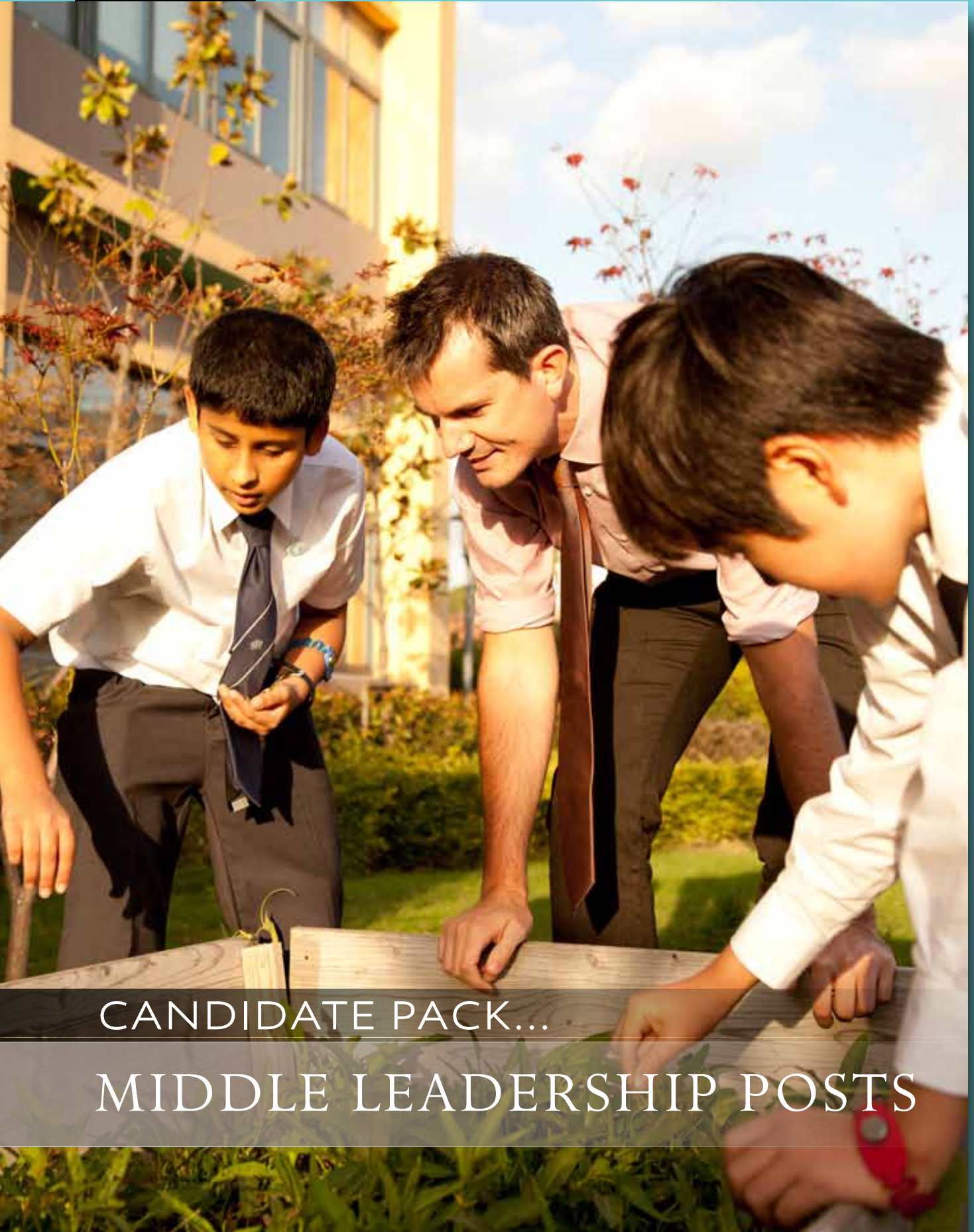




THE BRITISH  
INTERNATIONAL  
SCHOOL

Puxi, Shanghai



CANDIDATE PACK...

MIDDLE LEADERSHIP POSTS







Thank you for your interest in our school and our community. The British International School Shanghai's Puxi Campus is a school of over 1600 children, young people, teachers and support staff.

**W**e are committed to making sure that all of our learners grow up to be the best that they can be, capable of making the right choices to make a difference as global citizens in the exciting but challenging world of the 21st century.

Our students come from over 50 different countries, speak many languages and have a wide and exciting range of cultural traditions and perspectives to share. Unlike many international schools, we are not dominated by any one nationality, but bring an authentic global presence into every classroom. This brings a richness to our learning experiences and is something that is exciting to be involved in.

We are located in a popular modern expatriate community in West Shanghai. The city centre is about 30 minutes away, and our staff live in a range of places between here and the centre, depending on their preference. We provide transport to and from school, and staff can choose to live in accommodation provided by the school or accommodation they find themselves, for which we pay a housing allowance.

Our students are very successful. Although

school outcomes are much much more than just examination results it is reassuring for all of us to know that our students do so well when they take external assessments. Primary school SATs, GCSE and IB Diploma results are all very strong, with all results well in excess of global averages. Our students shine, and we take huge pride in their achievements.

We're looking for teachers and school leaders who will make a difference to children and young people. We want to find teachers who will embrace and add to our community, bring out the best in other people, and who will bring a smile to school with them every day. If you think that this is you, then we very much want to talk to you about the possibility of joining us.

We look forward to hearing from you.

With best wishes

Kevin Foyle  
Principal



THE BRITISH INTERNATIONAL SCHOOL SHANGHAI, PUXI CAMPUS

We are looking for middle leaders who will embrace life in a busy international school, and throw themselves into their professional role with enthusiasm and energy. The right person will meet the requirements of the post because of their values and innate character. We've set out some of the things we expect from staff, though, as it can be helpful to understand the type of school we are and the type of person we are looking for.

## CORE REQUIREMENTS OF THE POST

In fulfilling the requirements of the post, the middle leader will demonstrate essential professional characteristics, and in particular will:

- Build a strong teaching team and create the conditions for it to excel;
- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students;
- Build a strong teaching and learning assistant team and create the conditions for it to excel;
- Continually strive to develop the quality of students' learning, creating the conditions in which all students achieve highly;
- Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Contribute significantly to school improvement / development planning and promote the learning priorities of the school development plan;
- Manage day to day and longer term operations effectively and efficiently
- Develop and deploy resources to support high quality student learning;
- Promote the wider aspirations and values of the school;
- To understand, actively discuss and then support the aims of the school and its senior leadership team.

## OTHER REQUIREMENTS

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team.



The areas of responsibility and key tasks below are intended for guidance. Things change and we change with them. They are indicative, however, of what our middle leaders spend time on. If there is anything here that surprises you, please talk to us about it as part of an interview process.

## AREAS OF RESPONSIBILITY AND KEY TASKS

### LEADERSHIP

- Coach, mentor and help develop team members, developing positive relationships and bringing out the potential for leadership in them
- Create meaningful accountability for outcomes.
- Be an outstanding role model;
- Actively promote contemporary, research-led educational philosophy and practice that leads to high performance;
- Create transformational change in the area of responsibility

### PLANNING, TEACHING AND CLASS MANAGEMENT

Teach students so that they achieve the best they can by:

- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using modern technology to enhance learning opportunities

### TRACKING, ASSESSMENT, RECORDING, REPORTING

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets
- Report on progress to appropriate stakeholders.

### PASTORAL DUTIES

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHCE according to school policy.

### EXTRA CURRICULAR ACTIVITIES

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.



The person who is right for the role is very likely to meet all the 'essential' requirements below (fairly obviously, given that we called them essential!). We've listed a few other examples of traits or experience that we'd like the right person to have, but we don't want you to be put off if you don't have all of these – we understand that people can be quick learners, and we're happy to support that learning process if you're the right person for the role.

## PERSON SPECIFICATION

### QUALIFICATIONS/TRAINING

Qualified to degree level or above	...	Essential
Qualified Teacher status	...	Essential

### EXPERIENCE

Proven track record with at least two years' teaching experience	...	Essential
Proven track record with at least five years' teaching experience	...	Desirable
Experience of being part of a highly successful department and school	...	Desirable
Experience of leadership/management in a school	...	Desirable
Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	...	Essential
Experience of delivering a UK National Curriculum and/or the IB Diploma	...	Desirable
Working in partnership with parents	...	Essential

### SKILLS

Excellent oral and written communication skills	...	Essential
Ability to engage children and enable them to perform highly	...	Essential
Strong organisational skills	...	Essential

### PERSONAL ATTRIBUTES

Passionate about education and young people	...	Essential
Evidence of commitment to continuous professional development	...	Essential
Confident global citizen or a willingness to become one	...	Desirable
Understand the complex and demanding environment of an international school community	...	Desirable



THE BRITISH INTERNATIONAL SCHOOL SHANGHAI, PUXI CAMPUS

If you think this looks like a role you'd enjoy and could do well, then please do apply. You may have already applied, in which case that's great, and we'll be in touch. If you haven't, please follow the instructions below.

## HOW TO APPLY

We use an online recruitment system for initial applications. This helps to make sure that you give us all the information we need to help us to make a fair and balanced assessment of you against other candidates, and to make sure that we see you in your best light.

If you haven't applied formally through our recruitment site, then please follow the instructions here.

If you have already applied, then we'll be in touch with you to explain how we will follow up your application.

Please contact us ([a-lei@bisspuxi.com](mailto:a-lei@bisspuxi.com)) if you have any questions and we'll do our best to help.

## MAKING AN APPLICATION

Please visit our recruitment site at [www.jobtrain.co.uk/nordanglia](http://www.jobtrain.co.uk/nordanglia).

Choose 'search jobs' from the left hand side menu.

Use the key words in step 3 to locate the job you want to apply for. Type Puxi and (optionally) another key word to help you find the vacancy you are looking for.

Then click on 'search'.

Find the job you are looking for and click on the title. You should get to a page with details of the job. Click on the 'Apply For Job' at the bottom of the screen and follow the instructions.

We look forward to hearing from you.

## WHAT HAPPENS NEXT

We'll acknowledge your application and we'll read it carefully. Lots of people here are involved in the recruitment process, as getting the right people to join our community is very important to us.

After we've had time to review applications, normally straight after the closing date for the vacancy, we'll be back in touch. If we think you might be the right person for the role, we'll email you to set up an interview by phone or skype with one or more of us, and we'll take things from there. If we don't think this is the right role for you at this stage, we'll be in touch to say so as soon as we can, so you aren't left waiting and wondering.

If you don't hear from us a few days after the closing date, please get in touch, as this suggests that something has gone wrong and we'd like to put it right. Courtesy is very important to us as a school, so we don't believe in processes where applications disappear into thin air!

SURVIVAL GUIDE

LEARN ABOUT YOUR NEW COMMUNITY



# STAFF GUIDEBOOK

## EVERYTHING YOU NEED TO KNOW

*GREAT TIPS AND INFORMATION FROM  
PEOPLE WITH FIRST HAND EXPERIENCE*

### *HEALTH*

Top tips for staying healthy

### *EDUCATION*

Learn Chinese and discover a  
unique culture

### *TRAVEL*

Explore China and beyond

### *ASK THE EXPERTS*

Contact staff for help



THE BRITISH  
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Shanghai, China

[www.bisspuxi.com](http://www.bisspuxi.com)





THE BRITISH INTERNATIONAL SCHOOL SHANGHAI, PUXI CAMPUS

## STAFF GUIDEBOOK

We produce a guidebook for staff who are joining us. You might find it interesting to flick through if you want to know more about life in Shanghai and life at the British International School. You can find it on our website, by going to the menu at the top and choosing Our Staff -> Work with us -> Staff Guidebook.

There's lots of other information about us on our website ([www.bisspuxi.com](http://www.bisspuxi.com)). Please do browse around and get a flavour for everyday life here.

## OUR PACKAGE

We ensure that our committed and hard-working staff are well remunerated for their part in school life. Also, as part of a worldwide organisation, you have the security of knowing that our finances are secure and that we have a large HR department working behind the scenes to support you as a 'resident expert' in China. Our contracts are for two years, although the majority of staff renew contracts and stay for much longer – our staff turnover rate is low.

Expatriate middle leaders receive:

- A generous salary, paid in RMB, set by their point on our salary scale
- International health insurance for teachers and their families
- An additional living allowance of 9000 RMB per year
- Accommodation arranged by us. After the first year, teachers may choose to live elsewhere and receive a housing allowance instead
- An overseas relocation allowance of 6000 RMB
- End of contract and mid contract flights to and from their home country
- A TLR allowance appropriate for the role

Thanks very much for taking the time to find out about us. We look forward to hearing from you. Good luck in your search for your next role.







NORD  
ANGLIA  
EDUCATION

HELPING OTHERS  
TO BE THE BEST  
THEY CAN BE

ASPIRE

ACHIEVE

CREATE

CHALLENGE

INNOVATE

EVOLVE

RESEARCH

GRAN FOR

QUESTION

DREAM

THINK

PRODUCE

Thank you for your interest in the role,  
The British International School Shanghai, Puxi campus  
and Nord Anglia Education

[www.bisspuxi.com](http://www.bisspuxi.com)