



THE BRITISH INTERNATIONAL
SCHOOL SHANGHAI, Puxi
A NORD ANGLIA EDUCATION SCHOOL

CANDIDATE PACK

Assistant Head

(Data Systems & Student Tracking)





Introduction

Message from the Principal

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.

We 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, secondary school GCSE and IB Diploma results are all very strong, with results well in excess of global averages. Our students shine, and we take huge pride in their achievements.

We're looking for a school leader who will make a difference to children and young people. We want to find someone 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

A handwritten signature in black ink that reads "Kevin Foyle". The signature is written in a cursive style with a large 'K' and 'F'.

Kevin Foyle
Principal

Candidate Pack: Assistant Head

Key Requirements of the Post

Our senior leaders are crucial to the success and development of the school. We are looking for highly talented people who will embrace life in a busy international school, and throw themselves with enthusiasm and energy not only into their professional role but into all aspects of school life. The right person will meet the requirements of the post because of their values and innate character.

We expect our senior leaders to be self-motivated, dynamic and reflective people who will actively define and redefine their roles to best meet the school's needs. The detail below is therefore only intended to give a flavour of what we expect. We hope, nonetheless, that it will be helpful in understanding the type of school we are and the type of person we are looking for.

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

- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students and colleagues;
- Build a strong team and create the conditions for them to excel;
- Continually strive to develop the quality of students' learning, creating the conditions in which all students achieve highly;
- Design and use processes and systems 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, and coach others to do so;
- Develop and deploy resources to support staff delivery of high quality student learning;
- Promote the wider aspirations and values of the school;
- Understand, actively discuss and then support the aims of the school and its senior leadership team.
- Contribute positively to the morale and community spirit in the school;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Maintain an up to date knowledge of good practice in modern education techniques and share this with colleagues;
- Maintain subject(s) or specialism(s) to enable effective teaching, and to model excellent personal practice in the classroom;
- Undertake professional development to enhance leadership and management skills and awareness;
- 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 the Principal, Vice-Principal or Head of School.

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 assistant heads 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

- Create transformational change within the school by unleashing the talents of others;
- Support the Principal, Vice-Principal and Head of School in developing the school's aims, values and objectives;
- Support the Head of School in the strategic and day to day management of the school;
- Identifying developments needed, constantly seeking strategies which will bring about improvement and monitoring the impact;
- Create meaningful accountability for outcomes and quality assurance processes to ensure all students achieve;
- Actively promote contemporary, research-led educational philosophy and practice that leads to high performance;
- Model good practice in promoting and marketing the school;
- Be an outstanding role model for the school.

Data and Tracking

- Develop and manage our iSAMS MIS to have the maximum gain for staff, students and parents;
- Plan staffing and timetabling to ensure effective and efficient curriculum delivery throughout the school;
- Develop and implement student tracking systems to meet the needs of the Heads of School and other senior leaders;
- Develop other ad hoc systems to improve the operation of the school;
- Manage and develop our Moodle VLE platform;
- Liaise with Nord Anglia Education group IT

- services and play a role in developing group wide educational services and systems;
- Manage and develop our unique ODIN system for communicating lessons and homework with parents and students;
- Act as an expert on all things technical and systemic for the staff as a whole;
- Bring an educational eye to bear on all IT decisions at a whole school and regional level.

Staff

- Support the Principal, Vice-Principal and the Head of School in the recruitment and deployment of teaching staff and learning support staff;
- Support the Vice-Principal and Head of School in ensuring all staff are developed and trained appropriately for their current and future needs and ambitions;
- Build strong teams;
- Undertake the performance management of middle leaders and teachers;
- Act as a mentor to colleagues and bring out the potential for leadership in others;
- Tackle issues as they occur, fairly and sensitively.

Children, Students, Parents and the Community

- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children/students and implement policies and procedures to foster them;
 - Promote and safeguard the welfare of all children and ensure that a high standard of care
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Areas of Responsibility and Key Tasks Cont.

- and good order for all children is maintained;
- Liaise with parents on a day to day basis and build positive and effective relationships with them;
- Ensure that parents are well informed about the curriculum, systems of support, care and guidance, attainment and progress and are able to understand and contribute to targets for improvement;
- Organise and lead workshops for parents as appropriate;
- Fully support the life and work of the school, both in and out of school hours.

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.

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.

■ Qualifications/Training

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

■ Experience

Proven track record with at least five years’ teaching experience	...	Essential
Experience of being part of a highly successful department and school	...	Desirable
Experience of leadership/management in a school	...	Essential
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
Technical programming and database skills	...	Essential

■ Personal Attributes

Passionate about education and young people	...	Essential
Evidence of commitment to continuous professional development	...	Essential
Confident global citizen	...	Desirable
Understand the complex and demanding environment of an international school community	...	Desirable
Systematic, precise and well-organised	...	Essential

Candidate Pack: Assistant Head

How to Apply

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.

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 (s-smith@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.

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!



Candidate Pack: Assistant Head

Staff Handbook

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). 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 senior 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
- A gratuity of 10% of annual salary is paid on completion of each two year contract

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.



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