

Leadership Search



Deputy Head of School Shekou International School

Shenzhen, People's Republic of China

Application Deadline: September 20th, 2019
Start Date: August 2020

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Introduction

Shekou International School (SIS) is a private, co-educational, not-for-profit school located in Shekou, in the southwestern, expatriate-friendly corner of Shenzhen, China. SIS was established in January 1988 by a joint venture group of oil companies. Soon after the founding of the school, the sponsoring companies contracted International Schools Services (ISS), a non-profit, educational organization located in Princeton, New Jersey, to operate the school. ISS currently provides services to hundreds of schools through recruitment and school supplies, manages schools across the world and provides professional learning in a variety of ways. The school and the city grew dramatically in the following years, and in 2004 the founding companies signed SIS over to full ISS ownership and governance.



From our inception and in the years since we have occupied a part of the historic Jingshan Villa compound, which is the true heart of the expatriate community in Shenzhen, we now also have our Bayside campus — located approximately 1 km from the compound. True to our roots as adapting to the needs of the community, this campus is in a building originally conceived as a shopping mall. This building provides us with a space to offer an innovative educational experience in the heart of the residential area.

In 2018, we celebrated 30 years of service to the community. As the longest established international school in Shenzhen, we continue to set the standard for truly international education. With the enrollment of over 1000 students this year, we plan to increase capacity meeting the growing demand as the city continues to grow. We have a long-established IB DP and expect authorization of our IB PYP this year. Our Middle School program is concept based and reflects the best of a US approach.

Mission and Beliefs

Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.

We believe that...

The purpose of education is to prepare people to play a full and active role as global citizens throughout their lives. Shekou International School was founded to serve the educational needs of expatriates residing in Shenzhen.

A foundation in knowledge and skills is essential for continual learning, personal development and sound decision-making. So we always seek to prepare students for long term success.

Integrity, humility, open-mindedness and respect are fundamental to successful relationships. So we always model and expect these.

Learning to set goals and priorities is essential to the development of perseverance, critical thinking and confidence in students and staff. So we all learn to continuously reflect, analyse and plan for improvement.

Successful learning is fostered by an active, supportive partnership and consistent expectations within the child's school and home learning environments. So we commit to establishing and enriching collaborative and cooperative relationships.



Active involvement in service learning and recognition of cultural diversity is critical in developing responsible, compassionate youth who recognise social justice and can adjust to life in an ever-changing world. So we promote authentic engagement with diverse communities.

Technology is a conduit through which students learn, create, collaborate and share. So we use the best available resources to foster engaging and collaborative learning environments.

Campus

The school is spread across three separate sites.

Our early years' classes, from nursery to grade 1 are located on our Mountainside campus within the Jingshan Villa compound. This set of buildings was once the community heart of the Villas and includes our library, indoor gymnasium, swimming pool, cafeteria, and sporting fields. Our specialist language schools also occupy this campus with our French Bilingual Program and Heritage German Program here. The playgrounds, secret garden, and courtyards are at the end of a tree-lined boulevard which provides a well-protected and child-friendly facility well within the gated Villa compound.



Primary classes from grade 2 to grade 5 are located in our Parkside campus, also within the gated Jingshan Villa compound. The primary grades located in four stories of a tower block hosts support and specialist programs in well-designed and technology-rich classrooms. Also located on the fifth floor of this tower is Level 5. Level 5 is a creative, agile space, designed to showcase the future of learning and provides an innovative exhibition and interaction venue.

The secondary campus located in the heart of the Shekou residential area in front of Shenzhen Bay. Originally built as a shopping mall, this three-story building was repurposed for our school to create a learning environment suitable for the 21st century. With incredible views over the harbor and surrounded by the homes preferred by the expatriate community of Shenzhen, Bayside campus is a true community school.

While not considered a part of our official campus, we have a long-term lease at a gymnasium — just a 10-minute bus ride from the Bayside campus which provides for first-class engagement in sports.

Shenzhen and Shekou

Shenzhen is home to more than 14 million people and is a dynamic and ever-growing city known for its many innovative and multinational companies. As a part of the Greater Bay Area which includes Hong Kong, Macau, and Guangzhou, the city is the center of exciting technology and sustainable growth strategies supported by the government of China.

Shekou means "Snake's Mouth," which is a reference to its location on the delta of the Pearl River. It is a vibrant community, known for being the hub of expatriate life in Shenzhen on the shore of the South China Sea, just a short ferry ride from Hong Kong.



Position Overview

The Job

The Deputy Head of School works collaboratively with the Head of School to provide leadership and management of the school. The key responsibilities of the Deputy Head of School are undertaken to implement the strategic and operational objectives of the school. The Deputy Head will take the lead in meeting goals associated with operational and business matters particularly, supporting educational outcomes through ensuring systems and procedures are in place, current and in compliance with relevant policy. The Deputy Head of School works in concert with the other members of the Senior Administrative Team to allocate resources, foster action, and complete objectives of school plans.



Major Duties and Responsibilities

- Ensure the safety, security, maintenance, and hygiene of the campus, plant and resources. Work closely with other staff and external contractors to coordinate and ensure all aspects of the school's campus, meet the expected standards for international education.
- Lead and coordinate the operational plans of the school to facilitate engagement of stakeholders, and schedule timely completion of tasks, and facilitate achievement of approved goals.
- Facilitate the consistent and high-quality delivery of performance management procedures to meet the mission and objectives of the school.
- Coordinate Communication and Advancement tasks which build the quality of the school's programs and enhance the reputation of the school within the region.
- Coordinate the professional learning provision within the school with a particular focus on the integration of Level 5 programs for the wider community.
- Act as the responsible officer in the absence of the Head of School
- Other duties as assigned by the Head of School.

Qualifications, Skills, Experience, and Attributes

- A Master's Degree preferred with specialization in education, administration, or related fields.
- At least five years of relevant school leadership experience.
- Ability to establish and maintain effective working relationships with school stakeholders.
- Personal qualities associated with good human relations and interpersonal relations.
- Qualities in shared decision-making skills to be an effective member of the leadership team.
- Ability to prioritize, pay attention to detail, meet deadlines, and work effectively under pressure.
- Demonstrate a high level of commitment to education and professionalism.
- Fluency in both written and spoken English.

Application Instructions

Effective Date: August 2020

Application Deadline: Friday, September 20th, 2019

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Shekou International School Deputy Head of School search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

Please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV in PDF format to bpfannl@iss.edu and copy awotowey@iss.edu. You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and SIS reserve the right to close the selection process at any time if an ideal candidate is found.

