

Branksome Hall Asia
Deputy Head of Junior School
Pastoral

Job Description
November 2021



BRANKSOME
HALL ASIA

Introduction

Our School Branksome Hall Asia opened in 2012 on the UNESCO World Heritage Site of Jeju Island, South Korea. Branksome Hall Asia shares the mission, vision, and builds upon the strong traditions of its sister school, Branksome Hall Toronto, which was founded in 1903.

As an IB World School, Branksome Hall Asia offers the Diploma Program, Middle Years Program and the Primary Years Program. The strength of the IB programs, combined with the school's commitment to empowering women, makes Branksome Hall Asia a truly remarkable place to live and learn.

From JK Prep to Grade 12, our students share their learning and living in a state of the art world class facility that embodies and encourages our value for intellectual inquiry, collaboration, effective communication, and strength of character. Branksome Hall Asia vibrates with students' energy and warmth.

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

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

The Junior School

Our Program The Junior School (Grades JK Prep - 5) provides an exemplary preparatory program. Branksome Hall Asia remains dedicated to support students to become confident, capable individuals inspired to meet life's challenges with intelligence, sensitivity, and courage. Our IB advantage, leadership through service, IT integration, and English Language Acquisition programs are distinguished features of the Junior School experience.

We implement an international curriculum framework and are dedicated to ensuring the best possible development of every child's total well-being. We focus equally on students' academic rigor and challenge, their emotional well-being, and their physical development, and follow inquiry-based approaches to learning and teaching. Service learning is a key component of our curricular and co-curricular programs, as we have a commitment to develop an ethos of care and compassion as students engage to develop solutions to real-life problems.

The Early Years Program at Branksome Hall Asia offers:

- A structured inquiry-based approach in our Early Years program (JK Prep, Junior and Senior Kindergarten) appropriate for the youngest members of our school community.
- Collaboration between our English and Information Technology departments to develop and accelerate language acquisition.
- Faculty from the Junior School, Middle/Senior School and students across the school work together on meaningful projects. One Project "Empty Bowls," directs students towards hunger and poverty awareness, which requires sustained engagement, action and collaboration and service

School Life

Our Boarding Branksome Hall Asia's purpose-built Boarding Houses are designed to enable students from around the world to live together and thrive. The Boarding program is offered to students in grades 5 through 12 and provides opportunities for students to develop self-efficacy and a strong sense of family and community. There is a high

expectation of personal responsibility and value for international-mindedness. A large percentage of the student body are Korean with approximately 15% Chinese or other international nationalities.

Our Co-curricular The school's innovative co-curricular program, CASE (Creativity, Activity, Service, and Enrichment Activities) provides extensive opportunities for students to explore their areas of interest in the arts, athletics, and community service. Students participate in artistic endeavors including theatrical and musical productions, Korean calligraphy, digital storytelling, symphony orchestra, and much more. Students develop their athletic and sportsmanship skills via a host of team sports and clubs, including badminton, volleyball, tennis, basketball, soccer, golf, swimming, cross country, track and field, and equestrian. Students develop their leadership through service skills and become actively engaged citizens with a local and global outlook. They further discover and pursue their passions and interests through clubs such as yearbook, public speaking, creative writing, Branksome TV production, Spanish, and French language clubs, robotics academy, World Scholar's Cup, among many others.

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 theatre, spacious studios, practice rooms, TV and recording studios, and a Black Box theatre. A newly designed Lower Junior Pod will be refit during the 2022-2023 academic year and is set to open for students in grades JK Prep to Grade 2 in August 2023.

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 travelled 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

The Role The Deputy Head of Junior School- Pastoral will provide assistance and support to the Head of Junior School and will oversee student welfare and well-being.

Duties and Responsibilities **Core Responsibilities**

- Ensure high standards of learning and pastoral care through regular classroom visits, co-teaching, and supporting teachers in their own professional development
- Act as a coach/mentor to support teachers and teacher interns to improve professional knowledge, skills, and understandings regarding inquiry, pedagogy, and implementation strategies

- Lead and oversee initiatives related to pastoral care, and the implementation of Kelso's Choice and Restorative Practice
- Plan and provide workshops for parents to enhance their understanding of the school's program, culture of care, policies, and procedures
- Ensure that the School's Code of Conduct is followed
- Liaise with Junior School counselors and the Head of Junior School about student behavior
- Meet with parents to resolve conflicts and concerns and inform them of behavior expectations
- Support the use of documentation and research to improve student learning, to identify next steps in learning, and develop intervention strategies
- Oversee the Teacher Intern program at the school, including, but not limited to, providing regular Professional Development and support for teacher interns
- Oversee the recruitment of teacher interns
- Support continuity between the Junior School and the Middle/Senior School to foster a whole school culture
- Work to support the school-wide and Junior School goals, in coordination with the Head of Junior School and the Deputy Head of Junior School- Academic
- Assess and develop the future needs of the Junior School, in coordination with the Head of Junior School and the Deputy Head of Junior School- Academic
- Meet weekly to support the Junior School Counselors and Learning Support team
- Be the school liaison for CPOMS for the Junior School
- Model the IB Learner Profile

Additional Responsibilities

- Create and share the Junior School Daily Bulletin, the Duty Roster, and the daily Cover Schedule for teachers and interns
- Plan and oversee the school's childcare services for our faculty
- Greet parents and students each morning and afternoon
- Work in collaboration with the Deputy Head of Junior School- Academic to develop the Junior School calendar and planning events, including assemblies and parent conferences/reports
- Plan and implement the induction of new staff in collaboration with the Head of Junior School and Deputy Head of Junior School- Academic
- Assist in the development of assessment and data collection protocols and analysis to support learning and guide teaching
- Work collaboratively to review curriculum requirements to create the Junior School timetable, in collaboration with Deputy Head of Junior School- Academic, the Head of Junior School, and the Deputy Principal
- Work in collaboration with the Head of Junior School, Deputy Head of Junior School- Academic, and MYP and DP coordinators to oversee CIS/WASC Accreditation, IB Evaluation Visits, and Action Plans

- Assist with student admissions and staff recruitment
- Assist the Head of Junior School and Deputy Head of Junior School- Academic with the preparation of student reports
- Work collaboratively to develop the faculty meeting/PD schedules for the Junior School
- Undertake other reasonable duties as required by the Head of Junior School and Principal

Experience and Qualities

The Deputy Head of Junior School -Pastoral will have proven school leadership experience, be committed to the education of students, and be able to lead a globally-minded Junior School.

The ideal candidate will possess the following attributes and qualifications:

- Share the vision, mission and core values of the School
- Hold a Master's degree and/or Administrative Qualifications
- Have experience in international education and a demonstrated understanding and commitment to the IB
- Two or more years of experience in an educational leadership role (preferred)
- Be culturally aware, empathetic, and diplomatic
- Be a strong communicator: written and oral
- Lead by example
- Be collaborative
- Support and encourage professional growth in teachers
- Have passion, energy, optimism, and a genuine interest in and commitment to inspire and serve students and parents, and the wider community

Compensation

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

How to Apply

Interested and qualified candidates should submit one electronic .pdf file to recruitment@branksome.asia, with the following materials included:

- Formal cover letter for the position
- Current resume
- Statement of educational philosophy and leadership practice
- List of 3 references with name, title, phone number and email address

Contact Details

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