

Leadership Search



Secondary Principal Shekou International School

*Shenzhen, The People's Republic of
China*

Application Deadline: November 23, 2020
Start Date: July 2021

Learn more how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

Introduction

Shekou International School located in the innovative and exciting city of Shenzhen in the People's Republic of China seeks a new Secondary Principal.

Our successful secondary program features an authorised and well established IBDP, committed parents and staff, and sustained growth. We seek an experienced and enthusiastic leader of people to continue to build the secondary school program in our next phase of development as we continue to grow within our new campus.

Please see the Job Description below for details of the position and visit the [school website](#) to become familiar with the school.

Why apply for this Vacancy?

We have more than 30 years of experience providing expatriate students and their parents with the highest standard of education within a truly international experience. Our staff and students come from more than 40 nations to live here in Shekou, a part of Shenzhen and the Greater Bay Area, which is where the innovation and vibrancy of China is most active.

Our mission is to provide students a rigorous education and to do so in a caring and nurturing community. Our students are our best representatives of this mission as they enter great universities and achieve success in a wide array of contexts. The Secondary School has a fantastic community feel, and the students have consistently achieved outstanding results in the IBDP. This comes from the partnership within the staff, and with the parents. If you enjoy seeing children succeed and want to work with a committed and professional staff, SIS is worth your consideration.

Student-centred approaches are at the heart of how our teachers work with each student - from early childhood to graduation. We are a PYP and DP school with a strong middle school approach in between. Your colleagues in the Primary School are keen to collaborate and the leadership team is a cohesive and mutually supportive group. We are one school even though we are spread across two campuses. The new secondary campus is opening in the early months of 2021 and will be a place of inspiring spaces which foster creativity and collaboration.

We continue to grow after thirty years of sustained excellence. We know that we will always be able to improve and enhance our work as educators and our culture is supportive of risk taking and innovation. You'll have two great assistant principals to work with and a strong faculty who are good at taking leadership themselves and collaborate willingly. We are known as a hub of professional learning and intend to continue to build that reputation through hosting and engaging in learning activities.

Your family will enjoy living in Shenzhen and experiencing the region. Shekou is the international hub of the city and has a terrific food and entertainment vibe. You are surrounded by an eclectic mix of restaurants and there is easy access to the rest of the city via the metro. Your faculty live in



apartments close to the school, many of which overlook the bay to Hong Kong, which is only an hour away. This is a modern and surprising city where you can be safe and well cared for.

This is an International School Services (ISS) governed school which means oversight by a not-for-profit organization. The income of the school goes into what is best for the students. We are a flagship for ISS, and we get to promote and innovate around great teaching and learning.

Come join us.

Position Overview

Department

Secondary School

Term of Employment

Initial 2 year and subsequent annual contract. 220 Days per year. Faculty Conditions.

Band

Administration Band 1

Reporting Accountability

Head of School

Scope of Responsibility

The Principal directly supervises all staff assigned to grades 6-12. The Secondary School Principal serves as the instructional leader of grades 6-12 and is responsible for the total operation of the Secondary School, including the administration and supervision of all phases of the instructional program and management of the facility. The Secondary School Principal shall provide leadership to the Secondary School staff and faculty, administrative and supervisory skills for the educational development of students and promote parent and community involvement.

Major Duties and Responsibilities

- Coordinate and supervise all activities and programs conducted in grades 6-12.
- Evaluate the implementation of programs in grades 6-12 and provide leadership in continuous improvement of the secondary section of the school in collaboration with senior administration and in alignment with the mission of the school.
- Recruit and retain high quality school staff.
- Evaluate the performance of all staff, guide improvement, and provide leadership in human relations.
- Contribute to school-wide continuous improvement as part of the leadership team.
- Oversee proper utilization of human, financial and physical resources.
- Facilitate the overall achievement, welfare and good conduct of students in grades 6-12.
- Promote and maintain strong parental and community involvement.
- 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 teaching experience.
- Ability to establish and maintain effective working relationships with school stakeholders.
- Experience in identifying and implementing excellence within current trends in education, curriculum, IB DP, staff development, instruction, and supervision.
- Personal qualities associated with good human relations and interpersonal relations.
- Commitment to shared decision-making skills so as to be effective member of the leadership team.
- Ability to lead instructional improvement and staff development.
- 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.
- Previous experience as a principal preferred.

Child Protection and Safeguarding

SIS is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks to include an exploration of any gaps in employment and two satisfactory employment checks.

This position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SIS to only the work identified.

Application instructions found on the final page of this announcement.

Professional Growth and Evaluation

The evaluation of the administrative staff is directed towards achieving the objectives of the School. This on-going appraisal of administrative performance will assist the administrator/s with their:

- i. process of decision-making and communication;
- ii. planning, organizing, implementing and evaluating educational progress;
- iii. demonstration of leadership;
- iv. development and maintenance of close working relationship and channels of communication within the school system and community;
- v. prevention of misunderstandings and the development of cooperation toward attaining the educational goals adopted by the Board.

Domains of Performance

Management of Organization, Processes and Programs

Demonstrates and communicates a working knowledge and understanding of, and compliance with, school policies and procedures.
Ensures that rules and procedures are in place and enforced to provide a safe, secure, efficient, and orderly learning environment.
Identifies and plans for organizational, operational, and resource-related issues and resolves them in a timely, consistent, and effective manner.
Involves staff and stakeholders in various planning processes, shares in management decisions, and delegates duties as applicable.
Uses data to evaluate and improve organizational effectiveness.
Ensures systems and structures are in place and used to support efficiency, consistency, and clarity in his/her area of responsibility.

Management of People, Relationships and Resources

Collaborates with colleagues in the best interest of the overall school.
Demonstrates flexibility in response to changing demands.
Actively seeks the opinions and feedback from others and in turn, provide feedback in a respectful manner to others.
Displays a team-based approach to work.
Plans for and enacts the thoughtful and efficient use of resources to achieve school goals.

Management of Information and Analysis

Ensures the communication of applicable information with stakeholders in a timely manner and maintains confidentiality.
Uses data to promote effective decision-making and communication
Disseminates information in a timely manner through multiple sources.
Involves stakeholders in a collaborative effort to establish positive relationships.
Maintains visibility and accessibility.
Speaks and writes in a clear, effective, and appropriate manner.

Professionalism

Works within legal, ethical, and professional guidelines.
Adheres to and models the school's core values.
Models professional behavior daily, both in and out of school
Is sensitive and culturally responsive.
Participates in professional growth opportunities and applies knowledge and skills to positively improve school effectiveness.

Evaluation Rubric

Ineffective	Partially Effective	Effective	Highly Effective
The performance of duties does not meet the required level.	The performance of duties is insufficient or inconsistent in meeting responsibilities and school-wide goals.	Effective is the expected level of performance. The administrator's actions and leadership are consistent with the requirements of the role, school's mission and school-wide goals.	In addition to meeting the requirements for Effective; The administrator's actions and leadership add significant value to the overall operations of the school and to the responsibilities of others.

How to apply

Effective Date: July 2021

Application Deadline: November 23, 2020

Please submit to recruitment@sis.org.cn

1. Letter of application (approximately 2 pages) outlining how your experiences and philosophy will allow you to meet the responsibilities of the position in our school
2. Current resume (please do not send a resume that has your photo*)
3. List of three professional references and their contact details

Our Process

- We will receive applications until the 23rd November 2020.
- Applications will be processed as they are received, and referees contacted immediately for candidates who progress to the next stage.
- Interviews will be held for shortlisted candidates by the end of November.
- A school visit is not feasible given the travel restrictions in place, however ample sharing of views from personnel and virtual visits will be available to complete the process.

See our school website and explore our programs and other information at <https://www.sis-shekou.org>.

Contact the Head of School, Greg Smith at gsmith@sis.org.cn or the current Secondary Principal, Phil Rogers at progers@sis.org.cn with questions.

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

* ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.

