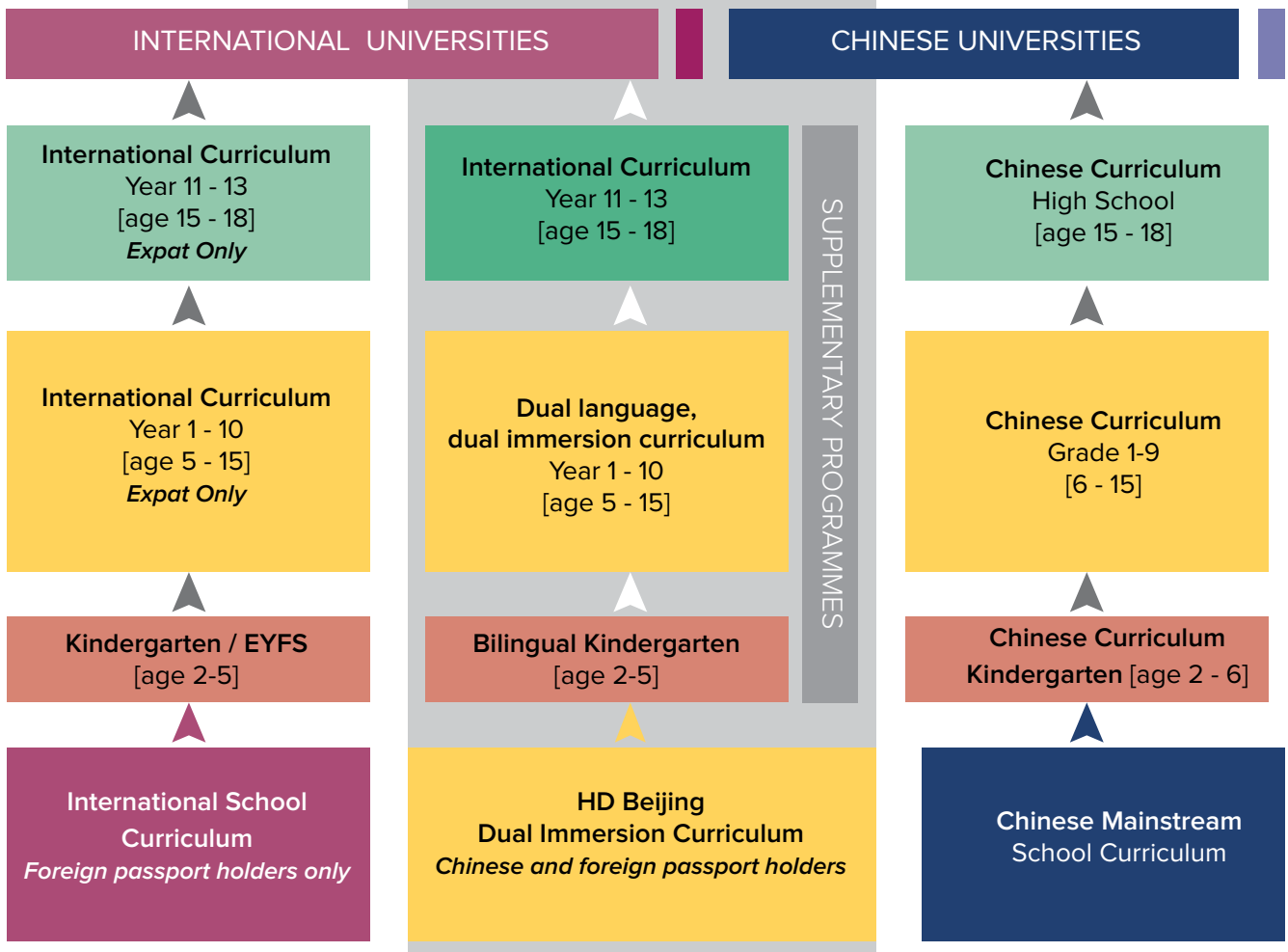
## 2.1 Introduction

Following its successful launch in August 2017, HD Beijing is quickly establishing itself as one of the City's leading bilingual schools. The School is superbly located in the Dongba region of the capital – to the northeast of Beijing City itself. Dongba is the area of the Chaoyang District that is rapidly developing into a new international CBD, complete with high-end commercial and recreational spaces. HD Beijing will be an important addition to this high-profile district, offering a genuinely outstanding international education that blends the best of British with the best of Chinese. The curriculum will provide students with a broad and balanced learning experience – one in which tradition meets creativity, and East meets West.

HD Beijing not only benefits from being part of the successful network of HD Schools in China (HD Shanghai, HD Ningbo & HD Qingdao), but also from its strong relationship with Hurtwood House, our UK partner school. HD Beijing draws on Hurtwood's

experience and expertise at providing an all-round education. Children not only achieve excellent academic results but also develop interests and skills to prepare them for the challenges of life beyond school. With this in mind, the curriculum at HD Beijing offers a broad range of opportunities designed to develop intellectual growth, physical and emotional health, artistic endeavours, creativity and service to others.

The School is committed to fostering genuinely bilingual and bicultural students, enabling them to gain competency in Mandarin and English, as well as preparing them culturally for life in an increasingly interconnected world. The curriculum is taught using a dual-language immersion approach – students benefit from lessons delivered by native speakers of English and Chinese, with some subjects being taught by both teachers in the same classroom. As well as supporting students to become bilingual, the low pupil to teacher ratio enables HD Beijing to deliver a highly personalised approach to learning.



## 2.2 Curriculum Structure

Unlike traditional international schools in China, HD Beijing’s bilingual curriculum is designed to ensure that it meets the regulatory requirements for admitting students with Chinese passports. Using a dual-language immersion approach, our students cover the compulsory elements of the Chinese curriculum, alongside international curricula. To ensure our curriculum is broad and balanced, and to provide teachers with a framework for planning, we have adopted the International Primary Curriculum (IPC).

As a result of our unique programme of study, by the time students’ graduate to secondary school they will have the linguistic ability and breadth of subject knowledge to follow international curricula such as IGCSE and IB-MYP. Through an HD Beijing education, therefore, Chinese nationals build the foundations they need to increase their chances of gaining a place at top

international universities, without losing touch with the Chinese curriculum, culture or language.

We measure the success of our curriculum in broader terms than the simple academic success of our students. In keeping with our motto, our balanced co-curricular programme ensures that all students develop interests, skills, and character traits through a wide range of activities outside the classroom. These activities are seen as part of the overall curriculum, not an extension of it.

Working closely with the School’s Principal and expert Chinese colleagues, the English Curriculum Coordinator will have the opportunity to develop the existing Hurtwood House China model to respond best to local expectations.





## 2.3 Pastoral Care

A strong pastoral care system is the foundation of each student's experience at HD Beijing. We understand that students fulfil their potential when they feel happy, supported and at ease in their surroundings. We emphasise the importance of building a sense of community and promoting supportive relationships, ensuring students know that they always have a peer or an adult to whom they can talk.

Our house system provides a strong framework upon which the school community is built. It encourages students of different ages to interact as well as creating opportunities for students and teachers to work together outside the context of a formal lesson. In addition, inter-house competitions serve as a platform for students to learn new skills and develop important character traits such as perseverance, social intelligence tolerance and self-control.

In the Primary School, the students' international and Chinese class teachers are their immediate point of contact. However, our school communities recognise that every member of staff is responsible for ensuring outstanding pastoral care – this understanding and attitude is nurtured at HD Beijing.



## 2.4 Facilities

HD Beijing is being built on a beautiful site next to Dongba Park, surrounded by idyllic, green space. Uniquely, the campus inherits several ancient imperial architectural features such as covered walks, sky wells, and pointed roofs. These features are being combined with modern design concepts (such as rooftop playgrounds and doubleskin walls) to create a truly inspiring learning environment.

In keeping with the School's values and ethos, the layout of HD Beijing is informed by the desire to deliver a bilingual curriculum that recognises tradition, but is also innovative and contemporary. The campus is being developed in phases. Phase One, which was completed for the August 2017 opening, provides all the facilities required for our Early Years and Primary programmes. Phase Two, which will be completed over the course of the next two years, will add capacity and new facilities to the campus.

**All of HD Beijing's indoor facilities are equipped with excellent air purification systems. The School has a state of the art Anti-Pollution Dome, which is one of HD Beijing's outstanding indoor sports facilities. HD Beijing is fully committed to enhancing air quality on campus and playing our part in the drive towards greater environmental protection in China.**

Students and teachers benefit from outstanding facilities, which support learning both inside and outside the classroom. These include

- a bilingual library
- specialist teaching classrooms such as science laboratories, art and design studios and computer laboratories
- a multi-functional theatre
- an indoor swimming pool
- excellent indoor and outdoor sports areas, including tennis and badminton courts, football pitches, basketball courts and an athletics track.

# [3]

## APPOINTMENT DETAILS

The English Curriculum Coordinator supports the Primary School Principal and is responsible for the international curriculum and professional development of staff from Prep to Grade 5.

**We are seeking an individual who can articulate and develop the vision and ethos of HD Beijing, helping to inspire and empower staff, students and parents within the community. The role presents an outstanding opportunity to join a founding team that are establishing HD Beijing as a world class bilingual-bicultural school, providing the best possible all-round education and care for every student.**

### 3.1 Role and Responsibilities

#### Teaching and Learning

- Foster an excellent work ethic, and a culture of high expectations in which both students and staff fulfil their potential
- Make use of professional knowledge and understanding to create a stimulating, challenging and supportive learning environment that promotes student success.
- When teaching
  - create an effective, challenging learning environment for each student.
  - provide appropriate and timely feedback on work.
  - acknowledge each student's improvement and effort.
  - encourage and monitor the progress of individual students.
- Teaching a timetable as determined by the Principal, but one which reflects the leadership and co-ordination responsibility of the role.



## □ Curriculum Development and Delivery

- Make use of professional knowledge to improve the existing English curriculum, and build co-curriculum bridges to link with other subjects.
- Broaden and improve the methods of teaching and learning and stimulate students' English learning through designing different English activities. Develop high quality, creative English activities.
- Assist in sourcing and provision of resources/ materials for the International programmes.
- Ensure vertical and horizontal articulation of the curriculum.

## □ Professional Leadership

- Coordinate with Principal and English teachers on planning and set up learning intentions according to the Subject Syllabi. Adjust teaching and learning content and strategies to meet students' needs. Promote teachers' professional development through weekly teacher trainings, class explanation, observation and feedback.

- Attend and participate in weekly Year Group planning sessions.
- Take the lead in exploring new ideas and teaching methods for HD Beijing School. Plan ahead for the academic year and semester with well-grounded goals and prioritize some areas. Organise reflection with all delegated subject teachers and take the lead in appraisal of delegated teachers.
- Set a good example as reflective learner. Continue learning and developing teaching practice under theoretical guidelines, so as to become a pioneering teacher in the subject group, and continuously create an academic atmosphere of learning and exploration.
- Mentor junior English teachers in curriculum planning and classroom instruction to ensure student learning outcomes.
- Check unit and planners and year overviews and weekly planning newsletters.
- Check teacher's feedback to students and homework.
- Oversee moderation sessions to look at work within and across year groups.
- From time to time provide reports on teaching and student attainment in English.

## □ Relationship management

- Work closely with members of the English team to discuss/consult/report to Principal.
- Develop a collaborative and supportive culture amongst International and Chinese colleagues, in which information, ideas and resources are shared.
- Help new teachers to develop particular teaching skills in teaching English, so they can gain a thorough understanding of implementing and reviewing the Subject Scope and Sequences and organize effective assessment.

## □ Contribution to the School Community

- Play a full part in the corporate life of the school, including taking part in the after-school extra-curricular activities, weekend events (PD, Admissions, Testing, etc.), school organised social activities and parent information sessions.
- Ensure outstanding pastoral care in line with HD Beijing's policies and expectations.
- Support the school's image in the community
- Support policies and procedures currently in place, including those in the Staff Handbook.

## □ Administrative Function

- Work closely with the Principal to supervise and manage the English team, including: budget management, resource purchasing and management.
- Lead the set-up of both formative and summative assessments, the moderation of marking, and the recording of assessment data in PASS.
- Implement and oversee standardised assessments.
- Have oversight of all English assessment data and identify students who need support or extension. Work with relevant teachers to provide support of extension.
- Attend and participate in Parent Information Evenings.

- Develop an English Teaching Handbook to reflect the HD Beijing way of teaching English including all relevant policies and procedures.
- Contribute and help plan Parents as Learners sessions.
- Contribute to the planning of Student Interview sessions.
- Contribute to the development of new policies, ensuring alignment with the school mission and vision.

## 3.2 Person Specification

### Experience and Knowledge

- Excellent working knowledge of the UK National Curriculum or similar (required)
- High levels of subject knowledge (required)
- Knowledge of International Primary Curriculum (IPC) desired
- At least eight years of relevant teaching experience (desirable)
- Experience of working with children who have English as a Second Language (desirable)
- Experience of working in the independent sector (desirable)

### Qualifications

- A good degree from an established university
- PGCE or QTS (or equivalent)

### Personal Qualities

- Emerging leadership qualities, with ability to command respect from students, staff and parents alike
- Excellent administrative and organisational abilities
- Good 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
- Energy, charisma and dynamism with 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

## 3.3 Salary and Benefits

The successful candidate will receive excellent salary and benefits commensurate with their experience. This will include:

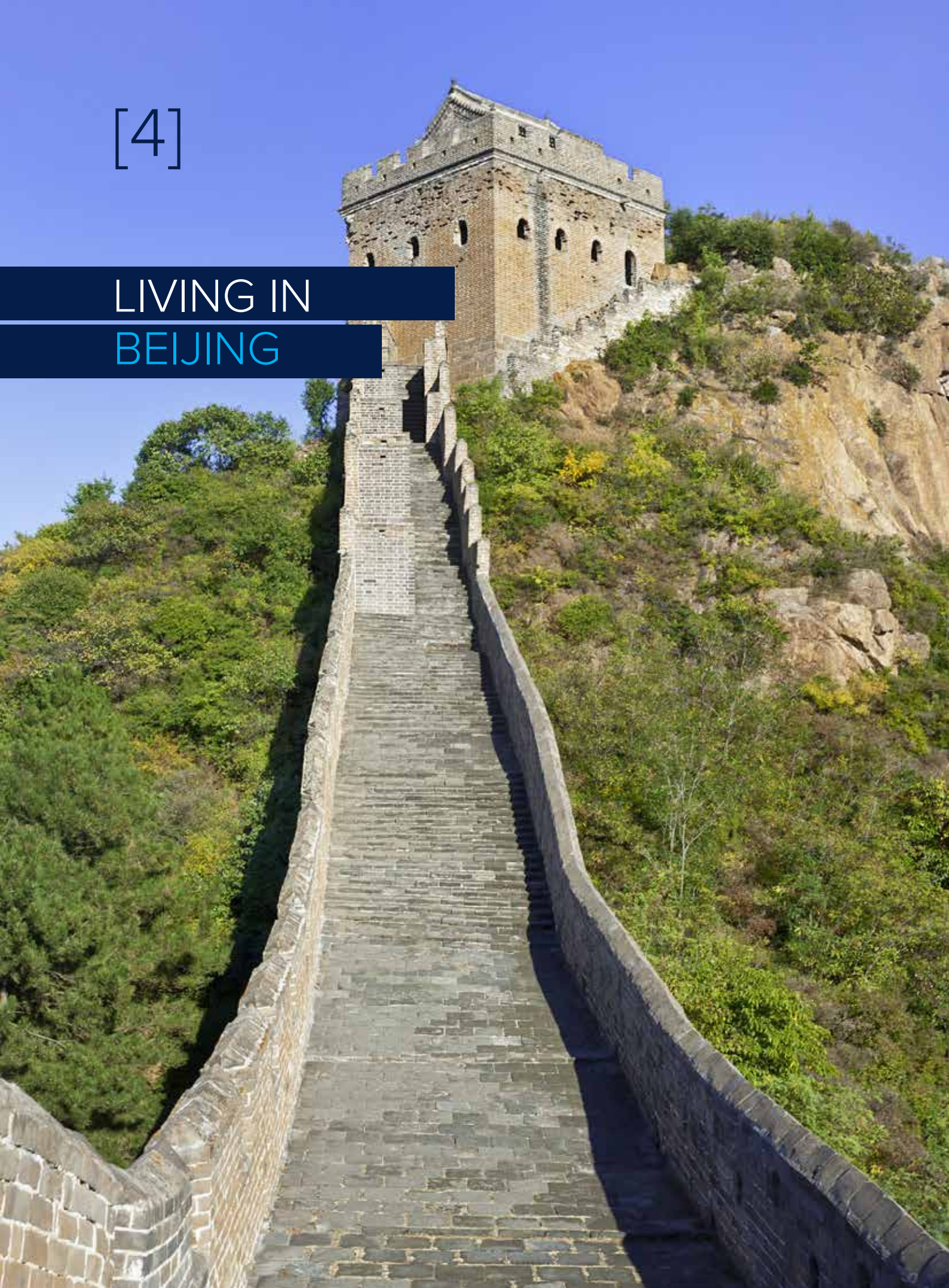
- Competitive, low tax salary
- Accommodation allowance
- Start and end of contract flights for employee and immediate family members
- Relocation allowance
- Excess baggage allowance
- Medical insurance for employee and immediate family members
- Annual flight allowance for employee and immediate family members
- 100% Tuition fees contribution for up to two children
- Annual bonus
- Contract renewal bonus
- Visa and legal documents sponsorship for employee and immediate family members

We recognise that the success of HD Beijing depends on the quality, wellbeing, and motivation of our staff. In addition to the salary and package structure outlined above, therefore, staff can also expect

- a commitment to professional development.
- a dedicated and passionate human resources and support team, committed to making life in China as comfortable as possible.
- Outstanding career progression opportunities that arise from being part of a rapidly expanding education group in a dynamic market.

[4]

LIVING IN  
BEIJING





There is nowhere quite like Beijing – it is a powerhouse of a city within a power-house of a country. Beijing has always had an extraordinary global influence, and this certainly remains true today. From politics to technology, from the economy to fashion, from education to architecture, decisions made in Beijing spread out across the globe.

Although Beijing is undoubtedly a modern city, racing towards the future, it also remains inextricably linked to a glorious past. Nowhere is this more evident than in the City's architecture. Jaw-dropping modern structures such as the Olympic Stadium and the NCPA Concert Hall are found alongside equally magnificent temples and palaces of the ancient past. Indeed, in terms of historically significant sites, Beijing is unrivalled – there are six Unesco World Heritage Sites found in the city alone.

But Beijing offers a lot more than just power, influence, and architectural delights. It is a place that is always dynamic and constantly interesting. Driven by the increasing global importance of the city, both economically and politically, a large number of expat workers have been attracted to Beijing over the past two decades. As a result it caters very well for international travellers. The beautiful parks and the temples are oases of calm amongst five-star hotels, fine-dining restaurants, shopping malls and supermarkets. Above all, it's amazing to be surrounded by the tangible evidence of China's long and dramatic history, whether in the spectacular examples of the Forbidden City or the Great Wall. It's never boring in Beijing.



[5]

# LIVING IN CHINA

## **Career Development**

China is a land of opportunity. Nowhere is this truer than within the education sector. For us, the education of Chinese nationals, through a bilingual and bicultural approach, is one of the most exciting educational projects of our time. We have been amazed by the thirst for our style of education, and inspired by the challenge of delivering our pioneering curriculum effectively. Taking on a job in China is an opportunity to work at the cutting edge of educational progress, and will unquestionably offer the environment and challenge required to learn new skills and further a career in teaching. Indeed, as the world turns East, an understanding of China and, even better, experience living and working there, can be hugely beneficial for career progression - the 2017 HSBC expat explorer survey ranked China second in the career progression category.

## **Adventure**

China is unique. The rate of economic growth, industrial development and infrastructural progress in China is a story often told. However, there is more to China

than this. As the world's oldest continuous civilisation, there is unrivalled history to discover and culture to experience. There is the country's vast natural beauty: mountains, deserts, mighty rivers, jungles, grassland, and coastline. There are vibrant cities, where the traditions and custom of millennia past collide with China's irrepressible drive for modernity.

## **Convenience**

All of the Hurtwood House China schools are located within highly developed cities, complete with all the conveniences one would hope for when settling down in a new location: intra-city, inter-city and international transport links are excellent; there are international standard grocery stores, malls and shopping districts; high-class healthcare and accommodation, in line with expatriate expectations, is easily accessible; and the telecommunications network is among the most sophisticated in the world – several channels are available to make communication with friends and family outside China simple.

[6]

## HOW TO APPLY

To apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to [ibbs.philippa@hurtwoodhousecn.com](mailto:ibbs.philippa@hurtwoodhousecn.com) by the closing date.

The closing date for applications is  
**Friday 12th January 2018**

Preliminary discussions with candidates will take place during December and January.

First round interviews will take place on a rolling basis and early application is therefore advised. Shortlisted candidates will be notified, and final round interviews arranged accordingly.

Hurtwood House China reserves the right to appoint before the closing date.

Please contact **Philippa Ibbs** on **+44 207 788 7937** or [ibbs.philippa@hurtwoodhousecn.com](mailto:ibbs.philippa@hurtwoodhousecn.com) should you wish to arrange an informal discussion about this role.

**HD Beijing is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks.**