HD BEIJING SCHOOL

Information pack for the position of

DEPUTY PRINCIPAL - PRIMARY SCHOOL

Appointment for August 2017
HD Beijing School

Opening in September 2017, Beijing HD Bilingual School is brilliantly located in the Dongba area, northeast of Beijing City. Dongba is found within the City’s Chaoyang District and is developing into Beijing’s new international CBD, complete with high-end commercial and recreational spaces. HD Beijing is an important addition to this high-profile district, offering an outstanding international education that blends the best of British and Chinese curricula on a beautiful campus.

HD Beijing not only benefits from being part of a successful network of HD schools in China (HD Shanghai & HD Ningbo), but also from a strong relationship with Hurtwood House, our partner school in the UK. HD Beijing draws on Hurtwood’s experience and expertise at providing an all-round education where 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, HD Beijing’s curriculum 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 truly bilingual and bicultural students, enabling them to gain competency in both Mandarin and English, as well as preparing them culturally for life in an increasingly interconnected world. Our curriculum is taught using a dual-language immersion approach; students benefit from lessons delivered by native speakers of English and Chinese, with some subjects taught with 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.

In keeping with our partner school, Hurtwood House, HD Beijing’s ethos, values and curriculum will help to foster a strong and supportive school community. We are looking to build a founding team who are strongly motivated and enjoy participating in all aspects of school life. Teachers who have not experienced a bilingual programme before will enjoy the challenge and learn a variety of new and transferable skills in the process.
Campus

HD Beijing is located 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 combined with modern design concepts such as rooftop playgrounds and double-skin 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 I, which will be complete for our August 2017 opening, provides all the facilities required for our Early Years and Primary programmes. Phase II, which will be competed over the course of the next three years, will add capacity to the campus as HD Beijing opens up year groups in the Secondary section of the school.

Teachers and students enjoy outstanding facilities, which support learning both inside and outside the classroom. These facilities include a Bilingual Library, Multi-functional Theatre, Indoor Swimming Pool, an Indoor Sports Hall and several Outdoor Sports areas. The indoor facilities are all equipped with state of the art air purifying systems; HD Beijing is fully committed to enhancing air quality on campus and playing our part in the drive towards greater environmental protection in China.
Chief Academic Director – Warren Johnston

Warren, a graduate of Victoria University, brings over 30 years’ experience and an outstanding track record of success in bilingual curriculum schools to HD. He blends an international perspective with a deep understanding of local Chinese culture.

Prior to joining HD, 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 role and creating a culture of success where students and staff were at ease, confident and proud of their school community.

Warren started his career in education as a Maths Teacher in New Zealand, before taking on senior advisory roles 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.

Teachers at HD Beijing benefit from Warren’s tremendous experience in the international school sector and specific expertise leading bilingual programmes.

“I am extremely excited about the opening of Beijing HD Bilingual School. We have an incredible campus in a very exciting part of the city, and the interest and enthusiasm of we have received from prospective parents has been staggering. We promote a truly all-round style of education - students at an HD schools are provided with the care, support, and range of opportunities they need to fulfil their potential. We are able to achieve this though the quality, commitment, and passion of our teachers. A role at HD Beijing is an outstanding opportunity to join our team as one of the School’s founding Senior Leaders, and help to develop the first-class learning experience that HD schools have become renowned for. As a founding member of our team, you will not only benefit from being part of a growing network of HD schools within China, but also our strong partnership with Hurtwood House in the UK.”

Warren Johnston, Chief Academic Director
Hurtwood House UK

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.

The School 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) and Hurtwood has consistently been 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 students can choose from stands as testament to the importance Hurtwood places on empowering individual students in their decision making and learning.

But students at Hurtwood achieve more than just excellent academic results. The School’s commitment to providing a truly holistic education ensures that students leave equipped with the skills, interests and confidence to succeed at university and with whatever they choose to do in life 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 film maker. Evidence of Hurtwood’s success in creating outstanding opportunities for their students beyond the core academic curriculum can be seen by looking at some of their world famous alumni – the Hollywood actress Emily Blunt and the composer Hans Zimmer are just two examples.

Both students and teachers at the HD Schools benefit from a strong relationship with Hurtwood House. By drawing on the experience and knowledge of the Hurtwood team, HD Beijing School is able to ensure our values, curriculum and structures prepare our students for successful futures in the same way as Hurtwood House, albeit in a different context.
Employment Details

The Deputy Principal is directly responsible to the Principal of the Primary School for all aspects of Teaching and Learning from Nursery through to Year 6. The successful candidate will sit on the School’s Senior Leadership Team, and will be a vital founding member of staff.

This role presents an outstanding opportunity to help lead a founding team that will fast establish HD Beijing as a world class school, providing the best possible all-round education and care for every student. We are seeking an individual who will articulate and develop the vision, ethos and values of HD Beijing by inspiring and empowering staff, students and parents within the community.

Key Responsibilities

Teaching and Learning
• Have a thorough understanding of the purpose and aims of HD Beijing School’s Curriculum, and ensure this is communicated effectively to all staff;
• Ensure that teaching and learning is aligned with the School’s current Scope, Sequences and value added measures;
• Foster a passion for learning, an excellent work ethic, and a culture of high expectations in which both staff and students are driven to fulfil their potential;
• Oversee curriculum development and planning of lessons and schemes of work;
• Monitor and evaluate curriculum provision, and liaise with Heads of Department as appropriate to implement departmental action plans
• Ensure a personalised approach to learning is adopted throughout the Primary School, and a variety of learning models and groupings are used by teachers, including PBL, flipped learning, and integrated approaches;
• Liaise with Heads of Department to ensure continuity with students learning, especially between key transition points such as between Early Years and Year 1;
• Liaise with the Learning Support Department regarding the development and collation of Individual Education Plans for students;
• Develop the best combination of British and Chinese approaches to deliver a personalised bi-lingual curriculum;
• Ensure that technology is used effectively to support learning
• Ensure a consistent and high quality approach to assessment and reporting throughout the Primary School;
• Create and update curriculum handbooks and policy documents;
• Plan and deliver lessons on a reduced timetable as required;
• Participate fully in the HD Beijing School co-curricular and school activity programme.
Connections with Students
• When teaching, create an effective and challenging learning environment for each student;
• Acknowledge each student’s improvement and effort;
• When teaching, provide appropriate and timely feedback on work;
• Encourage and monitor the progress of individual students in classes taught;
• Lead and participate in school activities outside of the classroom, helping to deliver a broad curriculum and build a strong sense of school community;
• Establish a rapport which enhances learning.

Communication and Co-operation
• Work co-operatively and supportively with all staff;
• Develop a collaborative and supportive culture amongst all staff, in which information, ideas and resources are shared between colleagues;
• Take on direct line management responsibility for teaching staff as directed by the Principal;
• Ensure Heads of Department carry out staff appraisals and develop in line with School policy;
• Ensure that all classroom is an attractive orderly place where equipment/resources are well managed;
• Co-ordinate staff cover and liaise with office staff regarding staff absences;
• Identify opportunities for staff CPD and ensure a strong professional development framework is in place;
• Assist the Principal in the strategic vision for the Primary School.

Administrative Function
• Liaise with the Principal to agree a timetable structure and unsure this is clearly understood by all staff;
• Lead on data management functions associated with Teaching and Learning, including but not limited to assessment data, student progress data, and teacher performance data;
• Oversee reporting to parents of student progress;
• As required, fulfil the administrative functions associated teaching classes, e.g. attendance, check Homework Diary/emails, involvement with the School House system etc.;
• Participate in leadership, department and parent meetings;
• Liaise of Heads of Department and the School’s finance team to monitor all budgets related to Teaching and Learning;
• Assist the Principal in the day to day running of the Primary School.
Contribution to the School Community

• Actively promote, strengthen and nurture the HD School ethos and values, and ensuring that integrity, compassion and tolerance are evident throughout the School community;
• Play a part in the corporate life of the school;
• Support the School’s image in the community;
• Play an active part in the full life of the school, including pastoral responsibilities, and activities as part of the School’s extended day;
• Support teacher and student recruitment initiatives as directed by the Principal;
• Attend meetings and undertake duties as reasonably requested by the Principal.

Person Specification

Qualifications
• UK Post Graduate Certificate of Education (or equivalent)
• Qualified Teacher Status

Experience and Knowledge
• A minimum of 8 years’ relevant teaching experience is desirable, but not a requirement
• A minimum of 2 years’ relevant leadership experience
• Excellent working knowledge of the National Curriculum for England
• High levels of subject knowledge
• Experience working with children who have English as a Second Language is desirable
• Experience working in the UK independent sector is desirable, but not a requirement

Personal Qualities
• Proven leadership qualities, with ability to command respect from students, staff and parents alike.
• Excellent administrative and organisational abilities.
• Outstanding 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.
• Ability to use ICT to enhance leaning.
• 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.

Remuneration

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
• City allowance
• 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
• Renewal bonus
• Full visa and legal documents sponsorship for employee and immediate family members
Living in Beijing

There is nowhere quite like Beijing - it is a powerhouse of a city within a powerhouse 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 ripple out across the globe.
Although Beijing is undoubtedly a modern city, racing towards the future, it remains inextricably linked to its 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.

Beijing offers a lot more than just power, influence, and architectural delights. It is a city that is dynamic and always interesting – the writer David Eimer captures the beauty and variety of Beijing beautifully when he states…

“I am endlessly intrigued by Beijing’s ability to reinvent itself. Spending time here is to be on a permanent journey of discovery, where eye-popping buildings appear seemingly overnight, historic hútòng are transformed into hip hang-outs, and new venues open all the time. But some things never change in Beijing and that is equally enticing. The food is always outstanding and the parks and temples remain oases of peace. Above all, I love being surrounded by the tangible evidence of China’s amazing, dramatic history, whether it’s the Forbidden City or the Great Wall. It’s never boring here.”

Driven by Beijing’s increasing global importance both economically and politically, a large number of expatriate workers have been attracted to the city in the past two decades. As a result, it caters very well for expat life. There is history, culture, and sensational food. There are beautiful parks that are oasis of calm. There is luxury and convenience: five-star hotels, fine-dining restaurants, shopping malls, supermarkets and first-class transport links provide everything you would expect to find in a major global city.
There is also the rest of China… Ningbo’s excellent transport links enable the City to act as a gateway to the region. China is modern and progressing as a society at an incredible rate, but there is more to China than this. As the world’s oldest continuous civilisation, there is unrivalled history to learn about and culture to experience. There is the country’s vast natural beauty: mountains, deserts, mighty rivers, jungles, grassland, and coastline – China has it all.

It is also a land of opportunity. As the world turns East, an understanding of China and, even better, experience living and working there, can be hugely beneficial for career progression. In terms of education, China is undoubtedly one of the most dynamic markets in the world and employers worldwide are increasingly looking for individuals who have direct experience in China.
How to Apply

To apply, please complete all sections of the application form, including the supporting statement. In this statement please ensure you set out your interest in this position, clearly illustrate how you meet the requirements of the role and your ambitions for this new school as one of its founding teachers.

Once completed send your form to careers@hurtwoodhousechina.com

The closing date for applications is 17/03/17

Interviews will be held on a rolling basis – early application is advised.

If you would like an informal discussion about the role please send an email to careers@hurtwoodhousechina.com and we will arrange and appropriate time to speak. Alternatively, please call us on

Safeguarding

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 enhanced DBS check (or equivalent for teachers currently working overseas) and satisfactory reference checks.
image application/ logo application

Hurtwood House
HD SCHOOLS

careers@hurtwoodhousechina.com
www.hurtwoodhouse.com/staff-vacancies-china