



Canadian International School of Hong Kong
香港加拿大國際學校

Lower School Principal (Nursery to Grade 5)

The Canadian International School of Hong Kong is seeking a dedicated and student-centred leader who has exceptional communication and interpersonal skills to serve in the position of Principal of our Bilingual Lower School (English and Mandarin)

Start Date: On or Before August 2025



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Canadian International School of Hong Kong (CDNIS)

Canadian International School of Hong Kong (CDNIS) is a highly innovative learning community committed to inspiring excellence, cultivating character, and empowering engagement locally and globally.

We seek a visionary, passionate, and learned leader who has exceptional communication and interpersonal skills to continue and successfully lead the Lower School through the next phase of development and implication of its bespoke Bilingual programme.

The Position

Reporting to the Head of School, The Lower School Principal shall assist the Head of School in the successful operation and management of the CDNIS Lower School (Nursery to Grade 5). The Lower School Principal will be an integral member of the Senior Leadership Team as the team implements strategic priorities set by the Board of Governors. The Lower School Principal is the learning leader, administrative head, and 'compass' of the Lower School and is supported by two Vice-Principals and one PYP Coordinator who together form the Lower School Pedagogical Leadership Team. The Lower School Principal is responsible for personnel management and evaluation, teacher recruitment, and student recruitment.

The successful candidate will be able to demonstrate the following qualities, skills and attributes:

- A strong focus on building culture, community and the power it brings to an organization's growth and development
- Unrelenting focus on communicating the school's vision, direction, expectations and the common purpose
- Comfortably and seamlessly builds relationships and connections across cultural lines with deep understanding and ease
- Bilingual English and Chinese (Mandarin) speaker
- Previously demonstrated mindset of servant leadership qualities and commitment to the growth of others
- Brings a strong 'systems' approach to school operations, management and supervision with recognition of the importance of 'connectedness' when it comes to decisions, policies and practices
- A student-centred learning leader who is an advocate of concept-driven, inquiry-based approaches
- The ability to inspire trust in the whole community and motivate and support others to realize their potential
- A highly articulate and effective communicator
- A visionary, future-ready leader with the passion and skills to drive learning forward
- Highly developed interpersonal and collaboration skills, able to connect with all stakeholder groups, including students, staff, parents, administrators and the board
- An optimistic, open-minded outlook and willingness to take balanced risks
- Able to think strategically, tactically and flexibly
- A creative problem solver
- The ability to navigate complex cultures, and demonstrate international mindedness
- A solid understanding of both the PYP and other national/international curricular frameworks
- Proven excellence in curriculum leadership and development
- A strong role model who will exemplify the school's values
- Committed to child protection best practice

Duties and Responsibilities

As the inspirational pedagogical leader for the Lower School, the Lower School Principal will:

- Sustain and develop a culture of future-ready, student-centred learning based on current research
- Oversee student wellbeing, including the development, implementation, monitoring, and evaluation of student wellbeing programmes and practices, in collaboration with the Lower School Inclusion Team
- Lead Lower School curriculum development, alignment, implementation and evaluation in collaboration with the Pedagogical Leadership Team. Play a key role in the alignment and articulation of the Early Years - G12 curriculum
- Use data to monitor the success of Lower School programmes and oversee the monitoring of student growth
- Ensure all students' needs are met through close collaboration with and oversight of the Lower School Inclusion Team
- Support the professional growth of teaching staff through the implementation of the CDNIS Staff Professional Growth and Appraisal process
- Lead the recruitment, selection, orientation and deployment of staff
- Collaborate with the Pedagogical Leadership Team to develop and implement a whole school approach to professional development in support of the school's goals

- Build community and ensure effective communication with all stakeholder groups
- Develop and monitor the Lower School annual budget, in collaboration with the Director of Business Administration and Head of School
- Work in collaboration with the Senior Leadership Team to develop and implement the school's strategic goals, policies and practices
- Oversee the successful day-to-day running of the Lower School

Education and Work Experience

- A Bachelor's degree plus teaching qualification in elementary/early childhood education
- A higher degree at Masters or Doctorate level, preferably in educational leadership and/or principal training/certification
- At least 5 years successful senior leadership experience in an international school environment, preferably at principal level
- Senior leadership experience in the PYP preferred
- Leadership experience in a multicultural school setting
- Proven track record as an agile and collaborative team player in a highly dynamic, complex and innovative environment

Salary and Benefits

CDNIS offers a very generous salary and benefits package that is highly competitive and will be commensurate with the qualifications and experience of the successful candidate.



The School

Located in the heart of the southside of Hong Kong Island and overlooking the South China Sea, Canadian International School of Hong Kong is one of the top international schools in Asia. Our school offers a rigorous academic programme to over 1,900 students representing more than 40 nationalities from Early Years 1 (pre- kindergarten) to Grade 12. The 2024-2025 school year will be a historic milestone for CDNIS as we open our new and purpose-built CDNIS Early Years Centre as well as welcome our first cohort of two-year-old Nursery students onto our extension of campus located a few minutes walk from the main campus.

CDNIS has long enjoyed a reputation as an innovative school. It was one of the first Apple Distinguished Schools in Asia and established the first large-scale 1:1 laptop programme in Hong Kong in 2007. The school is visited by educators from around the world, keen to learn from our experience.

The school has exceptional facilities, matching its status as a world class international school, continuously developing and improving learning spaces to match our innovative pedagogy. Most recently, the Board made the decision in 2022 to shift direction of the Lower School and offer a fully Bilingual platform of learning for children from EY1 through to Grade 5, expanding up through the Lower School year-by-year until full implementation in the Lower School in 2028-2029. In addition, major programmatic changes followed to actualize this vision by decanting the EY1 students to a specially designed Early Years campus extension while enhancing the current program by offering a full-day EY2 experience.

Furthermore, recognizing the benefits of early exposure, the Board made the decision to add a robust Bilingual Nursery program in the new purpose-built Early Years campus extension in support of the overall vision.

The Lower School Curriculum

In recent years, we have developed a highly innovative approach to the implementation of the PYP through our commitment to future-ready learning. We focus upon the development of exceptional core skills, 21st century competencies and character through a pedagogy that prioritizes hands-on experiential approaches and is underpinned by inquiry and transdisciplinary learning. We empower students to take ownership of their learning and follow their interests and passions, allowing them to develop into highly motivated individuals who are able to prove their capabilities and adapt to a constantly changing environment.

Our Lower School Bilingual programme begins in our two-year-old Nursery programme and will extend fully through to Grade 5 by school year 2028-29. Benchmarked to the Development Matters framework from the EYFS guidelines in the Early Years, students aged 3-5 learn through a purposeful convergence of both an open and guided play-based approach within a Bilingual foundation while honouring the integrity of the PYP principles. We are excited to launch these initiatives on our new purpose-built SOUTHSIDE Early Years Centre. This forms the foundation for our future-ready approach to Bilingual learning that will continue at the main Nam Long Shan Road campus.

Our core Mathematics, Sciences and Language programmes are underpinned by standards from the Ontario Curriculum, which provide alignment with the Upper School. Digital technology is fully integrated into student learning from an early age, with a well-established 1:1 iPad programme in Grades 1-3. In Grades 4-5, students use MacBooks and also have access to 1:1 robots throughout the year. This is well supported by our Learning Technologies Team that includes a Coding and Robotics Teacher. Students are encouraged to use a range of traditional and state-of-the-art technology tools and materials in our Lower School makerspaces that include the Hive, the Design Suite and many mini-makerspaces around school along with well-equipped maker carts.



Mission and Vision

Vision Statement

To inspire excellence, cultivate character, and empower engagement locally and globally.

Mission Statement

CDNIS is a school united by the joy of learning, excellence in achievement and development of character. We will inspire academic and personal growth in our students by encouraging inquiry, stimulating creativity and innovation, embracing cross-cultural and global perspectives, and fostering meaningful participation and service.

To guide our work in achieving our Vision and Mission, CDNIS values:

- Responsibility
- Integrity
- Respect
- Critical Thinking
- Leadership
- Open Mindedness











Accreditations

Canadian International School of Hong Kong has been accredited by the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS) since 2019. CDNIS is also accredited by The International Baccalaureate (IB) and offers the Primary Years Programme, Middle Years Programme, and Diploma Programme. A joint CIS/IB/WASC reaccreditation began in 2023 and was completed in March 2024. Additionally, CDNIS is the only school outside of Ontario, Canada, where students can graduate with both the IB Diploma and the Ontario Secondary School Diploma and is inspected annually by the Ontario Ministry of Education. CDNIS is a member of the East Asia Regional Council of Schools (EARCOS). Other affiliations include the Council for Advancement and Support of Education (CASE) and the International Schools Theatre Association (ISTA).

Lower School Faculty and Staff

The Lower School has a faculty of around 120 teachers and educational assistants who are well qualified, experienced, and committed professionals. We have a highly collaborative environment, the success of which is rooted in strong relationships with an emphasis placed upon adult wellbeing. Staff are provided with exceptional professional development opportunities both within and outside school, which support us to continually move the pedagogy forward.

Faculty's Passports

Canada	43%	
US	15%	
Hong Kong, China & Taiwan	19%	 
UK	10%	
Australia & New Zealand	5%	 
Others	8%	



*Bulgaria, France, India, Ireland, Philippines, South Africa and Spain



Facts & Figures

Every year, teachers are supported to attend one local or one overseas training opportunity.

100% of CDNIS' teaching faculty are IB trained

29% of CDNIS teachers are certified as IB Leaders

30 Examiners

16 Workshop Leaders

7 Team Visit Members/Leaders



Don't hesitate to come here



Faculty PD Opportunities



This is the placement for you



雙語課程

Governance

Registered as a private international school under the Education Ordinance of Hong Kong, Canadian International School of Hong Kong (CDNIS) is also registered as a non-profit organization with the Inland Revenue Department of Hong Kong. CDNIS has a two-tier corporate structure comprising the Council of Members and the Board of Governors. The Council of Members, consisting of the founders of CDNIS and past governors, is in charge of CDNIS's Articles of Association and final financial accounts. Whereas the Board of Governors, consisting of parents, alumni, and experienced professionals is elected by the Council of Members based on their credentials and is responsible to formulate and guide CDNIS's strategic direction and also to ensure proper operations by embedding into practice various policies and guidelines for systematic review. Given that CDNIS is a registered non-profit organization, all Members and Governors are volunteers for CDNIS and receive no compensation nor benefits for their efforts during their tenure with CDNIS.



Campus

Canadian International School of Hong Kong is located on the south side of Hong Kong Island in Aberdeen. The 42,337 square metre campus occupies 14 levels and is equipped with excellent state-of-the-art facilities providing the perfect environment in which to learn. Our facilities are an integral part of the learning experience at CDNIS and that is why we are continually upgrading our spaces to enhance how we teach and how students learn. Take a moment to enjoy the visual journey around the CDNIS campus.

Follow Canadian International School of Hong Kong to learn more



Application Instructions

CDNIS will be supported in this appointment process by the executive search firm Korn Ferry (HK) Limited. Interested and qualified candidates, please include a cover letter, a current résumé, the names and contact information of at least three references and send by email to:

Mr. Andrew Tsui of Korn Ferry (HK) Limited: LSP@kornferry.com

Review of candidates will begin shortly and continue until the position is filled. For this reason, interested and qualified candidates are encouraged to apply at the earliest possible time.

Personal data is collected and used for recruitment purposes only.



Child Protection at CDNIS

CDNIS is aligned with the United Nations Convention on the Rights of the Child and supports the International Task Force on Child Protection (ITCP) Report and Recommendations which has set the standards for safeguarding in schools worldwide. CDNIS has based its Child Protection Policy and Procedures on the ITCP expectations and all individuals and groups affiliated with the school community are expected to act with integrity and to take responsibility for keeping students safe.

At CDNIS we know that learners need a secure and supported environment in which to learn. We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected. Our safeguarding policies and procedures encompass student well-being; bullying; harassment and discrimination; use of physical intervention; meeting the individual physical, psychological or medical needs of students; drug and substance misuse; safe behaviours education; online safety; the welfare of learners on school expeditions; as well as safe staff selection processes.

CDNIS aims to be a child safe organization in which all adults take responsibility for being aware of the dangers of child abuse, are committed to preventing harm to our students, respond to any concerns about child safety or well-being, and know how to report those concerns.

Responsibility for review of all child protection policies and procedures is delegated by the Head of School to the Child Protection Lead and are reviewed annually. CDNIS treats all investigations into child protection concerns as confidential. In some cases, this information may need to be shared with local authorities. The CDNIS Child Protection Policy and Procedures are endorsed by the CDNIS Board of Governors.

For more information about the school, please visit our website www.cdnis.edu.hk



LIVING IN HONG KONG

Hong Kong enjoys its stature as one of the world's leading international financial centres and attracts people from around the world for employment opportunities and international living. It is a city of soaring skyscrapers, lush forests, and beautiful sandy beaches. It is a city with something for everyone.

Climate

Hong Kong has a sub-tropical climate, with temperate conditions for nearly half the year. Spring and autumn are the most comfortable seasons, with plenty of sunshine, occasional showers, and pleasantly cool evenings. Summers are very hot and humid, and the rainy season runs from June to August. Winters are mild and dry, with the temperature rarely dropping below 10°C. Hong Kong experiences occasional typhoons and tropical storms from April through October.

Transportation

Hong Kong has an extensive public transport system that is safe, clean, and relatively inexpensive. There are trams, buses, mini-buses, taxis and ferries that reach every neighbourhood, and an impressive MTR (Mass Transit Railway) considered by many to be the best in the world. This highly integrated system makes living car-free a very manageable option.

Food

Hong Kong is a food lovers paradise, with delights for every taste and budget. Restaurants by the world's best chefs offer Michelin-starred meals, while local restaurants serve popular regional specialties.

Language

Hong Kong has two official languages, Cantonese and English. All public signage is in both languages, as are government documents. Cantonese is the most widely spoken dialect, however Mandarin is becoming more widespread. Most Hong Kong citizens are able to communicate in English; however, learning and using basic Cantonese can be very rewarding.

Employment Visas

Working in Hong Kong requires an employment visa. Spouses and children may remain in Hong Kong on a dependant visa, which is available only when a member of the family holds an employment visa. Please note that a dependant visa can only be obtained upon presentation of an original marriage certificate for your spouse, and original birth certificates for your children.

Hong Kong Income Tax

Income tax is not deducted at source. The standard tax rate is approximately 15% up to 17% and is one of the lowest tax rates in the world. Allowances for single parents, married couples, and dependant children reduce taxable salary. Up to 33% of income can be claimed as housing reimbursement, which is deductible for income tax purposes.

Canadian International School of Hong Kong

A registered charitable organization
36 Nam Long Shan Road, Aberdeen
Hong Kong

