



**LEH**  
INTERNATIONAL SCHOOL  
FOSHAN  
佛山市霍利斯外籍人员子女学校

## Job Description

### Deputy Head of Prep School

#### **Spes Audacem Adjuvat (Hope Favours the Bold)**

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 850 students from age 6 to 18.

Opening in September 2021, LEHF is a joint venture with Trumptech, a leading provider of education services in China and Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF will be a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEH students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We will encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.
- find confidence and strength and acquire and build the skills they need to succeed throughout their lives.

#### **Staff**

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

## Job Description

The Deputy Head of Prep School will:

### Leading Learning & Teaching

- To teach and agreed on percentage in the Prep School.
- Promote excellence and innovation in teaching and learning.
- To ensure an unrelenting focus on the development of great 'Learnability' supporting the excellent acquisition of subject-specific skills, Knowledge, and understanding.
- Develop a stimulating and imaginative academic curriculum, which inculcates intellectual curiosity and love of learning, providing challenge and opportunity.
- Act as a model of inspirational teaching and reflective professional practice.
- Monitor, observe, and evaluate teaching and learning, identifying, and sharing best practices and challenging underperformance in consultation with the Head of Prep.
- Ensure a rigorous process for the regular assessment, recording, and reporting of student progress and to ensure that academic data is consistently utilised to inform and improve teaching and learning and promote progress and achievement for students of all abilities.
- Ensure that strategies are in place to identify and support students with particular needs e.g. high ability students and those with Special Educational Needs.
- Develop the quality and diversity of activities in the extra-curricular programme.
- Be responsible for curriculum design, scheduling, staffing requirements, and construction of the Prep School.
- Timetable in conjunction with the Head of Academics (Senior School)

### Leading Staff & Effective Teams

- Promote a positive culture of developing practice in the department
- Act as a role model of effective and sustainable leadership
- Actively seek to grow and develop the team through faculty meetings and development time, performance management and effective delegation of responsibility
- Work alongside school leaders to develop the capacity of colleagues and plan for succession
- Work alongside school leaders to build a happy and healthy community, where colleagues' welfare is considered as a routine part of decision making

## School Improvement & Effective Partnerships

- Work proactively with other staff and school leaders to support and develop initiatives that promote the work of their teams and/or school goals
- Liaise constructively (and proactively) with the parental community to communicate the vision and goals of the department and school along with other issues or developments within the department
- Look for opportunities to work collaboratively with other school leaders to develop their own practice as well as the practice and provision within the department
- Work for any ad hoc tasks as reasonably required by the Headteacher and Head of Academics from time to time

Key Duties  
Aims & Ethos

The Deputy Head of Prep School will

Teaching Load

Curriculum Planning

English Language  
Learning

Monitoring, Evaluation  
and Assessment

1. be responsible to the Headteacher and the Head of Prep School for the safe, proper and imaginative running of the department in line with the school's mission and ethos.
2. teach for up to a maximum of 38 x 60 minute periods out of 60 periods /10 day cycle.
3. be responsible for excellent curricular planning, implementation and review in the following areas:
  - a. The regular review, analysis and updating of departmental Programmes of Study and Schemes of Work;
  - b. The drafting, implementation and review of a departmental action plan in line with the School Development Plan;
  - c. Home Learning in accordance with the school's Home Learning Policy;
  - d. The setting of appropriate work during periods of cover for unforeseen absence within the department.
  - e. Organize and supervises ECA.
  - f. Actively promotes ECA and seek student participation.
  - g. By shift to attend evening school to supervise students' study and to ensure their safety and security.
4. be responsible for the promotion of English as an Additional Language within the department in the following ways:
  - a. Awareness of the best practice in EAL with respect to lesson preparation, lesson delivery and differentiation, assessment, marking and reporting;
  - b. Ensuring that EAL support staff are well used through co-planning, support in lessons, assessment and feedback;
  - c. Supporting the Head of Learning Support in promoting school-wide goals and strategies in respect of developing students' English proficiency.
5. be responsible for assessment in the following areas:
  - a. In consultation with the Head of Prep, manage the process of year group reviews and development planning ensuring that rigorous monitoring and evaluation processes are in place;
  - b. Take responsibility for the analysis of academic performance data and promote, monitor, and evaluate its effective use in maximising student progress and achievement.;

- c. Monitor standards of teaching, learning, and pastoral care, ensuring a constant drive for improvement. Training and Development of Self and Others.;
- d. Develop and maintain a culture of high expectations for self and others.
- e. As a lead professional, regularly review own practice, set personal targets, and take responsibility for own continuous professional development and encourage all staff to do likewise.
- f. Identify whole school and departmental training needs and, in collaboration with other members of the SLT, maintain a high-quality programme of academic INSET, presenting and delivering INSET personally where appropriate.
- g. Participate in the school's new staff induction programme.

Leadership and  
Management of Others

- 6. be responsible to the Head of Prep School who will normally act as Line Manager and who will normally conduct Performance Management for the individuals in the departments.

- 7. be responsible for departmental staff in the following areas:

- a. Appraisal of departmental staff in accordance with the school's Performance Management policy either as the Performance Manager or first advisor to the Performance Manager;
- b. Observe the classroom performance of departmental staff both formally in accordance with the school's Performance Management policy and informally. The school's current Classroom Observation documentation will be used as the blueprint;
- c. Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
- d. Ensuring that reports are written according to both departmental and school criteria and that deadlines are strictly met;
- e. Playing a role in the selection, and where practical, interviewing of staff;
- f. Ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available.

Parents /  
Communication

- 8. be responsible for excellent communication in the following areas:

- a. To forge outstanding links with parents based on mutual respect and common purpose.
- b. Ensure excellent communication with parents including regular academic updates.

- c. Plan and organise an effective programme of reports and parent-teacher consultations to ensure the best possible partnership for learning.
- d. Regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
- e. Attendance meetings as required;
- f. Ensuring that departmental information for curriculum booklets, the School Year Book and other school materials are updated as required.

### Reporting

- 9. submit internal examination and assessment results to the Head of Academics.
- 10. report annually to the Board of Governors to a format agreed in advance and common across all departments.

### Budget & Resources

- 11. report annually to The Head of Prep School in a formal and documented meeting which analyses the department's performance in the previous year (academic results / staffing / resources etc.) and sets agreed targets for the year ahead.
- 12. be responsible for budgeting and resources in the following areas:
  - a. Ordering books and equipment in accordance with the school budgeting policies and procedures.
  - b. Managing efficiently the department budget.
  - c. Ensuring that an up-to-date record inventory is kept of department resources.
  - d. Ensuring that departmental resources, books and ICT hardware are treated with great care.

### Safeguarding / Pastoral Care

- 13. be responsible for Safeguarding and Pastoral Care in the following areas:
  - To fulfil the role of Deputy DSL (DSL 2) with responsibility for the Prep School.
  - To promote and safeguard the welfare of all children in the Prep School.
  - To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
  - Ensure that a high standard of care and good order for all children is maintained.
  - Promote excellence and innovation in pastoral care.
  - To lead Prep School Bi-weekly assemblies
  - To lead the development of a stimulating and imaginative and coordinated 8C's programme in the Prep School.
  - Ensure the school systems support the best student health and wellbeing.

- Ensure behaviour is consistently managed across the school, resulting in the highest standards of discipline, politeness, and positive relationships.
- Ensure the school's reward system is operated consistently to motivate all students.
- Ensure the schoolhouses remain a vibrant central part of school life (events each term)
- Plan, commission, and promote an inspiring range of extra-curricular opportunities for Prep School students

## Whole School Leadership

14. To contribute fully as part of the Senior Leadership Team

In addition, carry out any duties you may be reasonably required to by the Head of Prep or Headteacher.

## Person Specification

*LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.*

*Lady Eleanor Holles International School Foshan is a non-smoking site and staff and families may not smoke on the School grounds or within sight of the School.*

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		Application form Interview
A strong academic background and a good degree	✓		Application form
A teaching qualification e.g., PGCE and QTS and at least 2 years' experience post QTS	✓		Application form
Experience of teaching to a high level, including Advanced Level	✓		Application form Interview
A proven track record of leadership	✓		Application form Interview
International experience		✓	Application form
Experience teaching students whose first language is not English	✓		Application form Interview
Excellent teaching, communication and interpersonal skills	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development, leadership capacity and succession planning		✓	Interview
A willingness to participate in the programme of extracurricular activities, fixtures and trips	✓		Interview
Active support of the pastoral system, including pastoral tutoring and the boarding house system	✓		Application form Interview
Excellent written and spoken English	✓		Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Committed to the safeguarding and well-being of children and young people	✓		Interview References



## Rewards & Benefits

<b>Remuneration</b>	A competitive international salary based upon experience and proven ability to lead and inspire.
<b>Contract</b>	An initial contract of 2 years will be offered with a mutual option to extend.
<b>Accommodation</b>	Rent free accommodation on site including a contribution to utility bills. Access to staff social facilities including gymnasium, social club and terrace. Access to school facilities including the library, swimming pool and sports hall.
<b>Meals</b>	Free meals in the School Dining Hall during school term days.
<b>Medical</b>	Free medical coverage, including for spouse and up to 2 dependent children.
<b>Education for children</b>	Free or subsidised education at LEHF for up to 2 dependent children.
<b>Professional Development</b>	<p>Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.</p> <p>New teachers to the school are allocated a mentor at the start of their employment and there is a well-planned induction process.</p>
<b>Relocation &amp; travel</b>	Flight allowance at the beginning and end of employment will be provided to the post holder and their dependent family members. Details of the relocation package will be sent to successful candidates.

If you are interested to the post please send your application with full CV to [HR@leh-foshan.cn](mailto:HR@leh-foshan.cn).