

The Position

Reporting to the Lower School Principal, the Vice Principal (Student Life and Well-Being) and Vice Principal (Curricular) work as a team in assisting the Principal in the general organization and management of the Lower School. The Vice Principal (Student Life and Well-Being) will establish and affirm clear guidelines, policies and expectations related to student behaviour. The Vice Principal (Student Life and Well-Being) works together with the Principal in all areas of school life, including personnel management and evaluation, student recruitment, and teacher recruitment. The Vice Principal (Student Life and Well-Being) will continue the establishment of positive relations with all members of the CDNIS community and shall at all times conduct themselves in a manner so as not to bring the reputation of the school into controversy or disrepute.

Duties and Responsibilities

Student Life

- Liaise with the Director of Strategic Initiatives and Special Projects on implementing a culture of service learning and experiential trips in the Lower School
- Liaise with the Athletic Director on student and staff sport involvement
- Liaise with Director of Visual and Performing Arts on student and staff arts involvement
- Liaise with the After School Activities Coordinator
- Collaborate with the Learning Leaders for Student Life

Student Well-Being

- Be proactive in terms of student behaviour expectations; set and affirm standards of student behaviour based on the core values of CDNIS, the IB Learner Profile, Lower School policies, and the CDNIS mission statement
- Collaborate with counsellors and teachers in the implementation of our Social Emotional Learning programme
- Work with the inclusion team to monitor students requiring additional support
- Be the case manager for student behavior incidences
- Be the Child Protection Officer for the Lower School

Faculty and Staff Involvement

- Work with Vice Principal (Curricular) to schedule and run special events and assemblies
- Review annual school evacuation plans
- Perform teacher evaluations
- Participate in the hiring process of teaching and support staff
- Provide assistance with professional development initiatives
- Participate in policy development and implementation initiatives
- Perform other duties as assigned
- In the absence of the Principal, the Vice Principal (Student Life and Well-Being) and the Vice-Principal (Curricular) shall be in charge of the Lower School and shall perform the duties of the Principal

Required Qualifications and Experience

- A Master's degree in Education or related field
- Significant teaching experience at the Lower School level
- Prior administrative/leadership experience
- Ability to inspire trust and confidence among all members of the CDNIS community
- Ability to effectively communicate and model the mission of CDNIS
- Ability to work collaboratively with administrators and teaching staff
- Proven excellence in leadership, organizational, administrative and communication skills
- A keen interest in working with students in a holistic way to develop their full potential

Desirable Qualifications & Experience

- The ability to speak Chinese or an interest in learning the language
- Knowledge and experience with the IB Primary Years Programme
- International teaching experience
- Early Years qualification and experience

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 2,100 students representing more than 40 nationalities from Nursery to Grade 12. The 2024-2025 school year is a historic milestone for CDNIS as we opened our new and purpose-built CDNIS Early Years Centre as well as welcomed 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 of Governors made the decision in 2022 to shift direction of the Lower School and offer a fully Bilingual platform of learning in English and Chinese for children from Early Years through to Grade 5, expanding up through the Lower School year-by-year until full implementation in the Lower School in 2028-2029. The bilingual programme will not extend into the Upper School in order to honour the richness and diversity of offerings in the IBMYP and IBDP; however, we are excited by the emergence of cultural and language fluency amongst our Lower School students, who will carry those skills and confidence into the Upper School.



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 re-accredited by the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS) in 2024. CDNIS is also accredited by The International Baccalaureate (IB) and offers the Primary Years Programme, Middle Years Programme and Diploma Programme. 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. Additionally, 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

The Lower School has 1117 children between the ages of 2 and 11 across nine grade levels from Nursery to Grade 5. The Lower School offers a fully Bilingual platform of learning for children from Nursery through to Grade 5, expanding up through the Lower School year-by-year until full implementation in the Lower School in 2028-2029. The Lower School follows the IB Primary Years Programme (PYP) curriculum framework and is designed to be student-centred and inquiry-based. We place a great emphasis on hands-on experiential learning. Our teachers are committed to providing a supportive, nurturing and innovative learning environment for children, one that cultivates their creativity and problem-solving skills.

Upper School

The Upper School has 1009 students from Grades 6 to 12, with approximately 550 students in Grades 9-12. The Middle Years Programme (MYP) and Diploma Programme (DP) serve as the cornerstone of the Upper School learning experience. Students in Grade 6 through 10 are fully engaged in the MYP; students in Grades 11 and 12 work towards completion of the DP, with overlapping credits being earned from Grades 9-12 for the Ontario Secondary School Diploma. Completing both of these rigorous academic credentials position CDNIS graduates exceptionally well when they apply and gain acceptance to the best universities and colleges in the world.

Arts, Athletics and After School Activities

CDNIS strives to offer a wide range of diverse and comprehensive extracurricular options including special interest clubs, performance activities, Timberwolves sports and an expansive After School Activities programme which students from all grade levels can participate in.

Our Staff

The Lower School team consist of 79 full-time faculty and 131 staff in total. The Upper School faculty consists of 109 full-time faculty and 133 staff in total. Complementing CDNIS's teaching community are the 71 business and operations staff who are responsible for administration, admissions, communications, facilities management, finance, human resources and IT.

Our teaching body is comprised of individuals from a variety of rich backgrounds, cultures and experiences. We have interest in employing high energy, hardworking teachers who are leaders in their school community and who have a demonstrated profile of exemplary achievement. We look to hire those who have made significant contributions to their school - both inside and outside of the classroom.

Faculty's Passports

Canada	39%	
US	14%	
Hong Kong, China & Taiwan	25%	
UK	7%	
Australia & New Zealand	6%	
Others	9%	

Bulgaria, France, India, Ireland, Philippines, South Africa, Japan & Spain

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

100% of CDNIS' teaching faculty are IB trained IB requires that only one teacher per grade or one teacher per Subject be IB trained.

\$2.2M Annual budget for staff training and professional development

16 IB Evaluators **26** Hold IB Roles
8 IB Workshop Leaders / Site Evaluators



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. The Chair of the Board of Governors is also the Supervisor of the School as registered with the EDB (Hong Kong Education Bureau). 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 (CDNIS) 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 which provide 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.

In 2024, CDNIS opens its second campus at THE SOUTHSIDE and the expansion of our bilingual programme to include our youngest learners. Our new Early Years Centre, developed in partnership with teamLab, is a state-of-the-art facility that will ignite the imaginations of our Nursery and Early Years 1 students, fostering a lifelong love of learning from the very start of their education journey.

Take a moment to enjoy the visual journey around the CDNIS campus. Follow Canadian International School of Hong Kong to learn more



Application Instructions

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:

Dr. Wil Chan, Lower School Principal: seniorjobs@cdnis.edu.hk

Closing date: December 1, 2024

CDNIS reserves the right to make an appointment at any time, even before the deadline mentioned if an exceptional candidate is identified early in the process. 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 expects all individuals and groups affiliated with the school community 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 residential students and 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, committed to preventing harm to our students, responding to any concerns about child safety or Well-Being, and knowing 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 Limited

📍 36 Nam Long Shan Road, Aberdeen, Hong Kong 香港香港仔南朗山道36號

📍 Shop Units G21-G24, G/F, THE SOUTHSIDE, 11 Heung Yip Road, Wong Chuk Hang, Hong Kong 香港黃竹坑香葉道11號THE SOUTHSIDE地下G21-24號舖

☎ +852 2525 7088 ✉ schoolinfo@cdnis.edu.hk 🌐 www.cdnis.edu.hk

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

