

LEADERSHIP SEARCH

Making A World of Difference



Head of Kindergarten Mingwan School

Application Deadline: March 31, 2025

China | Start date: May 2025



Mingwan School Head of Kindergarten

Location: Shenzhen, China

Position Overview:

The Head of Kindergarten at Mingwan School will serve as an integral part of the school's leadership team, overseeing the development and execution of the early childhood education program. This role includes leadership, curriculum design, staff development, and ensuring a nurturing, safe, and stimulating learning environment aligned with the school's mission and values of kindness, strength/wellness, inclusiveness, and creativity.

Key Responsibilities:

1. Leadership and Strategic Planning:

- Lead and manage the Kindergarten division, fostering an inclusive and supportive culture that promotes educational excellence.
- Collaborate with school leadership to align the Kindergarten curriculum with the overall educational vision and goals of Mingwan School.
- Develop and implement strategic plans for the division that incorporate best practices in early childhood education.

2. Curriculum Development and Implementation:

- Oversee the development and integration of a comprehensive, bilingual curriculum that aligns with both the Chinese National Curriculum and international standards.
- Promote the integration of service learning, creative play, and developmentally appropriate instructional strategies.
- Ensure the curriculum fosters holistic development, including cognitive, social-emotional, and physical growth.

3. Staff Supervision and Professional Development:

- Recruit, train, and mentor Kindergarten teaching staff, ensuring high-quality instruction and adherence to Mingwan School's core competencies.
- Conduct regular performance evaluations and support professional growth plans aligned with Linda Darling-Hammond's research on teacher development.
- Encourage collaborative planning and cross-departmental initiatives.

4. Student Development and Support:

- Promote a safe, engaging, and nurturing environment that supports the individual needs of young learners.
- Collaborate with support staff and parents to address students' developmental and academic needs.
- Implement competency-based assessment practices to monitor and guide student progress.

5. Community Engagement and Communication:

- Foster strong relationships with parents, acting as a liaison to ensure open communication and collaboration.
- Represent the Kindergarten division in school-wide events, showcasing student learning and achievements.
- Partner with local and international educational organizations to enhance program offerings.

6. Operational Oversight:

- Manage the Kindergarten division's budget, resources, and scheduling in collaboration with the Finance and Operations teams.
- Ensure compliance with local regulations and school policies.
- Maintain a safe and conducive learning environment, adhering to health and safety standards.

Qualifications and Experience:

- Master's degree in Early Childhood Education, Educational Leadership, or a related field.
- Minimum of 5 years of leadership experience in an early childhood or primary school setting.
- Demonstrated expertise in bilingual education and integrating Eastern and Western pedagogical approaches.
- Strong knowledge of curriculum design, competency-based education, and child development.
- Excellent communication, organizational, and interpersonal skills.
- Experience working within China or international school contexts is preferred.

Core Competencies:

- Leadership and Vision
- Curriculum and Instructional Expertise
- Staff Development and Coaching
- Community and Family Engagement
- Operational and Strategic Management

Compensation:

Competitive salary and benefits package commensurate with experience.

We invite candidates who share our vision of holistic, innovative education to apply with a CV and letter of interest at jobs@mingwanschool.org.cn.

Leadership Posting

Application Instructions

Interested individuals with an **ISS EDUrecruit account** should apply through this [link](#). All other candidates should send their application materials as a one page PDF attachment to jobs@mingwanschool.org.cn no later than **March 31, 2024**.

- A letter of application detailing your strengths and interest as a candidate in reference to the job profile.
- A current resume which does not exceed two pages.
- A list of at least three direct supervisor references with position when they supervised the candidate, phone numbers and e-mail addresses.

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email jobs@mingwanschool.org.cn.

ISS is pleased to announce this leadership vacancy.

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www.iss.edu/services/administrative-recruitment

