

Leadership Posting

Head of School Achieve Xiamen International School (AXIS) *Xiamen, People's Republic of China*

Application Deadline: January 28, 2022

Start Date: August 2022



Looking for a New Leader. Head of School.

Due to COVID related circumstances, Achieve Xiamen International School (AXIS), located in the international business-friendly island city of Xiamen in the People's Republic of China, is seeking a new Head of School beginning school year 2022-23.

AXIS is a brand new school currently completing its first year of operation. We have an outstanding facility, committed students, staff, and parents. We seek an experienced and enthusiastic leader of people to manage and enhance the school in our next phase of development as we grow our programs in line with our mission.

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 are a part of the ISS family, which has more than 60 years experience providing expatriate students and their parents with the highest standard of education within a truly international experience. Our staff and students come from wide range of nations to live here in Xiamen, a key shipping and international business hub on China's eastern coast.

Our mission is to partner with our community to inspire and support every student to find success and contribute to the ever-changing world. Despite being a young school, our students, staff, and parent community feel a sense of ownership of this mission and work tirelessly to realize our ambition to become the choice of families for international education in the region. We are hopeful of our potential and know that our location, facility, and hard-working staff make AXIS worth your consideration.

Student-centred approaches are at the heart of how our teachers work with each student - from early childhood to grade 9 (adding grade 10 next year). We use common core standards with plans to implement the IB PYP and DP, with a strong middle school approach in between. Your school-based team is keen to collaborate and the ISS Asia Pacific Office team is supportive group to assist you in all aspects of school development and leadership—you will have your own consultant.

With an opening enrolment of 70 students (and growing), our aim is to double in size for next academic year. We see this as critical to being able to expand and develop our programs. Going into our second year of operation, we know that we have much to improve and enhance our school and work as educators, but our culture is supportive of risk taking and innovation. You'll have enthusiastic curriculum and student life coordinators to work with and a courageous faculty.

You will enjoy living in Xiamen and experiencing the region. The city enjoys a sub-tropical climate with plenty of sun and clean air year-round. Xiamen has excellent services, food and entertainment options. With a budding metro and dedicated Bus Rapid Transit (BRT) system, the city is easily accessible from anywhere on the island. This is a modern garden city where you can be safe and well cared for.

AXIS is an International Schools Services (ISS) managed school, which means oversight by a board of experienced educators alongside routed members of the business community. ISS Global Vice-President, Greg Smith, chairs the board who takes a keen interest and is supremely supportive of the school, its leadership, and programs.

Come join us.

Application Instructions

Please apply by sending an updated CV and cover letter to Matthew Doige, AXIS Acting Head of School at matthew.doige@axischool.org.cn

Application Deadline:
Friday, January 28, 2022



Achieve Xiamen International School

Job Description

Head of School

Department:	Administration
Term Of Employment:	Initial 3 year and subsequent annual contract. 210 working days per year. Faculty Conditions
Band:	Administration Band 1
Reporting Accountability:	AXIS Board of Directors

Scope of Responsibility:

The Head of School is the chief executive officer of the school. In collaboration with other administrators, and with the support of ISS governance, the Head of School will determine and oversee the actions required to sustain and continuously improve the school. The Head of School will plan and implement strategically and operationally to reflect the context of the school community, the requirements of local community, government and China, and the changing face of international education.

Major Duties and Responsibilities:

- Embody, manifest, and advocate the mission and vision of the school.
- Create and maintain an inclusive and positive school climate and culture.
- Supervise all educational programs of the school to assure quality and consistency with policy requirements
- Supervise budgets and maintain appropriate financial records to ensure the financial sustainability and soundness of the school
- Lead effective recruitment and management of employment of personnel to provide a high-quality experience for families and students
- Represent the school in its relations with agencies, educational organizations and accrediting agencies
- Oversee and ensure effectiveness of all aspects of the school's operation.
- Facilitate the overall achievement, welfare and good conduct of students.
- Promote and maintain strong parental and community involvement.

Qualifications, Skills, Experience and Attributes:

- Previous experience as an international school director or senior administrator
- Capability with long term financial and program planning
- Broad knowledge base of best practices in teaching and learning
- Familiarity with the process of accreditation
- Relevant and current professional development
- Certification in educational leadership
- Experience in management of human and physical resources
- Marketing expertise
- Excellent interpersonal and communication skills

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

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.

Leadership Posting

Instructions

Please apply by sending an updated CV and cover letter to Matthew Doige, AXIS Acting Head of School at matthew.doige@axisschool.org.cn