



APPOINTMENT OF  
HEAD OF SECONDARY SCHOOL  
CANDIDATE PACK



## CONTENTS

- 03 A PASSION FOR LEARNING
- 04 ROLE DESCRIPTION
- 07 PERSON SPECIFICATION
- 08 DEHONG BEIJING
- 09 DEHONG GUIDING STATEMENTS
- 11 DEHONG INTERNATIONAL CHINESE SCHOOL
- 12 SUSTAINABILITY
- 13 LIVING IN BEIJING
- 14 EDUCATION IN MOTION
- 15 APPLYING FOR THIS POST



## A PASSION FOR LEARNING

Dear Applicant,

Thank you for your interest in the post of Head of Secondary School at Dehong Beijing International Chinese School. We are seeking to appoint an outstanding Head of Secondary School (HoSS) who has a true passion for both Chinese and International Education.

Dehong Beijing International Chinese School is the 2<sup>nd</sup> Dehong school in China and opened in September 2019 as an Elementary School with 150 students. The campus is located in the Grasse Town residential development, in Tongzhou District of north Beijing. The school relocated in 2021, across the road, into the new purpose-built campus enabling Dehong Beijing to grow into Middle and High school year levels. The existing buildings, used from 2019, were converted into a Kindergarten. Ms. April Zhou, former Vice Principal and Executive Principal of the International Division of Beijing No. 2 High School, is the founding Principal of Dehong Beijing.

Dehong schools are sister schools to the Dulwich College International schools. By providing an education based on the academically rigorous Chinese national

curriculum, a strong focus on wellbeing, child centred learning and teaching, and international mindedness, Dehong schools provide a bi-lingual, bi-cultural education, leading to the internationally recognised IB diploma. Dehong students develop a strong understanding of their heritage, culture and language, and the life skills to succeed in a global world.

I hope you find the information provided helpful. For more information on this opportunity and the family of schools, please visit <https://beijing.dehong.cn/> and [www.dulwich.org](http://www.dulwich.org).

Yours sincerely,

**Mr. David T. Yung**

Dehong Brand Ambassador



# ROLE DESCRIPTION

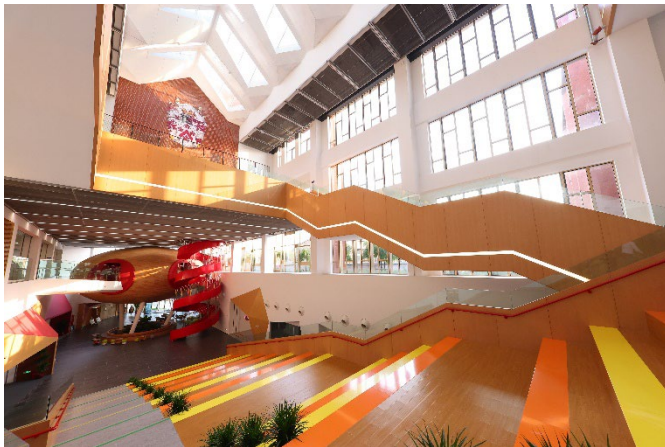
THE HoSS HAS A KEY STRATEGIC AND OPERATIONAL ROLE AND IS A MEMBER OF THE DEHONG SCHOOL LEADERSHIP TEAM (DSLTL). MEMBERS OF THE DSLTL HAVE JOINT RESPONSIBILITY FOR ALL ASPECTS OF THE WHOLE SCHOOL RELATING TO THE EDUCATION AND DEVELOPMENT OF STUDENTS AND STAFF; EACH HAS A FOCUS OF RESPONSIBILITIES, BUT ALL CONTRIBUTE TO THE WHOLE AND SUPPORT THE WORK OF OTHERS.

---

## OVERALL RESPONSIBILITIES

THE HoSS IS RESPONSIBLE FOR

- Ensuring the best possible learning and teaching environment, in the best possible environments, placing students at the heart of decision making
- The safeguarding of students in her/his school in line with the Dehong safeguarding framework, policies and code of conduct and in collaboration with the Principal
- Ensuring the highest standards of Health and Safety in her/his school, in collaboration with the Principal and Director of Business Administration
- To take responsibility for the day-to-day business management of the Secondary School, including the deployment of resources and of the budget
- The HoSS should provide support, guidance and leadership and be a model of good practice for all staff
- Be understanding of the needs and issues facing all stakeholders within the school community



## ORGANISATION, LEADERSHIP AND MANAGEMENT

- Establish, review, and develop the School aims, policies, structures and procedures and job descriptions in line with whole school policies
- Lead the School's strategic planning including the production of the Secondary School improvement plan (based on the whole school Improvement Plan)
- Control budgets in the School, including delegation to the subject departments, as appropriate
- Oversee the line management and support for all teaching and support staff in the School
- Ensure high quality staff meetings, school leadership team meetings, curriculum meetings and attend meetings of the Dehong Leadership Team
- Lead the production of Staff and Parent Handbooks

## CURRICULAR AND ACADEMIC RESPONSIBILITIES

- Coach and / or mentor leaders within the School
- Ensure that the delivery of the curriculum, in both Chinese and English, matches the aims of the school and reflects the needs of students
- Maintain an understanding of curricular developments around the world, with a view to Dehong developing as a model of outstanding practice in learning and teaching
- Ensure that measures of achievement are accurate and readily available so that students and their parents can take an active interest in performance and reflect upon progress
- Monitor the progress of students from first placement in the school to the time they leave
- Maintain open dialogue between the school, students, and their parents on all educational matters
- Ensure curriculum planning, design and management, in liaison with the School Leadership Team and teaching staff
- Recognise the importance of transitions and vertical articulations
- Product the curriculum handbooks in liaison with appropriate staff
- Resource management and oversight of timetable
- Organise the overall management of the School self-evaluation and improvement strategies
- Ensure Performance Management and Line Management is effective
- Oversee and implement, monitor and evaluate the School's learning and teaching policy, including the promotion of the Dehong ethos and values
- Organise and present, as appropriate, at parental curriculum and information evenings





## WELLBEING

- Take primary responsibility for the wellbeing of the students in the School from the time of their admission to the time they leave, liaising with the other members of the DSLT to ensure that practice is consistent across the whole School, and that appropriate guidance programmes are in place to offer students support as they transition between the various stages of their education and between countries
- Oversee and implement, monitor, and evaluate the School's Wellbeing policy, including the promotion of the Dehong ethos and values
- Coordinate procedures for student admissions, in liaison with the Admissions team
- Encourage parental support and involvement in the work of the school

## EXTRA-CURRICULAR LEADERSHIP

- Responsible for the effectiveness of the school co-curricular and ECAs, assemblies, school trips, the House System, and all school activities which take place outside of formal classroom

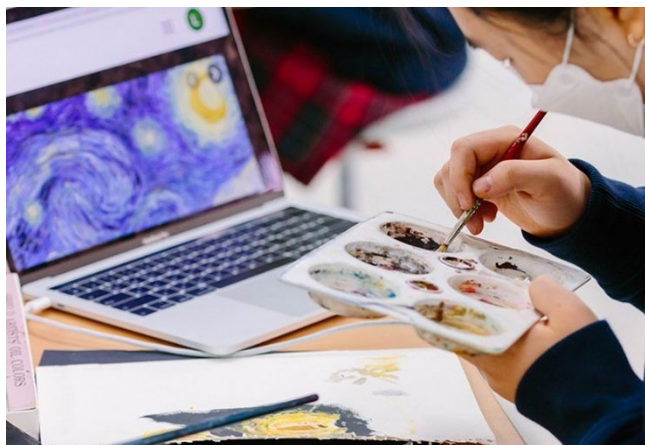
## QUALITY MANAGEMENT AND SUPPORT FOR STAFF

- Encourage strong collaboration
- Respond to the need for staff professional learning, making recommendations for this to DLT and the Professional Learning Lead
- Oversee the Performance Management programme in the School
- Lead the School recruitment process in collaboration with the Principal, ensuring the highest quality of staff join the School

- Manage the induction of new staff into the School
- Take responsibility for the learning environment, both indoors and outdoors, ensuring that it is in good order and reflects an atmosphere of learning, discovery, and interest
- Oversee the deployment of support staff

## COMMUNICATION AND MARKETING

- Ensure high quality marketing, in conjunction with the Principal, and Head of Admissions, Marketing and Communications
- Maintain regular and proactive communication with parents through regular online updates and information in the newsletter



# PERSON SPECIFICATION

The successful candidate will have the ability to be an inspirational and innovative leader who can secure the full engagement of staff and all other stakeholders in the delivery of the School's objectives. She/He will show leadership and moral values through action and example in her/his daily conduct. She/He will engage superbly with the community, be a respected ambassador for Dehong, motivate others, and achieve excellent academic results within a truly holistic environment. The successful candidate will have the following key skills, experiences and attributes:

## QUALIFICATIONS AND PERSONAL DEVELOPMENT

### ESSENTIAL

- University educated with Honours Degree, recognized teaching qualification, evidence of on-going professional learning and development

### DESIRABLE

- Further degree in education; hold or be working toward the National Professional Qualification for Headship (NPQH) or International Leadership and Management Programme (ILMP) or similar

## KNOWLEDGE

### ESSENTIAL

In-depth knowledge and understanding of:

- Real leadership and management in the fields of learning and communication
- Previous senior leadership position
- An international school curriculum
- Assessment for Learning, Assessment of Learning, use of data, baseline assessment and value-added
- Current educational issues and up-to-date curriculum developments

- Teaching strategies and pedagogy that both engage students and achieve the highest outcomes
- A strong understanding of Inquiry-based education
- EAL provision

### DESIRABLE

- CIS accreditation / IB authorisation process
- Bilingual or Dual language education

## EXPERIENCE

### ESSENTIAL

- A clear focus and passion for student learning
- Leadership position in a school with responsibility for curriculum and / or wellbeing and / or personnel
- Experience in an international or independent/private school
- Developing and implementing school quality improvement programmes, including demonstration of raising students' levels of achievement
- Excellent professional knowledge (of curriculum, quality management, school organisation and current educational issues)
- Successful partnerships and communication with parents and communities outside the school

- Proven ability to support, motivate, lead, and manage staff
- The ability to represent the school to its student and parent community
- Organisational and administrative skills, and experience of efficient resource management
- Coaching and mentoring skills

### DESIRABLE

- Experience in an international environment
- Experience within an IB school
- IBDP curriculum experience is strongly preferred
- Working overseas
- Knowledge of other cultures, particularly in China

## DEHONG BEIJING

**Dehong International Chinese Schools** are sister schools to Dulwich College International schools. Their shared vision is to create the best schools in the world. For Dehong, this means creating the best international Chinese schools, so that our students can make a positive difference for China and the world.

In this era of rapid development, China is leading in many areas and its influence on the world is undeniable. As a pioneer of global international education, we provide high quality progressive education, experienced international teaching teams, and school facilities that meet the needs of students' development in line with our future facing educational concept. We aim to ensure that everyone in our schools develops both physically and mentally.

The Dehong curriculum is a collaborative framework which provides a well-balanced programme encompassing both the Chinese compulsory curriculum and Dulwich College International schools' leading educational concepts and methodologies. We aspire to provide the very best of Chinese and international education to our students. Our ambition is that every Dehong student is instilled with a sense of pride for their national culture whilst benefitting from a holistic curriculum that advocates the importance of developing global perspectives.



**Dehong Beijing International Chinese School** is the 2<sup>nd</sup> Dehong school in China and opened in September 2019 as an Elementary School with 150 students. The campus is located in the Grasse Town residential development, in Tongzhou District of north Beijing. The school relocated, across the road, in 2021, into the new purpose-built main campus enabling Dehong Beijing to grow into Middle and High School year levels.

The existing buildings, used from 2019, have been converted into a Kindergarten. Ms. April Zhou, former Vice Principal and Executive Principal of the International Division of Beijing No. 2 High School, is the founding Principal of Dehong Beijing.





# DEHONG GUIDING STATEMENTS

## MOTTO:

Building Bridges to the World

## VISION:

Create the best international Chinese schools in the world so our students make a positive difference for China and the world. Based on three strategic pillars:

- Students Come First
- Bilingual Bicultural and Holistic Education
- One Family of Schools

## ETHOS:

Dehong Schools are holistic and aim to develop students intellectually, morally and socially. Learning is meaningful, challenging and fun, both inside and outside the classroom.

Our 6C's:

### **Confidence**

Through drama, debates and leadership projects, Dehong students develop confidence in public speaking and performance.

### **Critical Thinking**

Using an approach based on critical inquiry and conceptual learning, Dehong students learn to question, challenge, analyse and understand.

### **Communication**

Dehong schools emphasise the importance of communicating in two languages, encouraging students to express their ideas, thoughts and opinions. Dehong students are educated to be bi-literate and bi-lingual.

### **Collaboration**

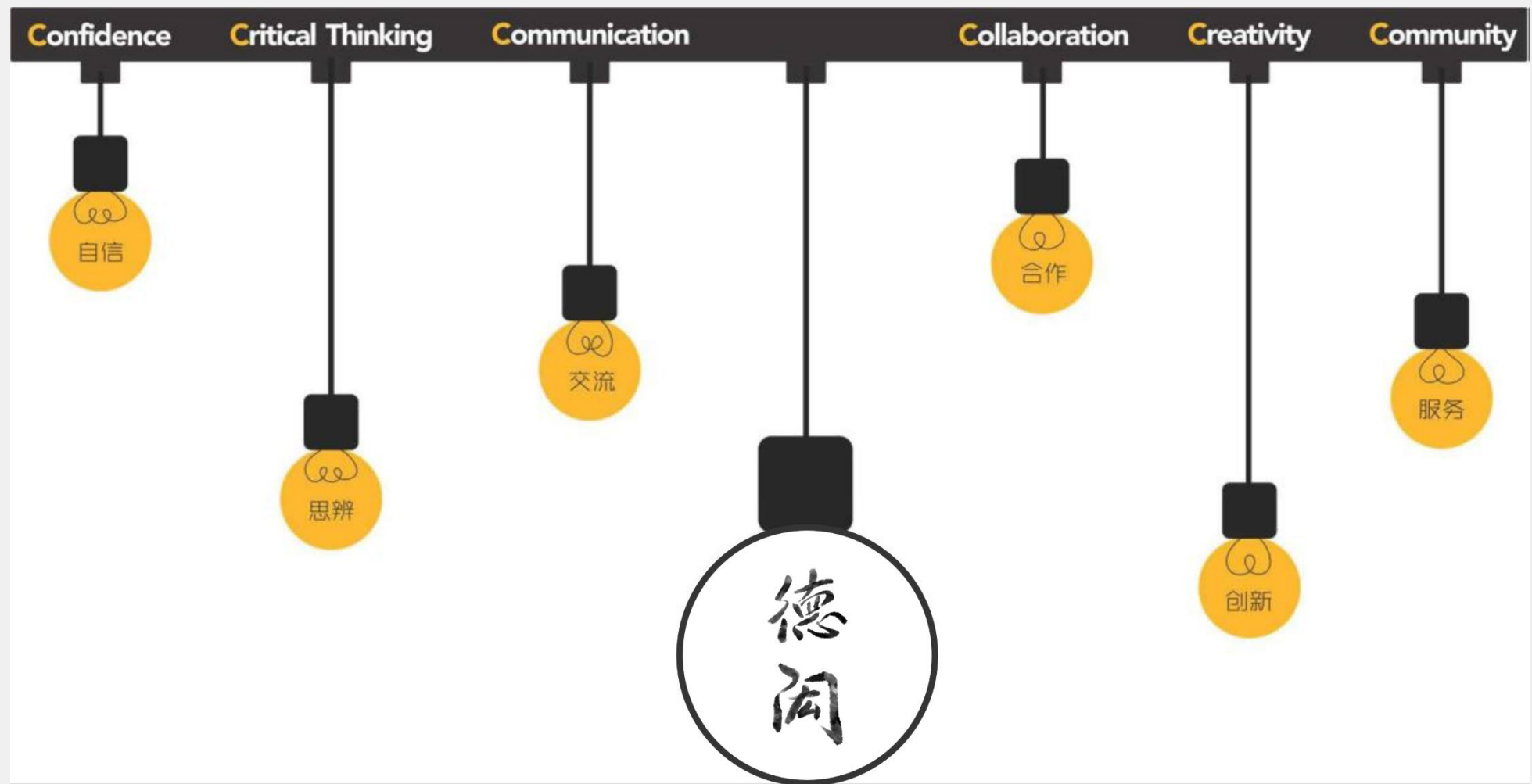
Dehong students work together, developing teamwork skills, respect, listening skills, an appreciation of different styles of working and an appreciation of others.

### **Creativity**

Throughout the curriculum, including in art and design, music, robotics and other subjects, students are given opportunities to create, innovate and solve problems, enabling them to develop the skills needed for school and beyond.

### **Community**

Dehong students learn how to make a positive difference in China and the world. They care about sustainability, service and understand the importance of community in the school and beyond.



# DEHONG INTERNATIONAL CHINESE SCHOOL

Dehong schools are Chinese at heart, offering a bilingual and bicultural education leading to the IB diploma. Based on the academically rigorous Chinese national curriculum, Dehong schools have a strong focus on inquiry and conceptual understanding.

The sister school relationship with Dulwich College International schools gives Dehong students unique access to the One Family of Schools network. Students participate in group-wide events spanning the visual and performing arts (music, art, drama, film), sports, as well as leadership and community programmes. Furthermore, Dehong students benefit from Dulwich College International schools' academic research and development initiatives around enquiry based learning, entrepreneurship, sustainability, the integration of technology and a world class university counselling programme. Dulwich College International schools have a strong track record of sending students to Russell Group universities, including Oxbridge, as well as to the Ivy League and other leading universities around the world.

The Dehong 德闳 name is made up from the elements of Dewei “德威” (the Chinese name for Dulwich) and ‘the father of Chinese overseas students’ Rong Hong “容闳” (Yung Wing), who is also the first Chinese-born student to graduate from an American University, Yale University, in 1854.

Rong Hong had a dream. He wanted Chinese youths to study advanced technology to improve China's engineering and infrastructure. Upon his return to China, he became a strong advocate for the international education of Chinese students, and was able to convince the authorities to support his project by establishing the Chinese Educational Commission.

In all, 120 Chinese students relocated to New England, USA during the nine years that the programme was in operation. The programme is credited with providing China with her first generation of railroad builders, engineers, medical doctors, diplomats, college presidents and naval admirals, thus fulfilling, at least in part, the original vision of Rong Hong.

Not only was Rong Hong instrumental in establishing the Chinese Educational Commission and successfully running the programme as Deputy Commissioner for nine years, he was also integral in bringing Chinese studies to Yale and re-establishing Chinese-American relations following the close of the Commission.





## SUSTAINABILITY

AS AN UPSTANDING INTERNATIONAL CHINESE SCHOOL, DEHONG BEIJING HAS PLEDGED TO PLAY ITS PART IN THE WORLD'S COLLECTIVE RESPONSIBILITIES TOWARDS SUSTAINABILITY. MUCH MORE THAN RECYCLING, THIS PLEDGE REQUIRES US TO WORK TOWARDS THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS FOR THE YEAR 2030 EACH AND EVERY DAY.

### INSPIRING OUR ENTIRE COMMUNITY TOWARDS A MORE SUSTAINABLE FUTURE

Our goal is to encourage our community to make informed choices, take inspired action and create a positive impact as individuals, as a group and at a global level. As such, sustainability and global citizenship are embedded in our curriculum and operations across the whole organisation.





## LIVING IN BEIJING

Beijing is the capital of the People's Republic of China. It is the seat of China's central government and is renowned as a hotbed of both historical and modern Chinese culture.

This is an immensely varied and interesting city with a rich history. This modern metropolis with its rich heritage of ancient Chinese culture allows you access to all the interest and fascination of life in Asia, and a wonderful lifestyle, including a full range of cultural and social opportunities, within a modern city that welcomes people from all over the world. Whether it is art, or music, nightlife or cuisine, opportunities for travel or learning a new language that attracts you, Beijing is one of Asia's and the world's greatest hubs.

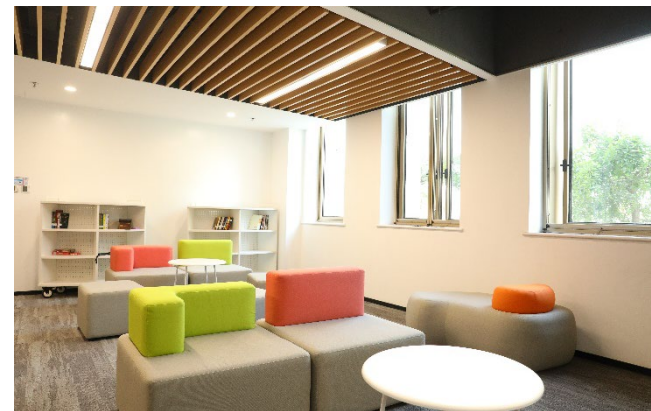
This is an immensely varied and interesting city with a rich history. This modern city has a population of over 12 million people and is the commercial and cultural heart of the surrounding Shaanxi Province. Xi'an has historically been a cross-roads city, both within China, and for traders from across the Asian continent. As such, it provides a wide variety of architectural styles, historical sites, culinary tastes and lifestyle experiences. Xi'an is home to one of China's most prestigious natural history museums, providing insights into the ancient development of this region.

Beijing enjoys a continental climate, with four distinct seasons. Winters are cold and dry, whilst summers are hot and can be humid. Autumn is the most pleasant season with cool temperatures and clear blue skies.

Dehong Beijing International Chinese School is located in Grasse Town. Grasse Town is in the east of Capital Airport, 10-min drive from Dehong's sister school – Dulwich College Beijing by the Grasse Road along Wenyu River.

Grasse Town is very close to Shunyi, Pinnacle Plaza et. Pinnacle Plaza has many western stores: Jenny Lou's, Starbucks, a great picture frame shop, a children's store, a decent DVD shop, a hair style shop, also several western-type restaurants.





## EDUCATION IN MOTION

EDUCATION IN MOTION (EIM) IS AN EVOLUTION OF DULWICH COLLEGE INTERNATIONAL, ANNOUNCED IN MAY 2021.

Today, Education in Motion is a growing family of premier education brands, nurturing more than 10,300 students across China, Singapore, and Korea to Live Worldwide. On top of pursuing academic excellence and holistic education, students respect the 400-year heritage of Dulwich College in London.

As a global education company, EiM has the vision of pioneering Worldwide education solutions that are innovative, creative and world-changing, with the goal of inspiring and empowering students with the passion, skills and opportunities to make a difference in the world.

To do this, EiM is investing in and developing education brands with diverse focus areas, but a strong common commitment to the global sustainability agenda. The brands under EiM include Dulwich College International, Dulwich International High School, Dehong, Green School, Wo Hui Mandarin, and EiM Ventures.

The Education in Motion headquarters are located in Singapore and Shanghai. The EiM website is [www.eimglobal.com](http://www.eimglobal.com).

### DULWICH COLLEGE INTERNATIONAL

As one of the premier education brands under EiM, Dulwich College International (DCI) was founded on Dulwich College's vision to take its 400 years of educational experience, academic excellence and innovation abroad. The first of the British independent schools to venture overseas, Dulwich College Shanghai was opened in 2003. Since then, the family of schools have expanded to Beijing, Seoul, Shanghai Pudong and Puxi, Singapore, and Suzhou.

### OUR FAMILY OF EDUCATION BRANDS



**DULWICH COLLEGE**  
INTERNATIONAL



**DULWICH INTERNATIONAL**  
HIGH SCHOOL

德闳  
DEHONG



green school

**WO HUI®**  
MANDARIN

**EiM Ventures**  
Education in Motion



# APPLYING FOR THIS POST

## APPLICATION

Effective Date: August 2022

Application Deadline: February 28, 2022

Pauline O'Brien, Director of ISS Global Recruitment, will serve as the lead consultant for Dehong Beijing International Chinese School Head of Secondary School search. She will be assisted by members of the ISS Administrative Search Team.

### **Instructions for Former Candidates**

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply for this position:

[Dehong Beijing International Chinese School Head of Secondary School](#)

### **Instructions for New Candidates**

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. **There is no fee to apply for this position.**

Once you are logged in, please select the following link to apply for this position:

[Dehong Beijing International Chinese School Head of Secondary School](#)

### **Instructions for ISS EDUrecruit Candidates**

If you already have an ISS EDUrecruit account, here is the [link](#) to login.

Once you are logged in, please select the following link to apply for this position:

[Dehong Beijing International Chinese School Head of Secondary School](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo.\*

ISS considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and Dehong Beijing International Chinese School reserve the right to close the selection process at any time.

**Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.**

\* 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. You can read more about our commitments [here](#).

## SAFEGUARDING STATEMENT

Dehong is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

## DIVERSITY, EQUITY, AND INCLUSION STATEMENT

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background. Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.