

Leadership Posting

Deputy Head of School Branksome Hall Asia *Jeju, South Korea*

Application Deadline: December 30, 2022
Start Date: July 23, 2023

Branksome Hall Asia
Deputy Head of School

Job Description
December 2022

Introduction

Overview

Branksome Hall Asia is dedicated to promoting values of innovative thinking, global social awareness, and self-sufficiency, helping students push the limits of what they can achieve. A sister school of the renowned Branksome Hall in Toronto, Canada, Branksome Hall Asia empowers over 1100 students in grades JK Prep-12 to be the leaders of tomorrow.

Branksome Hall Asia, opened in 2012 on Jeju Island, South Korea, builds upon the strong, established traditions of Branksome Hall Canada, founded in 1903, and its exemplary reputation for a liberal arts curriculum and approach to education that prepares students to be lifelong learners and leaders.

Situated on a remarkable modern campus, Branksome Hall Asia enrolls both boarding and day students who follow the full International Baccalaureate (IB) curriculum JK Prep-12 and have the opportunity to experience a wide range of programs in the arts, athletics, technology, and community service. The strength of the IB program, combined with the school's commitment to empowering students, makes Branksome Hall Asia a truly remarkable place to live, learn and work. As a testament to its excellence, Branksome Hall Asia was awarded the highest honor presented by the ISC Research International School Awards receiving the distinction of International School of the Year Award for 2021.

MISSION

Each day, we challenge and inspire students to love learning and to shape a better world.

VISION

To be the pre-eminent educational community of globally minded learners and leaders.

CORE VALUES

Care, Collaboration, Excellence

The School

Situated on the beautiful island of Jeju, South Korea (a UNESCO World Heritage site), Branksome Hall Asia, offers the same exemplary educational program as its sister school. Recognized as one of the world's top 10 girls boarding schools, Branksome Hall Toronto offers students an academically excellent program in tandem with unmatched commitments to global engagement and well-being. At Branksome, students are taught the skills they need to thrive in our changing world, learning how to find their own strong voices and developing as lifelong learners.

Branksome Hall Asia, Jeju's only fully IB international school, offers this same exemplary educational program led by highly qualified and committed teachers recruited from around the world. Students learn and live together in a state-of-the-art, world-class facility that embodies and encourages the values of intellectual inquiry, collaboration, effective communication, and strength of character.

Both Branksome Hall in Toronto and Branksome Hall Asia share an educational philosophy based on leadership through service. Students develop the intellectual capacity and courage to lead, while cultivating a sense of empathy and understanding for others. Each fall the

entire Grade 9 class from Branksome Hall Asia embarks on a three-week learning experience to its sister school, which enables all students to live and learn with their peers in Toronto. Teacher professional development and exchanges are also important elements of this global study abroad program.

Academics

The benefits of a Branksome Hall Asia education begin in the Junior School with the IB Primary Years Program. In this division, faculty implement an international curriculum framework and are dedicated to ensuring the best possible development of each child's total well-being. Teachers focus on creating an environment that is both academically rigorous and emotionally supportive. Through an inquiry-based approach to learning and teaching, students gain international perspectives, benefit from technology-supported instruction, and focus on their physical and emotional as well as academic and intellectual development. All courses are taught in English, with additional language studies in Korean or Chinese.

Middle School students at Branksome Hall Asia are inspired to think reflectively as they explore a growing sense of confidence and independence, while developing critical skills as globally-minded learners and leaders. Students follow the IB Middle Years Program, which prepares them for the challenges of the Diploma Program in the Senior School. Through this program, students develop effective communication skills, intercultural understanding, and global engagement. They explore and reflect upon the complexities of the world through an interconnected program that offers expansive co-curricular and study abroad options. At this level, the program also offers robust pastoral and counseling resources. As students progress through the Middle School, they grow in confidence and independence to be curious, creative, and ethical students.

The Senior School is currently an all-girls school and provides one of the strongest western-style college preparatory programs in Korea. In this division, the focus is on students becoming confident, capable women who are inspired to meet life's challenges with intelligence, sensitivity, and courage. Three facets of the Senior School differentiate it from its peers: the IB advantage, a keen focus on empowering women, and the residential program. Students also meet in multi-grade council groups to reinforce relationships, promote the leadership of older students, and provide a source of peer support throughout the middle and upper school journey of each student.

The IB Diploma Program, recognized for its excellence by colleges and universities worldwide, offers a coherent program including English, a second language, social sciences, science, math, and the arts. Technology is integrated into all areas of the curriculum and, at Branksome Hall Asia, Korean, social studies, and history are also taught in all programs. Students are encouraged to identify and pursue their passions, and they can select from a variety of elective offerings, including digital design, drama, business, psychology, and Chinese, among many others. The environment at the Senior School—and throughout Branksome Hall Asia—reinforces the development of self esteem in young students, encouraging growth of analytical skills and teamwork, inspiring students toward self-confidence, promoting STEM subjects, and celebrating diversity. Students also have some voice in their learning, helping to create robust after school program offerings.

Student Life

Branksome Hall Asia celebrates the enthusiasm of the faculty, parents, and students whose contributions make Branksome Hall Asia a remarkable place of learning and living. Both day and boarding students enjoy a warm, welcoming community and lively campus with opportunities to explore, grow, and make new friends.

The school's innovative co-curricular program, CASE (Community, Action, Service, and Enrichment Activities), provides myriad opportunities to explore areas of interest in the arts, athletics, community service, and other enrichment clubs and activities. Students may participate in such artistic endeavors as ballet, Korean calligraphy, digital storytelling, symphony orchestra, and much more. They develop athletic and sportsmanship skills via a host of team sports, including badminton, volleyball, tennis, basketball, soccer, golf, swimming, cross country, track and field, and equestrian. Students develop leadership skills and become actively engaged citizens with a global outlook through various experiential service opportunities. They develop and pursue their passions and interests through clubs such as yearbook, public speaking, Environmental Protections, Red Cross Youth, and creative writing, among many others.

As boarding students, each student gains a new family when he or she arrives at the school. Branksome Hall Asia's purpose-built residence is designed to enable students from around the world to live together and thrive. The program provides opportunities for students to build self-efficacy, and a strong sense of family and community are paramount. Support and guidance from Teacher Dons create a safe, supportive, and enjoyable environment for students to develop and strengthen leadership skills. There is a high expectation of personal responsibility, and students and faculty alike value internationalism. A high percentage of students are Korean, with approximately 15% coming from China or from expat families of other nationalities.

The Campus

Our Facilities

The School's award-winning campus is surrounded by natural beauty and culture. The intentional design of the campus embodies the school's ethos and provides a landscape for learning where the environment reflects the integration of structure and landscape. The school's facilities include an Olympic-sized pool and ice rink, fitness center, tennis courts, golf green, and fields. Eight fully outfitted science labs and 4 spacious art studios are housed in the STEM-V Center with design studios and adjacent breakout spaces. The state-of-the-art Performing Arts Center includes a 370-seat theater, spacious studios, practice rooms, TV and recording studios, and a Black Box theater.

Jeju Island

One of the nine provinces of South Korea, Jeju Island is known for its natural beauty and miles of seashore. A popular vacation destination, the island welcomes over 10 million visitors

annually. Much of the island is a designated national park, and attracts many looking to explore its natural attractions and hike its dormant volcano. A UNESCO World Heritage site, the 700 square miles of island features extensive hiking and riding trails, as well as “the finest lava tube system of caves anywhere.”

The island is a unique and beautiful place to work and live. At once rural and somewhat remote, Jeju is a 50-minute flight from Seoul and other major Asian cities. The air route from Seoul to Jeju is the most frequently traveled domestic route, bringing many visitors and a busy island economy for its half-million residents. Branksome Hall Asia’s modern campus blends technology with appreciation for nature, celebrating both tradition and innovation on Jeju Island.

The Position

Title: Deputy Head of School

Reports to: Head of School

Functional relationships: Junior School Principal, Middle School Principal, Senior School Principal, Director of Teaching and Learning, Director of Technology, Head of Boarding, Director of Athletics and the Aquatics Director

Length of Initial Term: 3-year initial contract

Position Summary

The Deputy Head of School will have operational oversight over the schools academic, pastoral, extracurricular, and boarding programs. The Deputy Head of School will act as the Child Protection Officer and chair the Health and Safety Committee of the school.

Under the direction of the Head of School, the Deputy Head of School is responsible for coordinating and guiding the full academic program from JK-Prep to Grade 12 at Branksome Hall Asia. The Deputy Head of School will foster a holistic, forward-thinking, dynamic learning environment by providing visionary leadership in a collaborative manner.

The role of the Deputy is second only to the Head of School in Branksome Hall Asia’s leadership hierarchy. This role will therefore have a breadth of responsibility that would provide excellent preparation for a future Head of School.

Duties and Responsibilities

Leadership

- Contribute, as part of the Strategy Team, to the strategic development of the school, especially with regard to the quality of the academic program offered
- Remain professionally up-to-date with respect to best practices and emerging trends in elementary, middle, and high school education to inform and enrich the school’s growth

- Create a learning community in which all members have a desire to inquire, evaluate, and challenge thinking
- Work with the Head of School and Director of Teaching and Learning to ensure parents are well informed to the approaches to teaching and learning being implemented
- Enthusiastically interact with all members of the Branksome Hall Asia school community, exhibiting flexibility in thought and action
- Contribute to and enhance our culture of caring, collaboration, and excellence
- Exhibit a calming, confident and inspiring presence in support of faculty and other community members
- Demonstrate collaborative leadership skills and the ability to work well with and through others
- Foster and encourage a collaborative, cross-functional team where expertise is shared and leveraged to achieve excellence and the school's strategic objectives
- Ensure that all employees feel truly valued and appreciated for their efforts
- Act on behalf of the Head of School in his absence
- Perform other duties as assigned by the Head of School

Academic Operations

- Work with the Head of School to develop the annual staffing model for the school, faculty hiring, and staffing-related decisions
- Work with the Head of School, Director of Business Administration, and Principals to develop a financial plan for the delivery of the academic program and ensure the judicious administration of resources and budgets as related to the responsibilities of the position
- Work with Principals and Director of Teaching and Learning to ensure parents have a good understanding of a Branksome Hall Asia education as well as their own children's learning (JK-Prep to Grade 12)
- Lead regular Division Leader meetings
- Provide direct supervision and annual assessment to those designated per the Branksome Hall Asia organizational chart
- Oversee and ensure the judicious administration of resources and budgets as related to the responsibilities of the position
- Maintain employment and program standards required to assure continued accreditation; oversee the accreditation/re-accreditation process, including the preparation and timely submission of annual reports for each accreditation agency (including IB authorization)
- Work with the Head of School, to direct and monitor progress on the goals outlined in the Strategy Temple
- Develop, in coordination with key school leaders, the annual school calendar and calendar of events
- Act as the Child Protection Officer of the school and liaises with Child Protection Agencies, as needed, to ensure the safety and well-being of all students
- Lead the effective operation of the Health and Safety committee

- Collaborate with the Head of Middle and Senior School Boarding to ensure a smooth transition for new boarding students and a positive and meaningful experience for all boarding students
- Provide guidance and oversight of the Boarding Program as it relates to academics and campus life
- In coordination with Head of Middle and Senior School Boarding, develop and oversee the implementation of boarding student retention plans and policies
- Attend Board of Governors meetings and provide reports as required

Teaching and Learning

- In collaboration with the Director of Teaching and Learning, ensure that Branksome Hall Asia successfully implements the International Baccalaureate Programmes
- Within the context of Branksome Hall Asia policies, develop staff and oversee the performance management program for the school
- Effectively manage the Branksome Hall Asia Professional Development budget
- Ensure that disciplinary matters, parent/teacher issues and parent liaison processes are well managed according to school protocol and procedures and in keeping with the school's values and mission. This may include acting as a resource and mentor to others on complex matters

Experience and Qualifications

The Deputy Head of School will have proven school leadership experience, and be able to lead a globally-minded school.

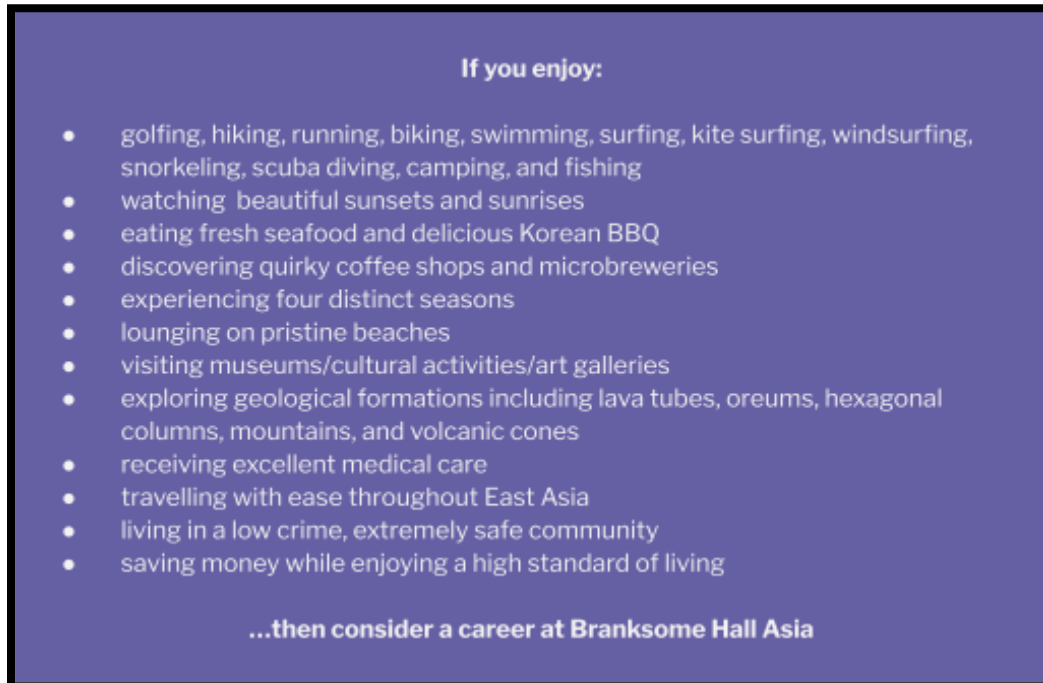
The ideal candidate will possess the following attributes and qualifications:

- Share the vision, mission and core values of Branksome Hall Asia
- Hold a Master's degree and/or Administrative Qualifications
- Have experience in international education and a demonstrated understanding and commitment to the International Baccalaureate
- Three or more years of experience in an educational leadership role
- Have passion, energy, optimism, and a genuine interest in and commitment to inspire and serve colleagues, students, parents, and the wider community
- Have a high tolerance of frustration, flexibility, grace, and humility.
- Possess superior communication skills as a speaker, writer, and listener
- Demonstrate an ability to multitask with attention to detail and organization
- Exhibit outstanding listening skills, with the ability to ask the "right" questions to gain understanding in depth
- Apply strong working knowledge of Human Resources principles, procedures, and practices
- Function effectively in a challenging, high-pressure environment

*In addition to the above qualifications and experience, we are seeking a leader that is
HUMBLE, GRACIOUS AND KIND.*

Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is competitive globally. Benefits include furnished housing, annual travel, and health care.



If you enjoy:

- golfing, hiking, running, biking, swimming, surfing, kite surfing, windsurfing, snorkeling, scuba diving, camping, and fishing
- watching beautiful sunsets and sunrises
- eating fresh seafood and delicious Korean BBQ
- discovering quirky coffee shops and microbreweries
- experiencing four distinct seasons
- lounging on pristine beaches
- visiting museums/cultural activities/art galleries
- exploring geological formations including lava tubes, oreums, hexagonal columns, mountains, and volcanic cones
- receiving excellent medical care
- travelling with ease throughout East Asia
- living in a low crime, extremely safe community
- saving money while enjoying a high standard of living

...then consider a career at Branksome Hall Asia

How to Apply

Interested and qualified candidates should submit **ONE** electronic .pdf file to recruitment@branksome.asia, by December 30, 2022 with the following materials included:

- Formal cover letter for the position, no longer than 1 page
- Current resume
- Statement of educational and leadership philosophy, no longer than 1 page
- List of 3-5 references with name, title, phone number and email address

Applicants are encouraged to apply as early as possible, as Branksome Hall Asia reserves the right to close the selection process at any time.

School Address and Contact Information

Branksome Hall Asia
234 Global Edu-ro
Daejeong-eup, Seogwipo City
Jeju, Korea, 63644

Telephone: +82.64.902.5000

Fax: +82.64.902.5481

Web: branksome.asia

Email: recruitment@branksome.asia