

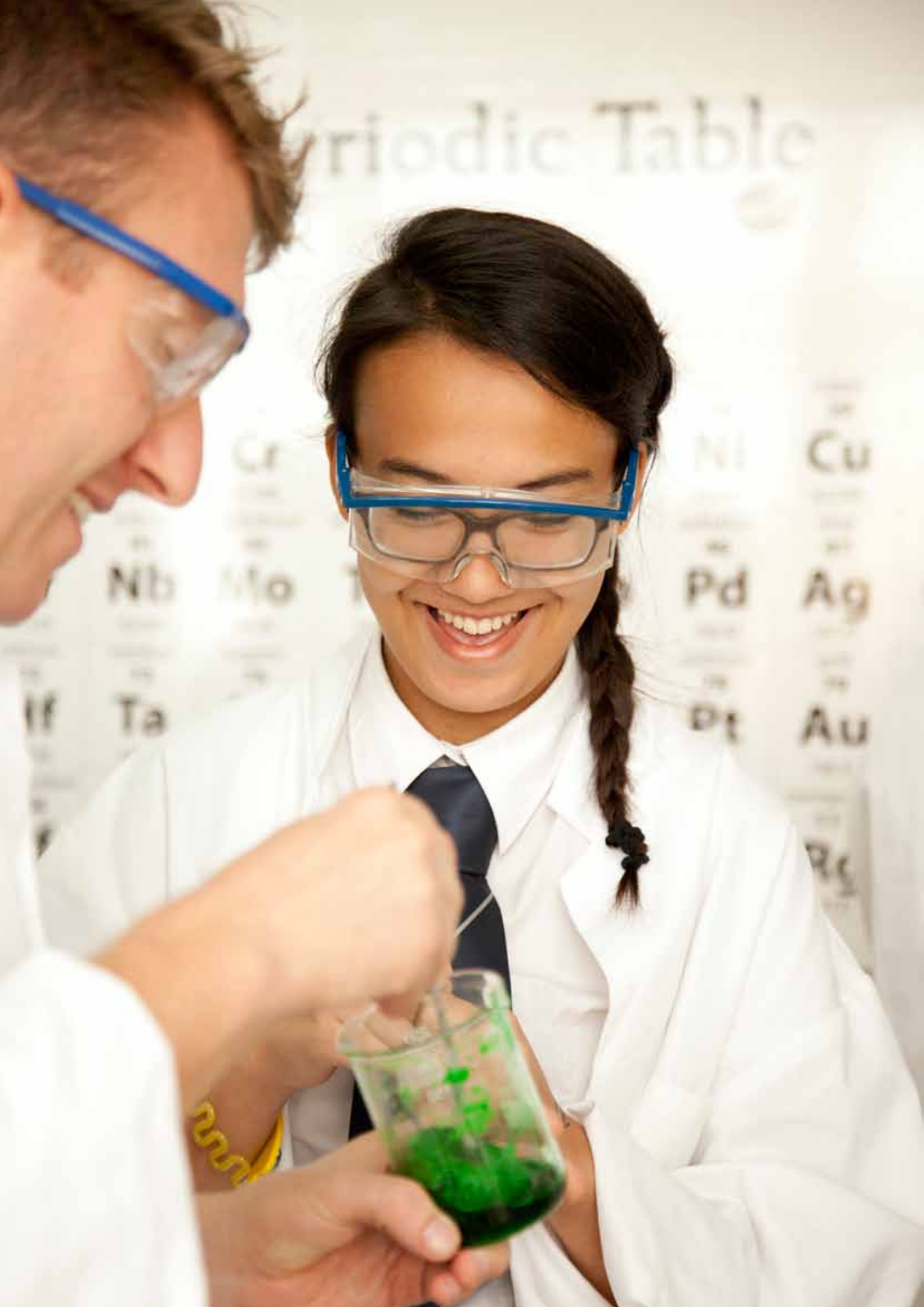


THE BRITISH INTERNATIONAL
SCHOOL SHANGHAI, Puxi
A NORD ANGLIA EDUCATION SCHOOL

CANDIDATE PACK

Vice Principal





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, appearing to read 'Kevin Foyle'. The signature is stylized and written in a cursive-like font.

Kevin Foyle
Principal

Candidate Pack: Vice Principal

Key Requirements of the Post

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

The successful Vice Principal will be self-motivated, dynamic and reflective, and will therefore actively define and redefine his or her role 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 Vice Principal 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 working relationship with the Principal, supporting him in his role and acting as a critical friend and sounding board;
- Deputise for the Principal in his absence;
- Work closely with the Heads of Secondary and Primary, helping to coach and develop them, and helping to bring a wider context to their work to ensure that the school operates as a coherent whole;
- Build relationships with colleagues in other Nord Anglia Education schools to ensure that the school benefits from the synergies possible as part of a large and successful group;
- Build links with key members of the Nord Anglia Education central and regional teams, supporting the work of the group as a whole and drawing on its expertise;
- Build strong teams and create the conditions for them to excel;
- Play a central role in the recruitment of staff each year;
- 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, particularly senior leaders, to do so;
- Promote the wider aspirations and values of the school;
- Understand and then actively develop the aims of the school and its senior leadership team;
- Contribute positively and strongly to the morale and community spirit in the school;
- Feel responsible for the educational outcomes of all children and young people in the school;

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- 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;
 - Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children/students;
 - Promote and safeguard the welfare of all children and ensure that a high standard of care and good order for all children is maintained;
 - Work in partnership with parents and act as point of contact for parents with significant issues;
 - 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;
 - Develop the use of modern technology to enhance learning opportunities;
 - Understand the school's marketing context and contribute to the growth of the school;
 - Maintain a strong up to date knowledge of good practice in modern education techniques
- in order to share this with colleagues;
 - 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 roles he or she determines, or that are set by the Principal.
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Candidate Pack: Vice Principal

Essential Requirements

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	...	Essential
Experience of senior 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 students 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	...	Essential
Understand the complex and demanding environment of an international school community	...	Desirable

Candidate Pack: Vice Principal

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

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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: Vice Principal

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). 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.

The Vice Principal will receive:

- A generous salary, paid in RMB, set by their point on our salary scale
- International health insurance for them and family
- Accommodation arranged by us
- An overseas relocation allowance
- End of contract and mid contract flights to and from their home country for them and family
- 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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