



西安曲江德闾学校  
DEHONG | XI'AN | SCHOOL

iSS INTERNATIONAL  
SCHOOLS SERVICES



BRIEF FOR THE APPOINTMENT OF  
HEAD OF SECONDARY SCHOOL  
DEHONG XI'AN SCHOOL



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## A PASSION FOR LEARNING

Dear Applicant,

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

Dehong Xi'an School is the 3<sup>rd</sup> Dehong school in China and opened in September 2019 as an Elementary School with 150 students. The campus is located in Qujiang New District of Xi'an with first-class facilities integrating collaborative learning spaces enabling 2,000 students to study and over 500 students to reside within the campus.

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://xian.dehong.cn/> and [www.dulwich.org](http://www.dulwich.org).

Yours sincerely,

**Mr. David T. Yung**

Dehong Brand Ambassador





# ROLE DESCRIPTION

## HEAD OF SECONDARY SCHOOL – REPORTING TO: PRINCIPAL OF DEHONG XI'AN SCHOOL.

The Head of Secondary School has a key strategic and operational role and is a member of the Dehong School Leadership Team (DSLT). Members of the DSLT 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:

- Ensure the best possible teaching and learning, in the best possible environment, placing students at the heart of all decision making.
- Take responsibility for the safeguarding of students in her/his school, in line with the EiM safeguarding framework, policies and code of conduct and in collaboration with the Principal.
- Ensure the highest standards of Health and Safety in her/his school, in collaboration with the Principal and Director of Business and Administration.
- The day-to-day business management of the school, including the deployment of resources and of the budget.
- Provide support, guidance and leadership and be a model of good practice for all staff.
- Understand and address the needs of all stakeholders within the school community.

### Organisation, Leadership and Management

- Establish, review and develop the school aims, policies, structures, 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 subject departments as appropriate.
- Oversee line management and support for all teaching and support staff in school.
- Ensure high quality staff meetings, school leadership team meetings, curriculum committee meetings and attend meetings of the Dehong School Leadership Team.





### Quality Management and Support for Staff

- Encourage strong collaboration.
- Respond to the need for staff professional learning, making recommendations for this to DSLT 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 it is in good order and reflects an atmosphere of learning, discovery and interest.
- Oversee the deployment of support staff.

### Curricular and Academic Responsibilities

- 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 curriculum developments around the world, with a view to Dehong.
- developing as a model of outstanding practice in teaching and learning.

- 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.
- Responsible for monitoring 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.
- Produce the curriculum handbooks in liaison with appropriate staff.
- Oversee timetabling and resource management.
- Organise the overall management of the school self-evaluation and improvement strategies.
- Ensure performance management and line management is effective.
- Oversee, monitor and evaluate the school's teaching and learning 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 that 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, 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 and develop parental support and involvement in the work of the school.

## Communication and Marketing

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

## Extra-Curricular Leadership

- Be responsible for the effectiveness of the programme of school co-curricular and ECAs, assemblies, school trips, the House system, and all school activities which take place outside the formal classroom.



# PERSON SPECIFICATION

THE SUCCESSFUL CANDIDATE WILL 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 the school, motivate others, and lead in the achievement of excellent academic results within a truly holistic environment.

The successful candidate will have the following key skills, experience and attributes:

## Qualifications

### *Essential*

University educated with an Honours Degree, recognised 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, baselines assessment and value added.
- EAL provision.
- 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 learning.

### *Desirable*

- CIS accreditation process.
- 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.
- Knowledge of other cultures, particularly in China.

## Qualities

- Clear educational vision based on evidence and experience.
- Resilience, good humour and balance.
- Excellent communication, organisational and interpersonal skills.
- Passion for improving learning outcomes.
- Creative in identifying and meeting challenges.
- A problem solver who can adapt, change and listen actively.
- Open, respectful and sensitive to cultural differences.
- Reliable, committed, with clarity of thought and judgement.



## DEHONG XI'AN

**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 Xi'an School** is the 3<sup>rd</sup> Dehong school in China and is located in Qujiang New District of Xi'an, renowned as Xi'an premier residential and commercial district. It firstly opened its Elementary School with 150 founding students in September 2019 and now has over 500 students in its Elementary and Secondary School.

The school was relocated, in 2023 spring, into a newly built campus with first-class facilities integrating collaborative learning spaces with dedicated to performing arts, sports, STEAM and innovation enabling Dehong Xi'an to grow into a school for 2,000 students to study and over 500 students to reside within the campus.



# 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:

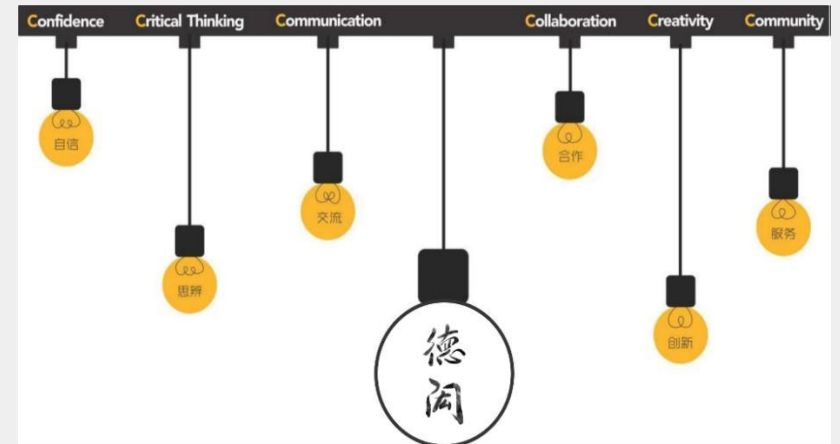
- Students Come First
- Bilingual and Holistic Education to Promote Global Citizenship and Intercultural Competence
- One Family of Schools

## ETHOS

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

## 6 C'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 HERITAGE

Dehong schools are Chinese at heart, offering a holistic and bilingual 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 group's 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 strong track records of sending students to Russell Group universities, including Oxbridge, as well as to the Ivy League and other leading universities around the world.

The name Dehong 德洪 is made up from the elements of Dewei (the Chinese name of Dulwich) and 'the father of Chinese overseas students' Rong Hong (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 authority 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, but he was also integral in bringing Chinese studies to Yale and re-establishing Chinese American relations following the close of the Commission.





## LIVING IN XI'AN

Xi'an is an historic former ancient capital of the People's Republic of China. Famed as the start of the Silk Road and as home of the Terracotta Warriors. It is considered one of the cultural heartlands of China.

Over the five centuries of recorded human development in China, Xi'an has been the capital for five of the dynasties: the Western Zhou (1046–771BC), Qin (221–206BC), Western Han (206BC-220AD), Sui (581–605AD) and Tang (618-684AD). As such, present-day Xi'an is an expression of China's glorious historic past and vibrant modern development.

This is an immensely varied and interesting city with a rich history. This modern city has a population of over 12 million persons 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.

Xi'an enjoys a continental climate, with four distinct seasons. Winters are cold and dry, snow is expected, whilst summers are hot and can be humid. Autumn is the pleasantest season with cool temperatures and clear blue skies.

Dehong Xi'an School is located in Qujiang New District, in the southeast of Central Xi'an, in close proximity to the South Lake, and the Xi'an Ring Road providing easy access to the airport and major transport hubs. To the south of Qujiang New District are the QinLing Mountains, the mountain range that geographically divides North and South China.

The areas around our campus are largely residential, though there are many shops and restaurants nearby. The commercial heart of the Qujiang New District is close by and provides many opportunities for dining out, shopping and entertainment.



# SUSTAINABILITY

## INSPIRING OUR ENTIRE COMMUNITY TOWARDS A MORE SUSTAINABLE FUTURE

As an upstanding bilingual school, Dehong Xi'an School 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.



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 our whole organisation.





## EDUCATION IN MOTION

EDUCATION IN MOTION (EiM) ASPIRES TO BE THE GLOBAL LEADER IN PIONEERING EDUCATION FOR A SUSTAINABLE FUTURE. ITS FAMILY OF MISSION-ALIGNED SCHOOLS IS COMMITTED TO CREATE MEANINGFUL CHANGE FOR OUR WORLD BY EMPOWERING COMMUNITIES THROUGH INNOVATIVE EDUCATION

### OUR STORY

The EiM story began in 2003, with parents Fraser White and Karen Yung who began looking for a school in Shanghai that would provide for their three young children.

They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short.

A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai – the first EiM school. Today, EiM is a growing family of premier education brands, nurturing more than 11,000 students to Live Worldwide.

### OUR VISION

We want to pioneer 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, we are committed to investing in and developing education brands with diverse focus areas, but a strong common commitment to the global sustainability agenda.





# HOW TO APPLY

## EDUCATION IN MOTION HAS ENGAGED THE INTERNATIONAL SCHOOLS SERVICES TO ASSIST WITH THE RECRUITMENT OF THE HEAD OF SECONDARY SCHOOL OF DEHONG XI'AN SCHOOL

The closing date for applications is **11:59pm EST on Friday 18th April**.

Successful candidates will be invited for an in-person visit and final panel interview on campus.

In order to apply, please submit a comprehensive CV and a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your applications to [zoe.zhang\\_1@dehong.cn](mailto:zoe.zhang_1@dehong.cn).

If you require any assistance or have any questions, please contact [careers@eimglobal.com](mailto:careers@eimglobal.com).

### PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/ application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

### DIVERSITY, EQUITY, AND INCLUSION

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.

### SAFER RECRUITMENT PRACTICE

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer 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, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### QUALIFICATIONS, IDENTIFICATION, HEALTH AND BACKGROUND CHECKS

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.



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