

Leadership Search



High School Principal Western Academy of Beijing *Beijing, China*

Application Deadline: August 15, 2022
Start Date: August 2023

ISS is pleased to conduct this full search.
Learn more how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

The Position

Reports

The High School Principal will report to the Head of School.

Duties & Responsibilities

Students

- Assuming responsibility for High School student admissions and withdrawals in conjunction with the Admissions Office
- Development of a positive and responsive learning environment appropriate to the needs of high school students
- Promoting activities and programs (mentoring, SEL/safeguarding, WABX) that help students in their personal development as well as providing for the enrichment of school life
- Active development and fostering of positive relationships with students that is conducive to high levels of student agency and choice
- High School morale, conduct and discipline at school, on school trips and at all school activities
- The health and safety of High School students, staff and visitors to this school section

Staff

- Recruiting all High School instructional faculty (in collaboration with the Head of School) as well as administration and support staff and ensuring that HS employees act in accordance with the school core values and Code of Conduct.
- Ensuring annual orientations for new High School faculty and students
- Supporting HS faculty and administrative staff development and ensuring coaching, supervision and evaluation, in line with WAB professional growth and quality assurance models and school policies
- Provision of professional and personal support and direction to High School staff in order to optimize the effective carrying out of their duties
- Ensuring that High School staff have access to appropriate professional growth opportunities that supports the school's strategic areas of focus
- Maintaining open communication with all staff
- Maintaining open communications and providing timely advice in order to keep the Head of School well informed about High School matters

Parents

- Ensuring regular, positive and transparent communication with parents
- Ensuring that parents are informed of student academic progress and well-being through regular communication and grade reporting

Curriculum

- Has a solid understanding of HS curriculum and works collaboratively with the members of WAB Senior Educational Leadership Team (SELT) in order to facilitate planning, organising, and implementing curricular, co-curricular and extra-curricular programs of the High School

- Coordinating the design and implementation of the High School schedule of classes that aligns with the program of learning and student needs, and allows for personalization and different learning pathways

Leadership and Management

- Modeling WAB Leadership Domains and Competencies (<https://learn.wab.edu/faculty/lead>)
- Promoting an atmosphere of effective collaboration and trust among the members of the HS leadership team
- Serving as a member of the Senior Leadership Team (SLT) and Senior Educational Leadership Team (SELT) representing the High School but also contributing to PK-12 program planning and decision-making
- Supporting of the Head of School, SLT and SELT in management decisions
- Ensuring that all leadership decisions are communicated and implemented effectively
- Ensuring that the Head of School is kept informed of important information
- Maintaining a good relationship with the Board of Trustees by delivering reports on High School matters when requested by the Head of School
- Performing additional tasks and assuming other responsibilities as deemed appropriate by the Head of School
- Conducting regular, scheduled meetings with High School teaching staff

Finance

- Positive contribution to the school budget process and effective administration of the High School budget as delegated by the Head of School and CFO

Skills, Experience, & Attributes Sought

- Visionary with the ability to assess the direction and continued development of the High School
- Committed to WAB's philosophy of education, core values, mission and strategic areas of focus
- Possesses a deep understanding and appreciation of global citizenship, multicultural and multilingual environments
- Resilient, inclusive, servant leader with a high level of integrity
- Confident, respectful and effective communicator with students, teachers, admin and support staff, parents and wider community; strong interpersonal and people skills
- Active listener and articulate speaker and writer
- Flexible but consistent in leadership style; possesses a positive outlook
- Visible, friendly and approachable
- Confident community and team builder
- Ability to work collaboratively as team leader and team member
- Strong consensus building skills
- Ability to assess, analyze, reflect and adjust accordingly
- Ability to deal with and respond positively and creatively to changing conditions, such as the economic or health crisis, or sudden changes in the ex-patriate community in Beijing

- Proactive problem solver
- Clear understanding of curriculum, curriculum development and a variety of instructional and assessment methodologies
- Embraces and models the attributes of the IB Learner Profile
- Committed to achieving and maintaining high academic standards throughout the school
- Committed to promoting co-curricular activities
- Values high quality teaching and learning; and advancing best practices in education to staff
- Committed to supporting staff initiatives and nurturing staff professional growth
- Supports teachers and understands the realities of the classroom
- Broad understanding of and commitment to the role of technology in supporting contemporary education
- Internationally minded with international residential experience
- Strong support networks that will facilitate the applicant's application in relation to longevity and commitment
- Respect of and keen interest in the host country, China
- Capacity to build lasting connections with local schools
- A leader who regularly invites and engages parents in the educational process and ensures that regular parent/teacher meetings and information/learning workshops occur.

Academic & Professional Qualifications

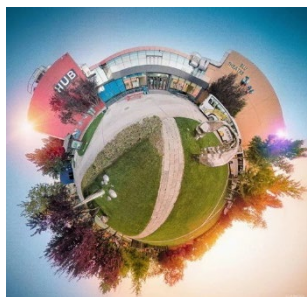
- Master's Degree or higher
- Successful teaching experience with Teaching Certificate
- IB training, teaching experience, and leadership
- Successful leadership and administrative experience, preferably as principal and in a High School characterized by cultural diversity and wide-ranging ability levels of student body
- Understanding of college and university study opportunities across the globe as well as developments in the work field.

Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.

The School



The Western Academy of Beijing (WAB) is a non-profit, independent, co-educational day school for children of foreign nationals in Beijing that offers a challenging, caring and joyful educational experience from Early Years through Grade 12. Based on the fundamental premise that children need to be active participants and co-creators in an inquiry-based learning environment, WAB believes that students have a special responsibility within the greater world community. The school's philosophy has at its core the deep-seated and conscientious conviction that students must be prepared to act as engaged global citizens, and all school constituents share in the warmth, trust and vitality that are born of such a compelling and passionate calling. Western Academy of Beijing is a school that confidently believes that excellence and inclusiveness can both thrive in the same place.

Mission, Vision, & Core Values

Mission

A school's mission statement describes what a school is seeking to achieve as a community of learners. At WAB, our mission statement is the cornerstone by which we interact as a community and design strategic plans for the future.



Vision

Connect / 融合

In an ever-changing world where individuals are faced daily with unpredictable situations, the word "connect" (融合 *róng hé*) has a special significance. The ability to make connections with people, with communities, with technology, with values and beliefs, with ideas, is the single most important skill any member of our global society can have. At WAB we provide opportunities for all members of our community to connect and be connected.

Inspire / 激发

Inspired people are motivated, enthusiastic and exciting to be around. Educational organizations have a duty to inspire (激发 *jī fā*), to be places where people dream and are transformed by their dreams and aspirations. At WAB we provide opportunities for all members of our community to inspire and be inspired.

Challenge / 挑战

Places of learning must be challenging (挑战 *tiāo zhàn*). They must require all members of the learning community to challenge themselves to higher levels, to challenge their received knowledge, to be fearless and bold in their thinking and in their actions. At WAB we provide opportunities for all members of our community to challenge and be challenged.

Make a Difference / 贡献

This final phrase (贡献 gòng xiàn) is the call to action for all our community. Connected, inspired people who challenge themselves and others will inevitably make a difference to our world. While our global society develops and new opportunities appear, we also face new difficulties and problems. We cannot prescribe or predict the difference that each individual or group of individuals makes, but we know that each member of WAB's community is a key part of our mission to make a real difference.

Xue / 学

The character 'xué 学' is translated as "study" or "learning." The etymology of the character is: a child (zi) under a roof with head that is full of learning. The character is used in countless Chinese idioms, and Confucius said 学而优则仕 仕而优则学 which translates as, "If you learn well, serve; if you wish to serve well, learn." The character's place in the center of the visual represents the central place that learning has for us in an educational setting.

Core Values

WAB Educates the Whole Child,
WAB Champions its Staff
WAB Involves the parents



Overview

History

WAB was founded in 1994 in response to the increasing need for additional school facilities to serve the growing expatriate community in Beijing. Through the vision, energy, and passion of a group of dedicated individuals, teachers, and corporate founders, a new school was created. The original site welcomed 146 students in Nursery through Grade 6 in September 1994. In August 2001, WAB realized the dream of moving into a purpose-built facility that could reflect its values and spirit. Nowadays, WAB continues to offer a truly international curriculum within a child-centered, inquiry-based environment that celebrates the joy of learning and invites children to realize their own personal levels of excellence and success.



Accreditation

WAB is authorized by the International Baccalaureate (IB) and accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC). In 2018-2019 WAB was reaccredited and reauthorized by all three agencies and was also one of the first schools worldwide to go through a full NEASC ACE protocol accreditation. In 2021-2022 we have started the new reaccreditation/reauthorization cycle. As a school known for its distinctiveness and quality, we will follow CIS Pathway 2 on Global Citizenship and Intercultural learning and joint IB/NEASC Collaborative Learning Protocol.

Curriculum

WAB has adopted the IB curriculum with the goal of helping students develop lifelong academic and social skills, preparing them for a changing global community in which they will need to think critically, act responsibly, communicate effectively, and contribute meaningfully. At all grade levels, field trips throughout the year help students appreciate China's richness and diversity, as do in-school visits from people from a variety of community sectors. In addition, WAB has extensive English as an Additional Language, Learning Support, and Enriched Inclusion programs.

Technology

Western Academy of Beijing is an Apple Distinguished School and also uses Microsoft and Toddle educational platforms.

Arts, Athletics, & After School Activities

WABX is the Western Academy of Beijing's Co-Curricular activities program. If it happens outside the classroom, it's a WABX activity.

In any given year, WABX offers more than 300 clubs, language and service options, over 100 sporting options, and also helps to



organize trips abroad. WABX serves as a facilitator for the many sports tournaments, arts festivals and special events, which help to make WAB such a stimulating and vibrant environment.

Students



WAB students represent 53 nationalities, with the greatest numbers hailing from the United States, Australia, Canada, South Korea, Germany and Greater China. Many teachers feel that students at WAB are among the most interesting and actively engaged learners they have ever worked with. The school encourages risk-taking, prizes individuality, and promotes a culture where students recognize that (as one middle school student expressed), “It’s not about winning [at WAB]; it’s about getting better.”

Graduates from the past years have gone on to universities and colleges in US, UK, Australia, Canada, Korea, Hong Kong, Japan, Singapore, Europe etc. WAB graduates’ university and college acceptances have included some of the best universities in the world, as well as many specialty programs in the arts and STEM-related degrees. WAB aims for the “best fit” university experience for all students.

Faculty

WAB is a destination school and WAB is very intentional in hiring diverse, inspiring and innovative faculty that have one thing in common – they believe in WAB’s educational philosophy, core values and mission.



Professional Development

WAB is a well resourced school and opportunities for professional development and support, within and outside of school, are numerous. All faculty is part of a growth and quality assurance model and there is lot of focus on team teaching and learning from and with the peers.

Administration

The Senior Leadership Team consists of the Head of School, Director of Innovation in Learning and teaching, three sectional principals (HS, MS and ES), Director of Marketing, Admissions, Communication and Advancement, Director of EdTech and IT and CFO/COO. WAB fosters inclusive and distributed leadership.

Governance

WAB is governed by a volunteer Board of Trustees comprising seven individuals.

Community

Families joining the Western Academy of Beijing often remarked how well they were informed about the school values and programme and how warmly they were welcomed when their children enrolled in our school.

Our friendly Admissions team, school leadership, teaching staff, support staff and Parent Link, all work hard to ensure that our new families experience a smooth transition to their new community. From this first step until well after graduation, the WAB community remains a supportive, caring and diverse part of school life.

Academic Calendar

Mid-August to Mid-June

High School Overview



The goals of the High School are to promote critical thinking and independent learning, and to ensure that students are well-prepared for their next steps toward university and the workplace. This requires that students take increasing responsibility for their own learning, and that they develop effective time-management skills. In a collaborative and inspiring environment, students are encouraged to take challenging courses and supported to be academically successful. All students in Grade 10 complete the IB Personal Project, an individual research project pursued outside of class time and revolving around independent inquiry and in-depth reflection on their own learning. Students in Grades 11 and 12 can choose from several pathways toward graduation. These include a full International Baccalaureate Diploma Programme (IBDP), a combination of IB certificates and WAB High School courses, joining our HS Capstone program, or pursuing our HS General Studies Diploma. In addition, the Transition to Work and Gap Year program provides guidance for those students who intend to join the workforce directly after graduation, while all students participate in the World of Work program as interns.

Interactions in small mentor groups serve to create meaningful, supportive relationships between teachers, students and peers, and they provide opportunities for discourse on social, emotional and developmental issues that do not always fit neatly into other curricular areas. Mentor groups provide essential time for students and teachers to be together and develop meaningful connections outside of class interaction.



Essential to the WAB philosophy is the importance of maintaining a healthy balance between academic and extracurricular activities, and the numerous clubs and sports teams supported by the school help students stay motivated and feel valued. A broad range of activities provides students with the opportunity to develop talents and pursue interests on a variety of fronts, including athletic teams, music and creative arts groups and performances, knowledge and debate-based clubs, Student Council, an extensive menu of service opportunities, and much more. Not only do these activities contribute to an individual student's sense of pride and self-worth, but also involvement in group endeavors helps students understand the many ways in which they can contribute to the

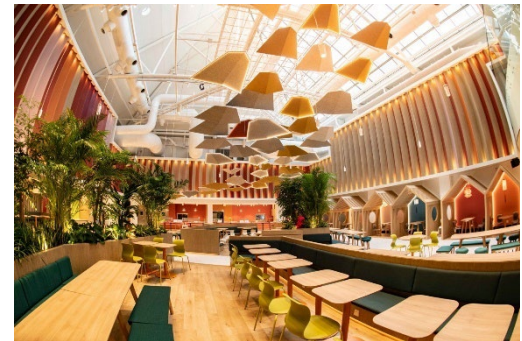
school community and the world at large. All students are expected to participate in both the High School Community Service Program and an extensive China Studies program.

Since WAB is committed to enrolling a diverse student body with a variety of unique skills and interests, the highly experienced counseling staff ensures that every High School student receives individualized attention as he or she contemplates the future after WAB. An extensive college counseling program makes certain that students are exposed to a vast range of educational opportunities, and visits from universities from all over the world give students the opportunity to speak directly with higher-education representatives. Some graduates move on to a gap year, enroll in military service, or pursue other post-educational options. An annual Careers Fair gives students insight into the realities of where their studies may lead them, and WAB's High School counselors work closely with students from the outset to make sure they enroll in the graduation path that will best help them realize their goals and aspirations.



Campus

All six school buildings are equipped with air filtration systems that keep the daily average AQI at 1. WAB has four exclusive buildings for each school section – Early Childhood Center, Elementary, Middle, High School – and the HUB Sports, Arts, and Technology Center is a shared resource for Middle and High School students. Each school section has a well-equipped library. Students have access to a rock-climbing wall, air-supported dome, indoor pool, several theaters, music studios, 3 gymnasiums, outdoor sports courts, FIFA/IRB certified sports field, fitness center, on-campus lake, and 7 unique dining spots/cafes.



Fast Facts

Year Established	1994
Accreditation Agency	CIS NEASC
School type	non-profit independent co-educational day school
Language of Instruction	English
Student Age Range	3-18
Total Enrollment	1300
High School Enrollment	400
Percentage Home Country Nationals	U.S. 22% Host 11% Others 67%
Student Nationalities	U.S., Greater China, Canada, Republic of Korea, Australia & 48 other countries
Percentage Annual Student Turnover	15%
Student to Teacher Ratio	1:8
Number of Faculty	180
Faculty Nationalities	UK, US, Canada, Australia, New Zealand and 24 other countries
Percentage Annual Faculty Turnover	15%
Number of Board Trustees	7
Tuition (2021 - 2022)	134,000 RMB – 344,600 RMB

Follow Western Academy of Beijing to Learn More



Application Instructions

Effective Date: August 2023

Application Deadline: August 15, 2022

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Western Academy of Beijing | High School Principal search. She will be assisted by members of the ISS Administrative Search Team.

In order for your application to be considered, the following items must be completed in the ISS EDUrecruit system via the link provided in this announcement:

- CV/Resume without a photo
- Letter of Interest
- Input contact information for three confidential references in the EDUrecruit profile

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 to this position:

[Western Academy of Beijing | High School Principal](#)

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 to this position:

[Western Academy of Beijing | High School Principal](#)

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 to this position:

[Western Academy of Beijing | High School Principal](#)

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.

Please DO NOT include photos on the CV and/or cover letter uploaded to your candidate profile**

Our 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 WAB 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.

* If you are interested in a full candidate membership, you can upgrade at any time for USD\$75.

** 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](#).